



State of New Jersey

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**Questions Posed to the Highlands Council by Potential Respondents to the RFP
to Assist in the Development of a Highlands Regional Master Plan (RMP) Monitoring
Program Recommendation Report (MPRR)
March 5, 2014**

Question #1

There is a question regarding the Technical Advisory Committee meetings. Where the RFP says a “minimum of two” meetings, is that referring to a minimum of two meetings total of the Committee or a minimum of two meetings per topic area?

Response #1

Task B, b. of the RFP states “Prepare for and host Technical Advisory Committees (minimum of two) to address topic specific issues as determined by the Highlands Council” and refers to a minimum of 2 committees being formed. There could be several meetings required by each Technical Advisory Committee.

Question #2

It is not entirely clear from the RFP whether or not the Draft and FINAL RMP MPRR documents should be submitted as “highly designed” products or more “low design” products that the Council will turn into higher design. Please let us know which of the two it might be so that we can determine the amount of time to budget for our graphic designer.

Response #2

The Highlands Council is seeking a fully designed final product.

Question #3

Does the Highlands Council need/want 3 copies of Appendix A, B, C, & D?

Response #3

The Highlands requests 3 copies of the Appendices.

Question #4

The Highlands Council asked for the budget to be sent in a sealed envelope marked confidential. How would you like me to send the budget electronically to ensure confidentiality?

Response #4

With regard to the budget, it is ok to submit budget in a separate email marked confidential. Additionally hard copies should also be submitted.

Complete RFP can be found at the link below.

<http://www.highlands.state.nj.us/njhighlands/news/rfp.html>