

Hoboken Business Alliance, Inc

REQUEST FOR PROPOSALS

Landscaping Services Hoboken, New Jersey

Issue Date: September 3, 2024

70 Hudson Street, Suite 6C

Hoboken, NJ 07030

Deadline for Responses: Friday, November 1, 2024

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PART 1: REQUEST FOR PROPOSAL SUMMARY

1.1 INVITATION TO SUBMIT PROPOSAL

The Hoboken Business Alliance, Inc (the “HBA”), is the district management entity authorized by the State of New Jersey and the City of Hoboken to deliver supplemental services and programming within the boundaries of a Special Improvement District (SID). The HBA operates as a not-for-profit tax-exempt organization-representing numerous businesses and mixed-use districts throughout the City of Hoboken (the “District”). -Our mission is to help small businesses thrive, and to improve and activate Hoboken’s public realm. We bring together businesses, government, and the community to cultivate a beautiful and flourishing city to attract visitors, support new and existing entrepreneurs, and establish Hoboken as a destination known for its unique charm, diversity, and economic prosperity. The HBA ensures that Hoboken is a welcoming place to shop, dine, play, and stay.

The HBA is seeking proposals from qualified-firms (“Proposers”) by this request (“Request”) to provide supplemental horticulture and landscaping services outlined in the Scope of Work (“Scope”). The selected firm will provide services that support the HBA public realm and district operations portfolio.

1.2 PERTINENT DATES

- Release Date: 9/3/2024
- Question Submission Deadline: 9/24/2024
- Q&A Virtual Workshop: 10/1/2024 (RSVP by emailing larissa@hobokenbusinessalliance.com)
- Proposal Submission Closing Date: 11/1/2024
- Complete Selection Process and Award Contract: 12/10/2024
- Contracted Commences: 1/1/2025
- Anticipated Work Period: 1/1/2025-12/31/2025 with optional renewal for 4 fiscal years thereafter.

1.3 RFP SUBMISSION PROCESS

One (1) digital PDF version of the proposal must be received by the HBA by the Proposal Submission Closing Date.

Electronic proposals can be submitted via email to:

Larissa Szilagyi
Director of Finance and Operations
Hoboken Business Alliance
larissa@hobokenbusinessalliance.com

1.4 Questions

Questions regarding the RFP must be in writing and should be submitted via email to larissa@hobokenbusinessalliance.com. Questions should be submitted no later than Tuesday, September 24th at 5pm EDT.

1.5 RFP SUBMITTAL CONTENTS

Respondents shall provide the following core elements in their proposal response:

Cover Letter

The cover letter, no longer than one (1) page, shall be addressed to Roxanne Earley, Executive Director, and summarize key points of the Respondent's proposal and the proposed total budget. Contact information for the Respondent's primary point of contact should be provided on the cover letter.

Project Approach:

Each Proposal must include the following information per each submission:

1. Proposer's Profile including, but not limited to, the name/contact information of the entity, a brief company background, and a detailed reflection of the Proposer's understanding of the unique landscaping challenges and opportunities
2. Pricing:
 - a. Annual/Monthly Fees for proposed work;
 - b. Annual increases if the HBA were to extend the contract for an additional four years;
 - c. Price broken down by season as well as watering services
3. Service:
 - a. Providing landscaping services to all our planters (city-wide, washington street, hanging planters, and 11th street island displays) on a seasonal basis
 - b. Detailed organizational structure for supervision and management
 - c. List of non-working holidays and any additional fees that would incur if the HBA required work on a holiday;
 - d. Detailed description of the proposer's ability to fulfill the needs of the HBA
 - e. An updated site map with the Proposer's proposed planter deployment plan if different from current;
 - f. An example of proposed planters for one fiscal year;
 - g. Portfolio including work conducted in other districts as examples of landscaping work;
 - h. Detailed description of any additional services that the proposer believes the HBA should provide moving forward.
4. Confirmation of Insurance
5. Site Visit:
 - a. Confirmation that the Proposer has visited the Service Area to prepare for this Proposal

6. References: Proposers shall provide a list of three (3) contacts who can attest to the Respondent's professional experience and expertise, preferably past clients. Please provide the Name, Organizational Affiliation, Title, Phone Number, and Email for each of the three (3) contacts.

The HBA reserves the right to request additional information or materials that may be deemed appropriate and necessary to evaluate each proposal. Submission of a proposal shall constitute the Respondent's consent that the HBA may make any inquiry deemed appropriate to evaluate the Respondent's qualifications, experience or current activities.

Examination of Proposal Documents

By submitting a proposal, the Proposers represent that they have thoroughly examined and become familiar with the work required under this RFP and that they can perform quality work to achieve the HBA's objectives.

1.6 REVIEW OF SUBMISSIONS

Each proposal must satisfy the objectives and requirements detailed in this RFP. The features of the proposal will form the basis of the evaluation process.

The HBA will review all submissions for completeness and compliance with the terms and conditions hereof. The HBA reserves the right to request additional materials, including those it may deem useful or appropriate to evaluate each Proposer's qualifications and experience or clarification or modification of any submitted proposal. Submission of a proposal shall constitute the Proposer's permission to the HBA to make such inquiries concerning the Respondent as the HBA in its discretion deems useful or appropriate, subject to applicable law. The HBA is not obligated to accept any unsolicited additional materials, clarification, modification, or background information. The HBA may conduct discussion with some of the Proposers submitting proposals and not others. The HBA is an equal opportunity employer.

The HBA reserves the right, in its sole discretion, to reject submissions; to postpone, amend and/or cancel this RFP or specific projects contained within; require supplemental information; waive defects; permit corrections; and/or negotiate or hold discussions with any firm. The HBA may exercise the foregoing rights at any time without notice or liability to any proposing firm or other party for expenses incurred in the preparation of responses hereto or otherwise. No copies of materials submitted in response to this RFP will be returned.

1.7 SELECTION PROCESS

The HBA will select the Respondent which, in the sole judgment of the HBA, most successfully demonstrates the following:

- A comprehensive, clear point of view of the challenges and opportunities facing the Hoboken District;

- Proposer's expertise to accomplish the tasks and projects in the Scope of Work and Proposer's past experience in providing similar services to those included in the Scope of Work;
- Overall quality of the team or firm's management, professional reputation, and references; and
- A comprehensive and cost-effective project budget and schedule to accomplish the Scope of Work.

The HBA may award the contract to the qualified Proposer whose proposal it determines, in its sole discretion, to be the most advantageous for the HBA (the "Contractor"). The HBA shall not pay any costs incurred by any firm in responding to this RFP. The review or selection of a submission will create no legal relationship or equitable rights in favor of a Respondent, including, without limitation, rights of enforcement or reimbursement.

Failure by the HBA to select a firm, or to enter a contract with a firm if selected because of this RFP, will not create any liability on the part of the HBA or any of its members, directors, officers, employees, agents, consultants, or other contractors or successors. Submission by a firm shall constitute a waiver by the Respondent of any claim or cause of action against any of the aforementioned for any costs incurred or for any matters arising in connection with the HBA's review of the submissions.

PART 2: PROJECT BACKGROUND AND SCOPE OF WORK

2.1 PROJECT BACKGROUND

The Hoboken Business Alliance (HBA) is seeking a full-service company to provide landscaping services to our existing planter program. This includes our street corner planters, hanging planters, and 11th Street Island Display.

Hoboken City Context

The City of Hoboken is in Hudson County, New Jersey. Weehawken and Union City bound the city to the north, the Hudson River to the east, and Jersey City to the south and west. As of the 2020 census, the city's population is 60,419 with a median income of \$153,538. The Hoboken Terminal is one of the busiest public transit terminals in the region, with an average daily ridership of around 50,000.

During the 20th century Hoboken was home to several major manufacturing and shipping companies and was an integral component of the ports of New York and New Jersey. Regional economic changes have seen a decline in manufacturing and today Hoboken finds itself to be the home of a variety of national stores, small boutiques, upscale apartments, and a strong office market. As of 2015, the City of Hoboken is the home for approximately 18,376 workers and 274,423 units of residential space. Data from 2023 indicates that Hoboken has approximately 2,000 retail spaces.

Hoboken Business Alliance Formation & Project Goals

Following a multi-year Feasibility Study in 2020, a Special Improvement District (SID) known as the Hoboken Business Alliance (HBA) was created to help energize and enhance the business climate. The HBA represents businesses across all of Hoboken, and is uniquely situated to provide services, support, and advocacy citywide. The SID is comprised of 8 sub-districts, each a representation of the existing conditions and services provided. The SID assessment changes annually and serves approximately 1,300 commercial properties. For the purposes of this effort, the conditions of the entire City of Hoboken should be considered and where appropriate recommendations and data presented by sub-district. **See Exhibit 1.**

As part of our mission and services, the Hoboken Business Alliance provides supplemental landscaping and horticultural services to enhance and beautify Hoboken's public realm. Since 2021, the HBA has deployed 64 Washington Street Corner planters, 96 Citywide Corner self-watering planters, 97 hanging basket planters, and a rotating seasonal display on 11th Street Island (as shown in Exhibit B). The HBA is now embarking on a process to evaluate our landscaping services to ensure they best fit the needs of our district. This proposal aims to identify an organization that will provide supplemental landscaping services and display to the district, as defined in the Scope of Work.

2.2 SCOPE OF WORK

The Hoboken Business Alliance (HBA) seeks a partner(s) who can offer a full suite of services, including:

1. Maintain and create displays for Spring, Fall, Summer, and Winter for the following infrastructure:
 - a. 64 Washington Street Corner Planters
 - b. 96 City Wide Corner Planters
 - c. 97 Hanging Baskets (summer and winter only)

Off-season storage must be provided by respondent

- d. 11th Street Island (winter display optional)
2. Provide water services to each display for 1-3 times a week, as needed
 3. Additional Horticulture services:
 - a. Provide weeding services in areas determined in Exhibit A
 - b. Potential for floral installations on the storefront of businesses

2.3 DESIRED EXPERTISE AND QUALIFICATIONS

Proposals will be accepted from individuals as well as both multi-disciplinary firms and teams of multiple single-discipline firms or specialists who can collectively carry out the Scope of Work set forth. The Respondent must have the ability to satisfactorily perform the required work by reasons of: 1) experience in performing work of a similar nature 2) demonstrated competence in the services to be provided; 3) strength and stability of the consultant; 4) work load capability; and, 5) supportive references.

M/WBE firm participation is encouraged.

2.4 BUDGET PARAMETERS

The proposal shall include a price proposal for the services requested herein. The price proposal shall include a breakdown of the proposed cost by task and personnel. The proposed cost shall be all inclusive, and no additional costs or fees shall be assessed on the HBA if the proposal is accepted.









There shall be no right to an increase in the contractual amount awarded. The Respondent shall not incur additional expenses against the HBA above the 'not to exceed' amount described in the final contract unless the HBA, in its sole discretion, approves an increase in the not to exceed amount. Any expenses incurred by the consultant above the not to exceed amount shall not be reimbursed by the HBA in law or equity.

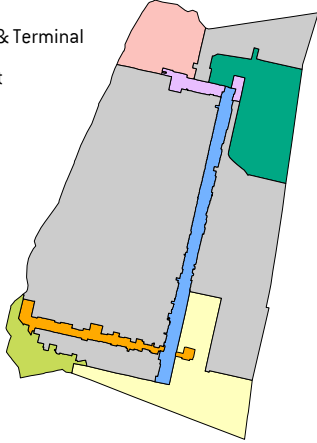


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Special Improvement District City of Hoboken

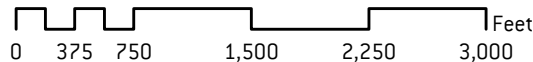
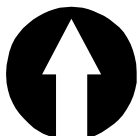
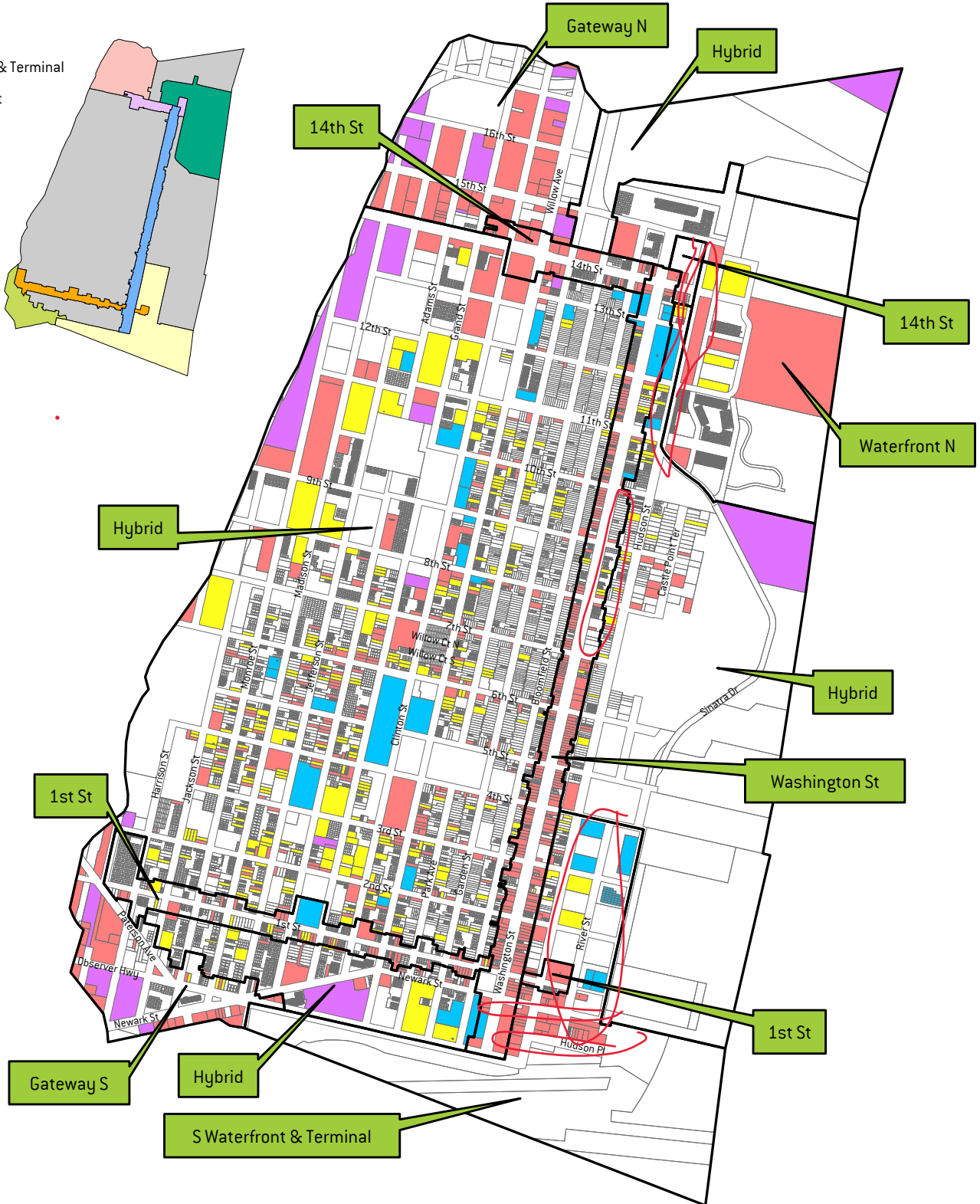
SID Sub Areas

-  South Waterfront & Terminal
-  Washington Street
-  First Street
-  Fourteenth Street
-  Gateway South
-  Waterfront North
-  Gateway North
-  Hybrid

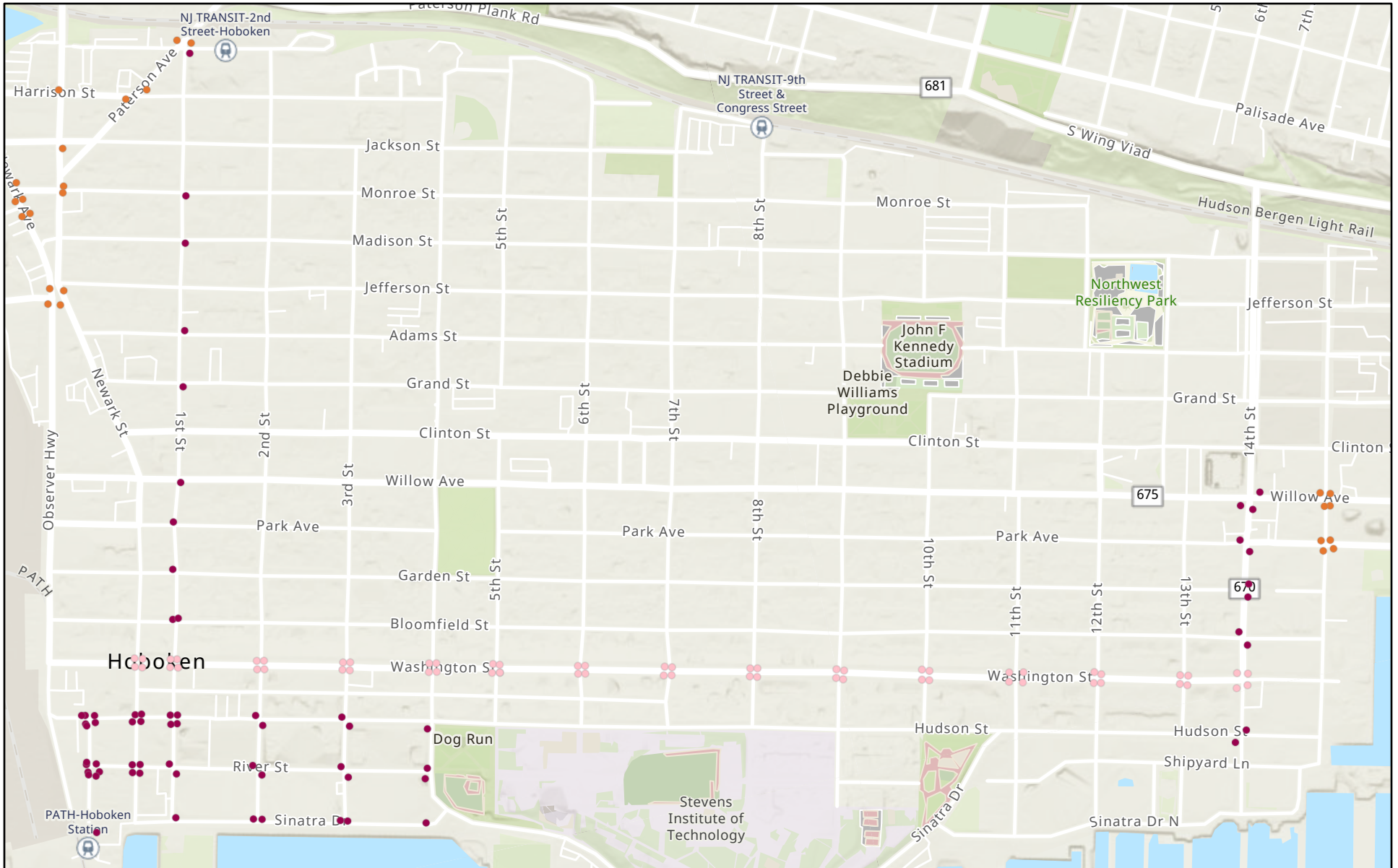


Tax Class

-  4A
-  4B
-  4C
-  15F



All Planters



1/23/2023

HBA Ground Planters

- RP-S1 Resin Planter
- RP-V1 Resin Planter

- NP-RV1 Fiberglass Planter
- World Hillshade

