



State of New Jersey

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Questions Posed to the Highlands Council
by Potential Respondents to the Request for Proposals to
Map the Highlands Trail and
Design and Implement an Associated Signage Program
April 23, 2019

Question #1:

Regarding the Acceptance of Contract Terms, how does an entity certify the statement? Do we provide a signed Appendix D?

Response #1:

Yes.

Question #2:

Regarding the Certification/Disclosures, as a non-profit, are we required to submit Appendices A and B? I see that C is not required for non-profits, so can we simply omit C from the packet?

Response #2:

All respondents, including any non-profits, should submit all appendices even if there is nothing to disclose. Appendix C should be submitted with a statement, where applicable, that the respondent is a non-profit.

Question #3:

Regarding ownership of maps, signage, and materials, two sections (II-B-4 and II-C-6) note that certain materials "shall be owned by the Highlands Council"; see specific text below. This would certainly allow the Highlands Council to use the materials however they wish going forward; however, it is unclear what this means for how the Trail Conference, if selected, would be able to use these same materials going forward. For instance, would we be able to issue updates to maps/promotional materials/signage ourselves in the future, as is our typical practice? Would we be able to use the designs of materials created for this program for other projects as well (for instance, if we decided to embark on a similar mapping and signage program for the Long Path regional trail in New Jersey and New York)?

Here is the specific ownership-related text from the RFP:

--II-A-3, covering an interactive map, does not mention anything about ownership, just that the selected Consultant will provide, "in an ESRI file geodatabase format, any and all data created for the mapping application".

--II-B-4, covering the development of "promotional maps and materials", states that "All designs of maps and other promotional materials shall be owned by the Highlands Council."

--II-C-6, covering trail and roadside signage, states that "All proposed designs of all trail signage and markers, roadside signage and distribution points for maps and promotional materials developed in this Section II.C. shall be provided to the Highlands Council in an editable electronic format and shall be owned by the Highlands Council."

Response #3:

The Highlands Council's rights of ownership are intended to be non-exclusive such that the respondents would be able to use and modify the materials for their own use.

Question #4:

Regarding promotional materials, the Scope includes a deliverable of developing promotional materials, but there is no mention of actually printing or otherwise producing the materials. Is it expected that these will be printed by the Highlands Council upon completion of the project, or are the recommendations we develop expected to address questions related to who will fund and print the materials?

Response #4:

The printing of the materials is not part of the scope of services required under this RFP.

Question #5:

Regarding the selection process, if the Highlands Council decides to award the contract, is there a rough timeline for when it may be expected to be awarded? Since some deliverables may be impacted by seasonal restrictions, it would be useful to know an approximate start month to be able to schedule tasks most efficiently.

Response #5:

There is no specific timetable for the award of the RFP.

The respondent should provide an approximate schedule. The Highlands Council understands the seasonality of the project and will take that into consideration during the review of the responses.

Question #6:

Is there a budget for this project?

Response #6:

There is no specific budget for the project.

Question #7:

Is funding for this project available?

Response #7:

Funding is available subject to Highlands Council approval of the project.

Question #8:

When is the anticipated award date for this project?

Response #8:

There is no specific award date for the project.

Question #9:

Do you want the project built within nine (9) months of the project being awarded?

Response #9:

It is the intent that the project would be completed within 9 months, however given the potential seasonality of the project the Highlands Council will consider alternative timeframes.

Question #10:

If not within the nine (9) months, what is the anticipated completion date?

Response #10:

It is the intent that the project would be completed within 9 months, however given the potential seasonality of the project the Highlands Council will consider alternative timeframes.

Question #11:

Does trail data exist?

Response #11:

Although some data does exist publicly, the scope of services includes the development of the trail data.

Question #12:

Are the trail segments improved?

Response #12:

Although some segments are improved, the scope of services would also include mapping of un-improved segments.

Question #13:

Are the trails established or new?

Response #13:

The trails are both established and potentially new.

Question #14:

Does the app need to be specific to the trails?

Response #14:

No.

Question #15:

Does GIS trail map need to be hosted on the NJ Highlands Council's infrastructure?

Response #15:

No, this is not required.

Question #16:

Is this a joint project with the NYNJ Trail Conference?

Response #16:

No.

Question #17:

How many sites are on private property?

Response #17:

This is not known and would be part of the project.

Question #18:

How many of the sites on private property have easements?

Response #18:

This is not known and would be part of the project.

Question #19:

Are easement descriptions available?

Response #19:

No.

Question #20:

Are deed descriptions available?

Response #20:

No.

Question #21:

Are corner markers set?

Response #21:

Unknown.

Question #22:

Is the company selected also responsible for the manufacturing and installation of the signs?

Response #22:

Yes.

Question #23:

What is the anticipated budget for this RFP?

Response #23:

See response to Question #6 above.

Question #24:

What GIS resources does the Highlands Council currently have (people, hardware, software)?

Response #24:

The Highlands Council currently employs two (2) full time GIS staff. The department uses ArcGIS 10.6.1 and has available a Trimble GPS.

Question #25:

Does the Highlands Council utilize other state or regional GIS resources?

Response #25:

Yes. The Highlands Council utilizes public data and stores its interactive map data with NJ OIT.

Question #26:

Does the Highlands Council have an ArcGIS Online Account?

Response #26:

Yes.

Question #27:

What level of coordination does the Highlands Council currently engage in with the NYNJ Trail Conference? Do you desire/anticipate greater coordination?

Response #27:

The Highlands Council engages in limited coordination with the NYNJ Trail Conference at this time. The Highlands Council is, however, a member of the NJ Geospatial Forum Trails Taskforce.

Question #28:

Does the Highlands Council currently engage the public for volunteer events and efforts?

Response #28:

No.

Complete RFP can be found at the link below:

www.nj.gov/njhighlands/news/rfps/trails/trails_rfp.pdf