

NOTICE TO PROPOSERS  
CITY OF GARFIELD

Sealed proposals will be received no later than December 30, 2025 at 11:30am, prevailing time in the Council Chambers, 111 Outwater Lane, Garfield, New Jersey.

**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, 111 Outwater Lane, Garfield, New Jersey.

Each proposal must be enclosed, with two (2) 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, City Clerk's Office, ATTN: Chairman Carmin Breonte c/o Board Secretary.

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

These proposals for the Garfield Zoning Board of Adjustment Counsel, Planner and Civil Engineer 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 requirements of N.J.S.A., 10:5-31 *et seq.* and NJAC 17:27.

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Carmin C. Breonte  
Chariman  
Garfield Zoning Board of Adjustment

**REQUEST FOR PROPOSALS**  
**COUNSEL- GARFIELD ZONING BOARD OF ADJUSTMENT**  
**PLANNER- GARFIELD ZONING BOARD OF ADJUSTMENT**  
**CIVIL ENGINEER- GARFIELD ZONING BOARD OF ADJUSTMENT**

**Services Overview**

Proposals are solicited by the Garfield Zoning Board of Adjustment for counsel, planner, and civil engineer related to the Zoning Board of Adjustment activities for the city. These services include but are not limited to attendance of meetings as requested by the Chairman, consultation, and representation on planning matters related to applications. These matters may include the preparation of reports as to applications. This RFP covers the period January 1, 2026 through December 31, 2026.

**Scope of Services**

The following services are anticipated through this Request for Proposals.

- Meeting attendance is required
- Planning consultation and representation regarding any applications

**Proposal Guidelines**

Each firm interest in submitting a proposal must submit the following information:

1. Name of firm, address, telephone number(s), email address(es), fax number(s).
2. Biography/Resume 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 (3) examples of projects that were worked on by the firm that most closely resemble the project that is the subject of this RFP. Includes as a reference the contact person from the entity that the contract was with. Indicate the person 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 manner (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 individual(s) to provide services.
2. Experience
3. Capacity to perform the take in a timely manner
4. Cost
5. Proven ability to aid a zoning board of adjustment entity
6. References/