



REQUESTS FOR PROPOSAL
TOWNSHIP OF PLAINSBORO
Zoning Board of Adjustment 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 Zoning Board of Adjustment Engineer.

II. Scope of Work

The duties of the Zoning Board of Adjustment 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 Zoning Board of Adjustment meetings as requested by the Director of Planning and Zoning and perform such services as required for the review of bulk and or variances subdivisions, development applications and site plan reviews;
4. Provide expert testimony for engineering related legal matters;
5. 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 (if applicable);
- 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 Zoning Board of Adjustment 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.