

**Requirements to Qualify**

The requirements listed below are the minimum levels expected from the professional indicated in order to qualify to proceed to the second phase, Requests for Proposals.

**For Township Planner/Landscape Architect**

The Township Planner/Landscape Architect shall be a New Jersey licensed firm or individual with substantive experience in all aspects of municipal planning and landscape architecture including extensive work with and knowledge of the MLUL, COAH, and consulting with respect to drafting and revising Master Plans and land development ordinances. The firm shall also have extensive experience in the design of parks and public spaces. The individual primarily assigned shall have at least five (5) years experience as a municipal planner or land use board planner, and shall be a licensed Planner in the State of New Jersey and a member of the American Institute of Certified Planners.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.)

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Received by Township on \_\_\_\_\_

Meets Qualifications     Does Not Meet Qualifications

## REQUEST FOR PROPOSAL

Proposals will be evaluated by a Committee or Board Subcommittee, as appropriate. The undersigned individual, firm, or corporation, hereby proposes to serve as Township Planner/Landscape Architect in accordance with the following:

- A. Names, title and license of all the individuals who may perform the service and/or activity.
- B. A description of the individuals or firm's experience with similar services or projects.
- C. A list of references and record of success.
- D. Demonstration of areas of expertise of staff.
- F. A description of the individual or firm's ability to provide the service or complete the activity in timely fashion or as required by the Township.
- F. A fee schedule for the firm.
- G. Availability to accommodate any required meetings of the municipality.

The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.

In the event that compliance with part or all of the requirements of the RFQ/RFP is impracticable or undesirable with regard to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

All awards or waivers shall be by Resolution acted upon by the Township Committee at a Township meeting. All awards are subject to availability of funds.

All respondents shall comply with the Business Registration Act and Affirmative Action obligations as required by State law.

**To be considered, a proposal for the above position must be received on or before December 3, 2024 NO LATER THAN 10:00 A.M. All submissions shall be: two paper copies and a Flash/Jump Drive in a sealed envelope with "Submission of Qualifications / Proposals for [Name of Position]" marked on the outside to: Susan M. Dydek, Township Clerk, 237 S. Pavilion Ave., Riverside, NJ 08075.**