

Hoboken Business Alliance, Inc

REQUEST FOR PROPOSALS

Supplemental Sanitation Services

Hoboken, New Jersey

Issue Date: September 3, 2024

70 Hudson Street, Suite 6C

Hoboken, NJ 07030

Deadline for Responses: Monday, December 2, 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 sanitation 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: 12/2/2024
- Complete Selection Process and Award Contract: 03/31/2025
- Contracted Commences: 7/1/2025
- Anticipated Work Period: 7/1/2025-6/30/2026 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 supplemental sanitation 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. Hourly/Daily rate per each team member;
 - d. Fees for any HBA branding items for work equipment (i.e. decals for trash bins, uniforms, etc)
3. Service:
 - a. The number of days, hours, and employees needed for requested work;
 - b. The frequency of each service being conducted;
 - c. Detailed organizational structure for supervision and management
 - d. List of non-working holidays and any additional fees that would incur if the HBA required work on a holiday;
 - e. Detailed description of the proposer's ability to fulfill the needs of the HBA
 - f. An updated site map with the Proposer's proposed route for sanitation services;
 - g. Detailed description of any additional services that the proposer believes the HBA should provide moving forward.
4. Technology:
 - a. Communication strategies, online management tools, software, and/or technological tools to be used;
 - b. Detailed description of anticipated way of obtaining metrics for reporting purposes
5. Confirmation of Insurance
6. Site Visit:

- a. Confirmation that the Proposer has visited the Service Area to prepare for this Proposal
7. 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 sanitation and district operations company to provide supplemental services, such as street sweeping, power washing, horticulture maintenance, graffiti removal, etc.

Hoboken City Context

The City of Hoboken is located 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 sanitation services to commercial districts of Hoboken. Services vary based on the subdistrict of the SID, with manual street sweeping and weeding concentrated in the Hudson Terminal, South Waterfront, Washington Street, First, and 14th Street areas. The HBA Sanitation team is currently deployed 7 days per week from 7AM to 11PM to service the morning, lunchtime, and evening needs of the district including nightlife recovery. Services such as graffiti removal, dog-waste station monitoring, general maintenance, special projects, and placemaking services are provided on an as-needed basis city-wide. As the HBA has grown, the organization has come to rely on our sanitation partner for a variety of district operations projects such as, but not limited to, street furniture maintenance and repair, graffiti removal, power washing projects, site preparation for events and public art activations, and coordination of public realm vendors during installation of décor, landscaping, and street banners.

The HBA is now embarking on re-evaluating our sanitation services to ensure they best suit our district's needs. **This proposal aims to identify an organization that will provide supplemental sanitation services 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:

- SUPPLIES
 - o Provide all necessary equipment and supplies including vehicles, solvents, brooms, and bins with prominently displayed HBA logo.
 - o Provide trash bags.
 - o Provide doggy waste bags
 - o Provide an adequate number of HBA-approved uniforms with the HBA logo for all weather.
 - o Provide or secure location for supply storage and employee needs including restroom, changing/storage area, and break area.
- REPORTING AND COMMUNICATION
 - o Provide HBA with designated contact person and escalation chain.
 - o Immediate notification to HBA regarding missed trash or recycling collections, illegal dumping, and other relevant street conditions.
 - o Weekly report in standard, professional format including: photos, ground level feedback, problem areas, number of bags collected, hours worked, etc.
- SIDEWALK SWEEPING

- Sweeping from the curb, crosswalks, and cross streets to business storefronts as well as corner property storefronts. Litter and debris must also be removed from tree pits and planters citywide.
- STREET FURNITURE CLEANING
 - For the purposes of this section, "street furniture" includes garbage bins, CitiBins, benches, bike racks, light poles, mailboxes, phone booths, utility boxes, tree guards, planters, etc.
 - Daily cleaning of street furniture (as defined above): keep clean and free of stickers, paint, and graffiti.
- GRAFFITI REMOVAL
 - Daily maintenance of graffiti removal from gates, doors, and walls throughout the district with appropriate methods including power washing and painting.
 - All graffiti removal should include documenting instances before and after removal.
- POWER WASHING
 - Power washing all sidewalks within our agreed sanitation route four times per year starting from late April until late October.
 - Ad hoc power washing.
- HORTICULTURE
 - Remove weeds from planters and tree pits.
- OTHER ADDITIONAL SERVICES
 - Placemaking services: providing additional supplemental cleaning as well as equipment delivery during programming

Maintaining and managing our storage facility and providing services when equipment needs to be delivered.

- Ad hoc additional services to support the HBA and District needs and as agreed by the parties.

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.

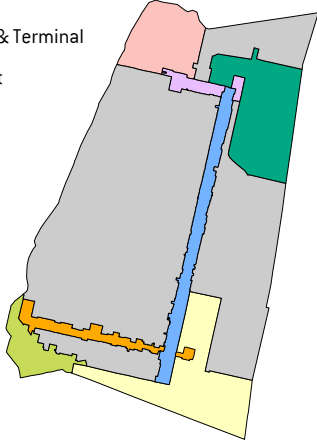


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Special Improvement District City of Hoboken

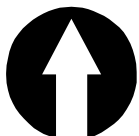
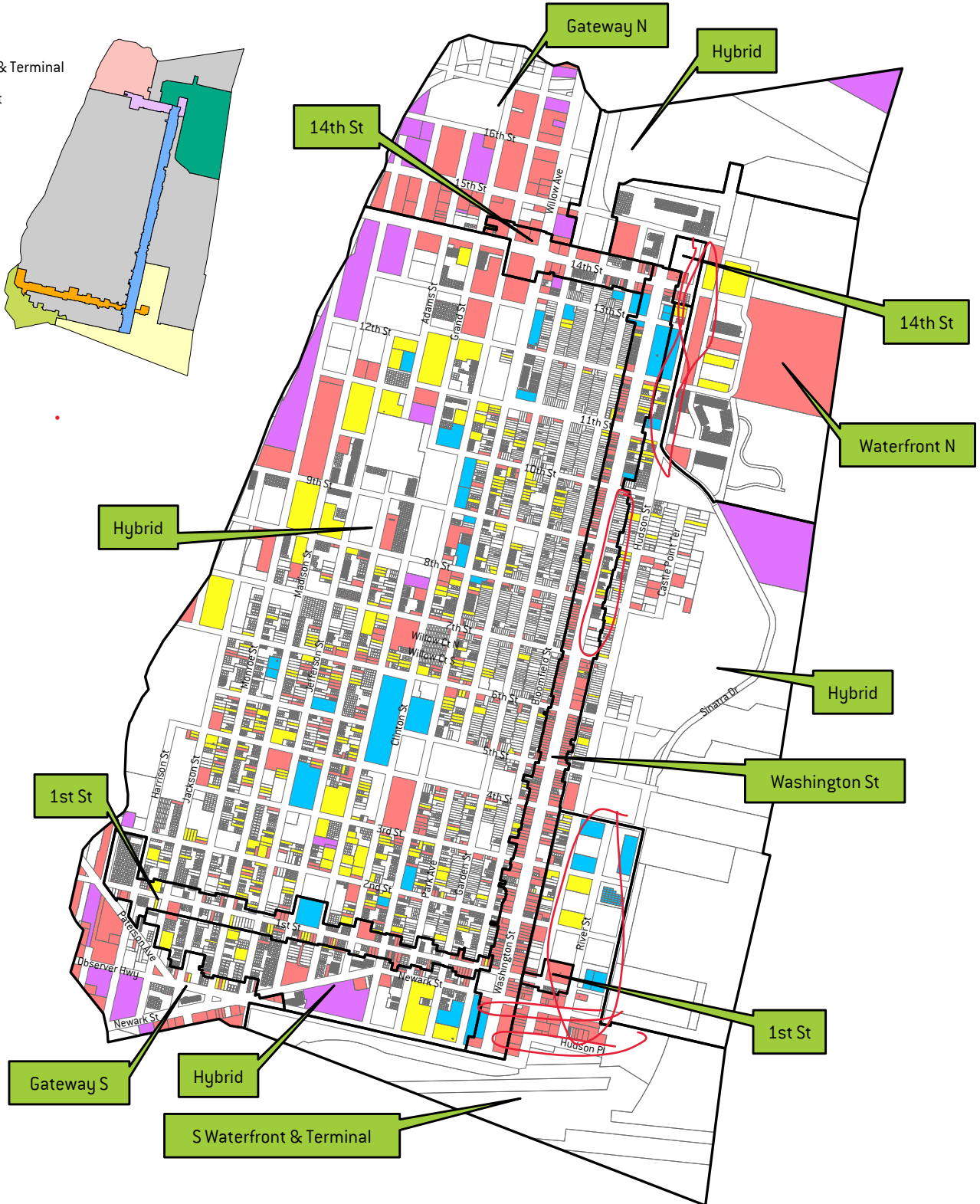
SID Sub Areas

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



Tax Class

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



0 375 750 1,500 2,250 3,000 Feet

EXHIBIT B

