

## **NOTICE TO PROPOSERS**

### **CITY OF GARFIELD**

Sealed Proposals will be received no later than December 12, 2024 at 11:30 am, prevailing time in the Council Chambers, 111 Outwater Lane, Garfield, New Jersey, and will be opened and read aloud.

**COUNSEL - GARFIELD ZONING BOARD OF ADJUSTMENT**

**PLANNER - GARFIELD ZONING BOARD OF ADJUSTMENT**

**CIVIL ENGINEER - GARFIELD ZONING BOARD OF ADJUSTMENT**

Copies of the RFP are on file and open to public inspection at City Hall, 114 Outwater Lane, Garfield, New Jersey.

Each proposal must be enclosed, with eleven (8) copies, in a sealed envelope, bearing the name and address of the Proposer on the face of the envelope and must be addressed and delivered to the City of Garfield, Purchasing Department, ATTN: Chairman Carmin Bronste c/o Board

**PLANNER - GARFIELD ZONING BOARD OF ADJUSTMENT**

These proposals for the Garfield Zoning Board of Adjustment Planner are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 *et seq.*

Business Registration Certificate must be supplied with the proposal.

Proposers are required to comply with the requirement of N.J.S.A, 10:5-31 *et seq.* and NJAC. 17:27.

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Carmin Bronste, Chairman of the Garfield Zoning Board of Adjustment

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**REQUEST FOR PROPOSALS**  
**PLANNER — GARFIELD ZONING BOARD OF ADJUSTMENT**

**Services Overview**

Proposals are solicited by the Garfield Zoning Board of Adjustment for a planner related to the Zoning Board of Adjustment activities for the city. These services include, but are not limited to attendance at meeting as requested by the Chairmen, consultation and representation on planning matters related to applications. These matters may include preparation of reports as to applications. This RFP covers the period January 1, 2025, through December 31, 2025.

**Scope of Services**

The following services are anticipated through this Request for Proposals:

- Meeting attendance as required,
- Planning consultation and representation regarding any applications.

**Proposal Guidelines**

Each interested firm shall submit the following information:

1. Name of firm, address, telephone numbers, e-mail address, fax numbers.
2. Bios/resumes for each person within the firm that would be assigned to this project with an indication of the primary contact person.
3. Experience. Provide three examples of projects that were worked on by the firm that most closely resemble the project that is the subject of this RFP. Include as a reference the contact person from the entity that the contract was with. indicate the persons from your firm who worked on the project and the current status of the project.
4. The firm's ability to provide the services in a timely fashion (including staffing, familiarity, and location of key staff).
5. Cost details, including the hourly rates of each of the individuals who will perform the services and all expenses.
6. Any other Information which the interested firm deems relevant.

All respondents must comply with affirmative action laws, per the attached, and indicate same in the response.

All respondents must include a Business Certificate per N.J.S.A. 52:32-44.

## **Evaluation Factors**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the firm and individuals to provide the service.
2. Experience
3. Capacity to perform the task in a timely fashion.
4. Cost
5. Proven ability to aid a redevelopment entity in having redevelopment projects completed.
6. References