NOTICE TO PROPOSERS

CITY OF GARFIELD

Sealed Proposals will be received no later than December 31st, 2026 at 11:30 a.m., 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, & 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 requirement of N.J.S.A, 10:5-31 *et seq*. and NJAC. 17:27.

Carmin C. Breonte Digitally signed by Carmin C. Breonte
Date: 2026.11.11 12:17:33 -05'00'

Carmin Breonte, Chairman of the 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 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 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 as required,
- Planning consultation and representation regarding any applications.

Proposal Guidelines

Each firm interested in 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 ail 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