

**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.

**Planning Board Engineer**

The Planning Board engineering firm or individual shall have at least eight (8) years of experience as a municipal planning or zoning board engineer in all aspects of municipal land use law, Master Plans, storm and sanitary sewers, and related issues. The individual assigned shall have at least five (5) years experience as an appointed engineer to a planning or zoning board or similar length of experience appearing and making submissions before such boards.

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 server as Board Engineer 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.
- E. 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 Planning Board may waive part or all of the requirements by a majority vote of the full Planning Board. The waiver shall set forth specifically the reasons for such waiver.

All awards or waivers shall be by Resolution acted upon by the Township Planning Board at a Planning Board meeting. All rewards 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 10, 2025, 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.**