

**TOWNSHIP OF ANDOVER LAND USE BOARD
REQUEST FOR PROPOSALS FOR
LAND USE BOARD ATTORNEY, ENGINEER, AND PLANNER**

NOTICE IS HEREBY GIVEN that proposals for the provision of legal, planning, and engineering services, commencing January 1, 2018 through December 31, 2018, will be received by the Andover Township Land Use Board (hereinafter, the “Board,”) at its offices located at 134 Newton-Sparta Road, Newton, N.J. 07860.

Proposals are being solicited to by the fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq. One original and eleven copies of a proposal shall be submitted to Anne-Marie Wilhelm, Land Use Administrator, no later than Monday, November 20, 2017 at 1:00 p.m.

All proposals shall include the following: the name, address and contact information of the person or firm making the proposal; a statement of qualifications, including all applicable professional licenses held; a statement of experience in rendering such professional services to public entities including dates of service and position(s) held; a listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held; and a proposal for compensation or a schedule of fees to be charged for such professional services.

Proposals will be evaluated based on qualifications, experience in the field, knowledge of Andover Township, availability and support staff availability, as well as compensation requirements. The Board intends to review all proposals and invite select candidates to the December 5, 2017 Board meeting.

Successful applicants will be required to comply with requirements of N.J.S.A. 30:5-33,et seq. (N.J.A.C. 37:27), Equal Employment Opportunity, N.J.S.A. 52:32-44, et. seq., New Jersey Business Registration, and N.J.S.A. 10:5-31 Affirmative Action. Prior to the commencement of a contract, the successful candidate will be required to furnish a copy of their professional liability insurance certificate evidencing valid insurance coverage. Insurance coverage should be in place at the start of the contract term and must be maintained continuously for the duration of the contract.

The 2018 Andover Township Land Use Board Reorganization Meeting is scheduled on January 16, 2018 at 7:30 p.m.

Anne-Marie Wilhelm
Land Use Administrator