

**TOWNSHIP OF HOPEWELL  
CUMBERLAND COUNTY**

**REQUEST FOR PROPOSALS FOR PLANNING BOARD SOLICITOR, AND TOWNSHIP  
PLANNER FOR CALENDAR YEAR 2022**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44-20.5 *et seq.*, the Planning Board and Township of the Township of Hopewell New Jersey, will receive sealed proposals for the services set forth below:

Planning Board Solicitor

Township Planner

Responses to this Request for Proposals shall be delivered to Leo F. Selb Jr., RMC, Deputy Township Clerk, Township of Hopewell, 590 Shiloh Pike, Bridgeton, NJ 08302 on or before **10:00 a.m., prevailing time, on January 18, 2022.**

Term: January 1, 2022 to December 31, 2022

**A. PURPOSE**

The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individual to provide professional services for the Land Use Board and The Township of Hopewell. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process conducted at the sole discretion of the Land Use Board and Township of Hopewell.

**B. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS**

1. Three (6) copies of the response, inclusive of all information required in Section D hereof, should be provided. Responses must be submitted to the Deputy Township Clerk, Township of Hopewell, 590 Shiloh Pike, Bridgeton, New Jersey 08302. Any responses received after said opening, whether by mail or otherwise, will be deemed non-responsive. No responses will be accepted after the date and time set forth above. Responses must be submitted in a sealed envelope with the name of the firm or individual submitting the response, and the position for which the package is responsive, clearly marked on the outside of the envelope. It is recommended that each package be hand-delivered. The Borough assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the package to be received after the above-referenced due date and time. Submission by fax, telephone or e-mail is not permitted. The final selection shall be made at the sole discretion of the Planning Board.

2. All questions regarding this Request for Proposals should be made in writing to Leo F. Selb Jr., RMC, Deputy Township Clerk, Township of Hopewell, 590 Shiloh Pike, Bridgeton, NJ 08302, or via e-mail at [clerk@hopewelltwp-nj.com](mailto:clerk@hopewelltwp-nj.com).

**C. CRITERIA FOR EVALUATION OF RESPONSES**

The Qualified Purchasing Agent, will independently evaluate each submission and present the results of that evaluation to the Land Use Board and Township respectively. The response

deemed by the Land Use Board and Township to be most advantageous to the Land Use Board and the Township, based on all of the factors considered below, will be selected. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to the Land Use Board and the Township;
3. Knowledge of the Township, its affairs and operations;
4. Availability to accommodate any required meetings of the Land Use Board and the Township, even

on short notice. Meetings of the Land Use Board typically occur on the third Wednesday of the month at 7:00 pm.; and Township Committee Meeting the Third Thursday of the month at 6:30pm.

5. Compensation Proposal;
6. Compliance with the minimum qualifications established by the Planning Board for the position;
7. Other factors determined to be in the best interest of the Borough.

#### **D. RESPONSE REQUIREMENTS**

##### **1. MINIMUM QUALIFICATIONS.**

The minimum qualifications established by the Land Use Board and the Township for the professional appointments are as follows:

##### **PLANNING BOARD SOLICITOR:**

The successful candidate must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than 10 years preceding appointment.

The successful candidate must have a minimum of 5 years of experience representing land use boards in the State of New Jersey and be experienced with regard to the Municipal Land Use Law, the Open Public Meetings Act, the Open Public Records Act, and the Township of Hopewell Zoning Ordinance. The successful candidate must have experience preparing resolutions for land use boards in the State of New Jersey. The Planning Board Solicitor, or a qualified member or employee of the Planning Board Solicitor's firm, is expected to be present at all meetings of the Planning Board subject to reasonable exceptions that may be granted by the Planning Board in its sole discretion.

## **TOWNSHIP PLANNER:**

The Township Planner shall be a New Jersey Licensed Professional Engineer and a New Jersey Licensed Professional Planner for a period of not less than 10 years preceding appointment. The individual(s) assigned to the Planning Board by the successful candidate must have a minimum of 5 years of experience advising land use boards in the State of New Jersey on site plan and subdivision application reviews, redevelopment reviews, historic preservation and historic districts, ordinance revision review and recommendations, drafting and revising Master Plans, and other professional engineering and planning advice and assistance to land use matters, including but not limited to conferences, application review, testimony, and other matters relating to business likely to come before the Township. The Township Planner, or a qualified member or employee of the TownshipPlanner’s firm, is expected to be present at all meetings of the Township Committee when requested by the Township Committee; subject to reasonable exceptions.

### **2. RESPONSE CONTENT**

All responses should contain the following information and should be written in such a way as to enable the an evaluation of the response against the criteria discussed in Section C, above. No specific response format is required; responders should submit their response in a manner that conveys the information requested efficiently and concisely.

A. Name and address of the responder’s firm and the corporate officer authorized to execute agreements.

B. A brief description of the firm’s history, ownership, organizational structure, and licenses to do business in the State of New Jersey.

C. The names, experience, and applicable licenses held by the individual primarily responsible for servicing the Land Use Board as the Solicitor and the Township as the Planner; and any other person(s) whether as employees or subcontractors, with specialized skills that would be assigned to service the Land Use Board as the Solicitor and the Township as a Planner.

D. A sample of other land use board clients represented by the responder, to include contact information for three references.

E. A statement of assurance to the effect that the responder’s firm is not currently in violation of any regulatory rules and regulations that may have an impact on the firm's operations.

F. Disclosure of any potential conflicts of interest that the firm may have in performing services for the Land Use Board or the Township.

G. A detailed compensation proposal. For the Solicitor, the proposal should include a breakdown of proposed fees for attending meetings, preparing resolutions (which may vary based on type of case such as, for example, historic review, use variance, or bulk variance), and an hourly or other type rate should extraordinary services such as litigation representation be required. For the Planner, the proposal should include a breakdown of proposed fees for attending meetings, and an hourly or other type rate schedule for application reviews, investigations, and related matters likely to come before the Township. The Planner should include job titles for different tiers of staff with the rates.

**E. RESERVATION OF RIGHTS AND MISCELLANEOUS PROVISIONS**

The Land Use Board and Township reserves the right to:

- reject any and all responses, in whole or in part;
- waive any immaterial defect or informality in any response as may be permitted by law;
- terminate the RFP process without explanation;
- amend this RFP or issue additional solicitations for proposals;
- enter into an agreement for only portions of, or not enter into an agreement for any of the services contemplated by this RFP;
- select the response or responses that best satisfies the interests of the Land Use Board or Township and not necessarily on the basis of price or any other single factor; and
- select more than one responder for each role; and
- negotiate the terms of a final contract with any responder.

Proof of insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Land Use Board and Township may be required prior to the award of any contract. The Land Use Board or Township will not guarantee any minimum level of activity or business. All awards are subject to the availability of funds. Acceptance of a contract will be by resolution of the Land Use Board and Township. The Land Use Board anticipates adopting at its' January 19, 2022 meeting and the Township at it's January 20, 2022 meeting.

Leo F. Selb Jr.  
Deputy Township Clerk  
Township of Hopewell