ANDOVER TOWNSHIP
REQUEST FOR PROPOSALS (RFP)
Professional Planning Services – Land Use Board
Contract Term: Calendar Year 2027

Date Issued: October 21, 2026
Return Date & Time: By Noon on December 1, 2026
Return To: Stephanie Pizzulo
Andover Township Municipal Building
134 Newton Sparta Road
Andover, NJ 07860

1. Introduction

The Township of Andover is soliciting proposals from qualified New Jersey-licensed Professional Planners to provide professional planning services to the Andover Township Land Use Board for the for the full calendar year January 1, 2027 through December 31, 2027. This solicitation is issued under a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

All proposals must be submitted to:

- Stephanie Pizzulo, Land Use Board Secretary Andover Township Municipal Building 134 Newton Sparta Road Andover, NJ 07860

Return Deadline:

- By 12:00 PM (Noon) on 12/1/2026
- Envelope Marking: "RFP – Land Use Board Planner"

Proposals may be mailed or delivered in person. Interviews may be requested at the discretion of the Land Use Board.

All professional appointments shall be made in the name of an individual licensed to practice planning in New Jersey, with the firm name permitted to follow the individual's name.

2. Background

The Andover Township Land Use Board is responsible for reviewing development applications, preparing and updating planning documents, and advising the Township on land use matters pursuant to the Municipal Land Use Law (MLUL), N.J.S.A. 40:55D-1 et seq.

The Board is scheduled to meet on the first and third Tuesday of each month at 7:30 pm. The Township anticipates continued development activity in 2027, including Master Plan consistency and activity reviews, ordinance updates, and general planning guidance.

3. Appointment of Land Use Board Planner

One municipal planner will be appointed to serve as the official Land Use Board Planner for the remainder for calendar year 2027. The Board may appoint additional planners for specialty tasks at its discretion.

No substitution of personnel may be made without the express written consent of the Land Use Board, including the Chairperson and Board Members.

4. Scope of Services

The selected Planner shall perform the following services, including but not limited to:

- Master Plan - Perform Master Plan consistency reviews and prepare updates as needed, including assessing whether municipal actions, ordinances, and development approvals align with and advance the goals and strategies established in the Master Plan.
- Application Review - Review development applications, plans, and supporting documents; prepare written planning reports evaluating consistency with the Township Master Plan and zoning ordinances.
- Meeting Attendance & Testimony - Attend Land Use Board meetings and subcommittee meetings as requested; provide expert testimony during public hearings. It is not anticipated that the Planner will be required to attend all scheduled meetings.
- Planning Guidance & Ordinance Support - Advise the Board and Township staff on planning matters; assist with drafting land use ordinances, redevelopment analyses, and policy recommendations.
- Records Management - Maintain all documents, reports, and materials related to planning duties; surrender all records upon termination of services.
- Coordination with Township Professionals - Work collaboratively with the Board Attorney, Board Engineer, administrative staff, and other appointed professionals to effectuate the MLUL.

5. Minimum Qualifications

To be considered, respondents must demonstrate:

1. At least five (5) years of municipal planning experience in New Jersey.
2. Licensure as a Professional Planner (P.P.) in the State of New Jersey.
3. Good standing with all applicable New Jersey professional boards.
4. Multi-disciplinary experience covering the full range of municipal planning functions.

6. Proposal Submission Requirements

Respondents must provide one (1) original and two (2) copies of their proposal containing the following minimum information:

1. Full name, business address, and key contact person.
2. Description of the business entity (corporation, partnership, etc.), ownership, and organizational structure.
3. Number of years in business under the current name and management.
4. Number of licensed professionals employed or affiliated with the entity.
5. Listing of special accreditations held by the applicant.
6. Listing of all current and previous public entities served, including dates, services, and positions held.
7. Description of additional services offered beyond those listed in Section 4.
8. Copy or description of professional liability insurance coverage for 2027.
9. Statement of professional service fees, including hourly rates, meeting attendance rates, and report preparation costs.
10. Statement of compliance with the New Jersey Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) and Affirmative Action requirements (P.L. 1975, c.127).
11. Names and addresses of three (3) references, including at least one municipal client.

12. List and description of any professional liability claims within the past five (5) years.
13. Confirmation of all required federal and state licenses.

Incomplete submissions may be rejected.

7. Evaluation Criteria

The Land Use Board will evaluate proposals based on:

A. Minimum Qualifications

- Documented evidence that the applicant meets all requirements in Section 5 and provides all information required in Section 6.

B. Technical Criteria

- Demonstrated understanding of the scope of work and objectives.
- Completeness and responsiveness of the proposal.
- Documented successful past performance of the firm and its principals.
- Quality control and assurance programs.

C. Cost Criteria

- Relative cost compared to similarly scored proposals.
- Clarity and documentation of all fees, charges, and rate structures.
- Financial capacity to meet contractual obligations.

8. Award of Contract

The Land Use Board Chairperson may make a final award after reviewing all proposals and receiving advice and approval from a majority of Board Members. The contract will be awarded based on the most advantageous price and other factors, including qualifications, experience, and responsiveness. All awards are subject to the availability of funds.

9. Questions

Questions regarding this RFP must be submitted in writing or via email:

Stephanie Pizzulo
Land Use Board Secretary
134 Newton Sparta Road
Andover, NJ 07860
spizzulo@andovertwp.org