



REQUESTS FOR PROPOSAL  
TOWNSHIP OF PLAINSBORO  
Planning Board Engineer

2019

Respond by: 11:00 a.m. - November 14, 2018

Respond to: Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with  
N.J.S.A. 19:44A-20.5 et seq.*

## ***I. Introduction***

Plainsboro Township is seeking the services of a Licensed Professional Engineer, licensed in the state of New Jersey, to carry out the duties of Planning Board Engineer.

## ***II. Scope of Work***

The duties of Planning Board Engineer include:

1. As required by the Township, prepare engineering analysis, reports, surveys, designs, plans, specifications, applicable permit applications, cost estimates, and construction administration for various projects.
2. Provide engineering advice, assistance and services to the Governing Body, Staff, and all Departments, Committees, Boards and Agencies of the Township, as requested and authorized.
3. Attend such Planning Board meetings and Development Review Committee meetings as requested by the governing body and/or the Township Director of Planning and Zoning, and be available on a twenty-four hour basis for emergency situation response.
4. Attend such Planning Board Meetings as requested, perform such services as required for the review of subdivision and site plan developments, performance and maintenance guarantees and perform such construction observations as associated therewith.
5. Prepare and submit grant/loan applications as requested for those projects as may be funded by Federal, State and/or County governmental agencies (i.e. HUD Community Development, NJDOT Trust Fund, Green Acres, etc.).
6. Provide coordination of subdivision close-out activities between Homeowners Association and developer.
7. Prepare annual operating budget, annual capital budget, and five-year capital needs recommendations, including implementation as directed.
8. Monitor and implement all engineering related matters in the Township's Master Plan as directed.
9. Perform all other engineering services as directed for the Township's needs.

### ***III. Contents of Proposal***

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm;
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of a Planning Board Engineer or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and four (4) copies.

### ***IV. Fees and Costs***

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

### ***V. Selection Process***

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services and proposed cost containment practices;
- D. Familiarity with the community.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

**VI. *Response/Inquiries***

All submittals should be clearly labeled and forwarded to:

Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 14, 2018.

All inquiries should be directed to Lester Varga, at (609) 799-0909 ext. 1502 or [lvarga@plainsboronj.com](mailto:lvarga@plainsboronj.com).