

**Request for Proposals for the Position of Planner  
for the Township of Andover Land Use Board**

**Date Issued: October 16, 2024**

**Return Date & Time: By Noon on November 27, 2024**

**Return To: Stephanie Pizzulo**

**Andover Township Municipal Building**

**134 Newton Sparta Road**

**Andover, NJ 07860**

The Township of Andover invites you to submit a proposal for the position of **Land Use Board Planner** to provide professional services for all general municipal planning services related to the Township of Andover Land Use Board. All proposals are to be returned to Stephanie Pizzulo, Land Use Board Secretary, Andover Township Municipal Building, 134 Newton Sparta Road, Andover, New Jersey 07860, by noon on November 27, 2024. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: “RFP – Land Use Board Planner”. Please note that in order to have a proposal considered by the Township of Andover Land Use Board, an interested party must demonstrate the minimum requirements for the position of Land Use Board Planner, as set forth in Section III of this Request for Proposal. An interview of the applicant may be requested at the discretion of the Township of Andover Land Use Board.

All appointments to provide professional services shall be in the name of an individual authorized or licensed to practice said profession or service. The name of a company or firm may follow the name of the individual.

**I. Appointment of Land Use Board Planner**

One municipal planner will be appointed by the Land Use Board to serve as the official Land Use Board Planner from January 2025 through December 2025. The Township of Andover Land Use Board may select individuals or firms for this position, so long as the Land Use Board is satisfied that the minimum requirements set forth in Section III will be met. No substitution may be made without the express written consent of the Township of Andover Land Use Board’s governing body, which includes the Chairperson and Members, which consent may be withheld in its sole discretion. Other municipal planners may be appointed by the Township of Andover Land Use Board for specialty tasks at the discretion of the Township or Land Use Board.

**II. Scope of Services**

The Land Use Board Planner shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Land Use Board’s Chairperson:

- A.** Prepare the Township of Andover’s Master Plan re-examination report (the Board’s last re-examination report was adopted April 2023).
- B.** Review, at the request of the Land Use Board, development applications and plans and drawings and prepare written reports on the compatibility or incompatibility of the proposed development with the goals and objectives of the Andover Township’s Master Plan.

- C. Attend meetings of the Board or its subcommittees as requested by the Board and, if necessary, assist the Board in its deliberative and decision-making functions. The Board meets on the first and third Tuesday's of the month.
- D. Advise the Land Use Board and its professional staff and assist them in developing and implementing such policies and procedures as are necessary and proper for the development of land within the Township of Andover. Such activity may include, without limitation, the drafting of proposed land use ordinances, and providing such expert testimony during Land Use Board public hearings.
- E. Maintain all papers, documents, memoranda, reports, and other material related to the Planner's duties and function. Upon the termination of these services with the Board, the Planner shall forthwith surrender all Board records.
- F. The Land Use Board Planner shall coordinate his/her efforts with the Township of Andover Land Use Board and other professionals appointed by the Township of Andover Land Use Board the effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55-D-1 et.seq.

### **III. Minimum Qualifications and Vendor Responses to this Solicitation of Proposals**

In order for the proposal to be considered by the Township of Andover Land Use Board, interested parties must meet the following minimum requirements.

#### **A. Minimum Qualifications**

In order to fulfill the duties of Land Use Board Planner, it must be demonstrated to the satisfaction of the Township of Andover Land Use Board, through the Chairperson/or the selection committee that the potential vendor:

1. is multi-disciplined with at least ten (10) years' experience in all aspects of municipal planning in New Jersey;
2. is a duly licensed planner in the State of New Jersey;
3. is in good standing within the State of New Jersey.

#### **1. Minimum Requirements for Vendor Response to the Township of Andover's Solicitation of Proposals.**

Interested parties wishing to provide a proposal in response to the Township of Andover Land Use Board's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth above:

1. Full name and business address of entity or person submitting the proposal and the name of the key contact person;
2. A description of the business entity that employs the applicant (i.e., corporation, partnership, joint venture, etc.), its ownership and organizational structure;
3. The number of years the business entity has been in business under the present name, and the number of years the business entity has been under the current management;
4. The number of licensed professionals employed by/affiliated with the business entity;
5. A listing of all special accreditations held by the applicant;
6. A listing of all current and previous public entities served by the applicant and the business entity indicating the dates, services, and position held;

7. A description of services that will be provided to the Township, in addition to those set forth in Section II;
8. A copy or description of the professional liability insurance policy maintained for calendar year 2024 and 2025;
9. A statement and listing of professional service fees, including rate schedule, offered to the Township of Andover Land Use Board, if selected to be Land Use Board Planner;
10. A statement that applicant complies with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et. seq., and the Affirmative Action Law of the State of New Jersey, P.L. 1975 C. 127;
11. The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one municipal entity client;
12. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years;
13. Confirm the appropriate federal and state licenses to perform activities; and
14. The applicant shall provide the Township of Andover Land Use Board with an original and two (2) copies of its proposal.

#### **IV. Basis of Award of Professional Services Contract**

The Township of Andover Land Use Board shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Township of Andover. The Chairperson of the Township of Andover Land Use Board may make a final award after review of the responses to the Request for Proposal and after receiving advice and approval from a majority of the members of the Township of Andover Land Use Board. The appointment will be based upon the most advantageous price and other factors. The specific basis of award will include:

1. Documented evidence that the applicant fulfills all of the Minimum Qualifications as listed in Section III, paragraph A., and all of the information required under paragraph B., including, but not limited to, experience, professional service fees, organizational depth, and insurance policy.
2. Technical Criteria:
  - a. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
  - b. Is the proposal complete and responsive to the specific requirements? Has successful past performance of the firm and its principals been documented?
3. Cost Criteria:
  - a. Relative Cost – How does the cost compare to other similarly scored proposals?
  - b. Full Explanation – Is the Price and its component charges, fees, etc. adequately explained and documented?
  - c. Does the proposal include quality control and assurance programs?
  - d. Does the firm have sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for the professional service.