

C. SCOPE OF SERVICES

The Sourland Planning Council, Inc. (hereafter the Grantee) shall be responsible for administering and performing the obligations set forth in this grant agreement with the New Jersey Department of Community Affairs (hereafter the Department). The Grantee shall use up to \$100,000 under this grant agreement to Prepare the Sourland Mountain Comprehensive Management Plan. In preparing this plan, the Grantee shall complete the following tasks:

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| Task 1 | Selection of Steering Committee & Planning Consultant(s) |
| Task 2 | Data Collection and Analysis |
| Task 3 | Regional & Community Visioning Sessions |
| Task 4 | Preparation of a Draft Comprehensive Management Plan |
| Task 5 | Finalize Comprehensive Management Plan |
| Task 6 | Local Endorsement and Deliverables |

Task 1 – Selection of Steering Committee & Planning Consultant(s)
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Selection of Steering Committee:

The Grantee shall establish a Steering Committee to assist with the preparation of the Comprehensive Management Plan. This Committee shall be comprised of representatives of the Sourland Planning Council and of two (2) representatives from each of the participating municipalities (The Participating Municipalities are East Amwell, Hillsborough, Hopewell, Montgomery, and West Amwell); ideally one elected official and one Planning Board member. Additionally, the Steering Committee shall include a representative from the NJDCA-Office of Smart Growth, a representative from each of the participating County Planning Boards (The Participating Counties are Hunterdon, Mercer, Somerset), and other stakeholders from the private and non-profit sectors within the Sourlands Region who represent business, social, utilities and environmental interests. The Steering Committee shall also include representatives from the Delaware and Raritan Greenway, and the Stony Brook-Millstone Watershed Association. The NJ Economic Development Authority, NJ Commerce and Growth Commission, NJ Transit, NJ Department of Transportation, NJ Department of Environmental Protection, and the NJ Department of Agriculture shall be invited to participate on the Steering Committee. Following an initial “kick off” meeting to be held no later than one month from the time the contract is signed, the Steering Committee shall meet quarterly to review the progress of the Comprehensive Management Plan.

Selection of Consultant(s)

The Grantee, in consultation with the Steering Committee shall solicit Requests for Proposals from firms interested in providing the services outlined in the Scope of Work. Consultant teams will be required to demonstrate appropriate credentials in the various sub-specifications required by the scope of services, namely visioning, environmental sensitivity, physical planning and community involvement.

Selected consultant(s) must be pre-qualified by the Office of Smart Growth. Qualifications/requirements for undertaking this planning study shall include the following:

- Licensed Professional Planner (minimum 5 years experience)
- Planning expertise in regional planning issues
- Zoning and Land Use Planning
- GIS mapping technology
- Multi-disciplinary team approach
- Local government expertise
- References and Client lists

C. SCOPE OF SERVICES continued

Respondents to the Request for Proposals shall be required to provide (1) consultant qualifications in response to criteria set forth in the RFP; (2) a detailed work plan and time table for completion of each task in the Scope of Services; (3), deliverables and budget for each task/phase. Based on RFP responses and a set of evaluation criteria developed by Grantee in consultation with the Steering Committee, the Office of Smart Growth will assist in the review and selection of firms. The Grantee in consultation with the Steering Committee shall be responsible for interviewing the leading firms. Subcontractors will be permitted.

Payment for services shall be performance based and incremental, according to the agreed-upon work plan.

Deliverables Include:

1. Contact list of Steering Committee Members.
2. Request for Proposal(s) & Selection of Consultant(s)
3. Executed Consultant Contract

Task 2 – Data Collection & Analysis
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The purpose of this Task is to consolidate and update baseline data, hydrogeology data and recommendations of Phase I studies (Groundwater Resources Report prepared by Demicco and Associates, Build out Analysis Report and Final Phase I Report prepared by Frank Banisch); document study area conditions and land uses; identify vacant/occupied land and plans for future developments and/or conservation; and assess capacity and market supply and demand issues.

1. Cataloguing of available Market Data

As a precursor to the development of a unified vision for the Sourlands region, the following will be undertaken:

- ◆ Produce an inventory and evaluation of existing plans (Participating municipal -, County and State Plans) and visions, using G.I.S. technology for mapping and analysis.
- ◆ Index existing Participating Municipal -, County concerns
- ◆ Identify regional trends, and coordination with adjoining municipalities.

Deliverables Include:

1. Assemblage of all Phase I reports and data into a “basis and background” document.
2. Database of existing regional concerns.
3. Comprehensive digital inventory of local plans and initiatives.

Task 3 – Regional & Community Visioning Sessions

Visioning shall be used to identify and implement changes to public policy, ordinances and/or regulations. Prior to recommending changes to policy, if any, the Grantee in consultation with the Steering Committee will work with the public through public meetings and Charrettes to develop a unified vision for the Sourlands. What is the extent to which the public values, and further wishes to retain the rural character, farming community, ecological resources, scenic vistas, water supply, and recreational resources of the Sourland mountains? And what does the public envision as the best methods to obtain these goals?

C. SCOPE OF SERVICES continued

The Grantee working with the selected consultant will facilitate and coordinate a visioning process with assistance from the Steering Committee, utilizing effective communication and visualization tools and techniques to solicit community participation and build consensus on a clear and well defined vision for the future of the Sourland region as depicted by the map attached. These sessions shall include a variety of graphic and visual representations that can effectively communicate the vision for the region and be used to stimulate market interest and identity.

There will be a minimum of five visioning sessions held. These visioning sessions will be open to public and advertised in newspapers that cover the Sourlands region. The consultant(s) hired will serve both as facilitator and educator for these meetings, and will summarize their results into the deliverables. The objective of the vision is to formulate a community consensus with respect to the goals, physical characteristics, design criteria, etc., desired by the stakeholders (residents, local businesses, faith-based groups, etc.). The vision and Vision Statement shall become basis of the planning documentation. The commencement of the visioning process will establish an open dialogue among both the public and private sector interests, including government agencies, non-profit groups, local businesses, institutions and public service organizations and faith-based organizations. The visioning process is intended to provide a clear picture of what the citizens identify as the long-range goals and vision for the Sourlands.

Deliverables Include:

1. Summary of results from Regional & Community Visioning Sessions
2. Vision Statement
3. Long-Range Goals
4. Renderings and digitized images for future marketing uses

Task 4 – Preparation of a Draft Comprehensive Management Plan.

The Grantee with assistance of the consultant and the Steering Committee, will prepare a draft Comprehensive Management Plan that must include the following elements:

- A land use plan shall outline minimum recommended guidelines for future land use necessary to protect the critical resources of the Sourlands. Recommendations shall be made regarding land use, site and building design standards, well and septic regulations, farmland and forest management, maintenance of utility areas and lines and roads, recommendations regarding improvements to infrastructure, and/or designation as a “Special Resource Area” as defined by the State Development and Redevelopment Plan. Recommended land use strategies shall include appropriate modifications to existing ordinances and/or regulations, or new regulations, as appropriate that could be implemented at the State, County, or local level. The land use plan will also highlight major policy issues and recommendations, including densities, design standards for residential development, testing requirements for well and septic approvals, road and utility line maintenance, scenic corridors, etc. (Sample ordinances shall be included.)
- A Conservation Plan will be developed and to identify best management practices for public and private stewardship of the land and suggest appropriate resource management standards (such as establishing stream corridor and riparian forest ordinances, woodland and water resource protection areas, conservation programs and easements, etc.).
- An Open Space Plan will be developed for use in guiding future conservation and preservation efforts. The plan will specifically identify previously preserved land, and provide a method for prioritizing future conservation efforts and open space acquisitions.

C. SCOPE OF SERVICES continued

Deliverables Include:

1. Draft Comprehensive Management Plan

Task 5 – Finalize Comprehensive Management Plan

With the guidance of the Steering Committee and the consultant, the Grantee will finalize the Comprehensive Management Plan, incorporating appropriate recommendations from the Steering Committee, Stakeholders, County and Municipal Planning Boards, Governing Bodies, and State Agency Representatives.

Deliverables Include:

1. Final Comprehensive Management Plan

Task 6 – Local Endorsement and Deliverables

The Comprehensive Management Plan for the Sourlands will be presented to the Planning Boards and governing bodies of the participating municipalities and counties for endorsement. To this end, it is anticipated that, upon completion, the participating municipalities and counties will adopt resolutions of endorsement for the final plan.

Deliverables Include:

1. Policy recommendations for the land use element, conservation element and open space element for inclusion into local and county master plans.
2. Resolution(s) adopting the Comprehensive Management Plan from the Planning Boards of the participating municipalities and counties.
3. Resolution(s) adopting the Comprehensive Management Plan from the Governing bodies of the participating municipalities and counties