

# CITY OF SALEM (EXHIBIT “U”)

## REQUEST FOR PROPOSAL FOR THE POSITION OF MUNICIPAL PLANNER

### **Position and Term:**

The City of Salem requests proposals from New Jersey licensed Planners interested in serving in the position of Municipal Planner”. The term of the Contract shall be for 1 year commencing **January 1<sup>st</sup>, 2023 and ending December 31<sup>st</sup>, 2023.**

### **Description of Services:**

Serve as Municipal Planner for the City of Salem. Attends meetings with the City of Salem as requested. Interface with City officials as necessary. Interface with City Clerk and/or Administrator on a regular basis to track and/or administer any projects. To provide professional services to any authorized department head upon request. Assists Municipality in grant applications for Civil projects, i.e.

### **Compensation:**

The hourly rate to be charged by the engineer providing the primary services to the City under the Contract shall not exceed \$175.00. The firm shall be entitled to bill in accordance with the rate schedule which has been reviewed and approved by the City.

The applicant awarded the Contract will be entitled to bill for services rendered in connection with projects funded through various grant sources or third party escrows.

### **Minimum Requirements:**

Must be fully licensed and in good standing to practice as a Professional Planner in the State of New Jersey.

### **Fair and Open Process:**

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Planning Board Secretary at 17 New Market Street, Salem, New Jersey 08079 (phone # 856.935.0372) **on or before 10:00 a.m. on November 29, 2022.** At that time and place all proposals received shall be publically opened and announced by the City Clerk or his designee.

Proposals will thereafter be received by the Mayor and Common Council of the City of Salem, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the City of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the City; (v) availability to accommodate meeting and interface requirements with the Mayor and City Council and City Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office

resources, including backup staff, which are deemed most adequate to service the needs of the City; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The City reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the City.

The City's determination of the applicant who is most advantageous to the goals and objectives of the City, shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any City Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any City Official, Officer or employee to secure unwarranted privileges or advantages.

**Qualification evaluation:**

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Please describe your experience with regard to Planning services for municipalities.
3. Please describe your experience with regard to planning services for redevelopment projects.
4. Please describe your knowledge and experience with regard to Municipal Land Use Law (MLUL).
5. Please describe your knowledge and experience with regard to the Residential Site Improvement Standards (RSIS).
6. Please list all public entities/agencies for which you presently serve as Municipal Planner of land use complete with term of appointment and contact person and related phone number.
7. Disclose and describe if you or any member of your firm have ever had their license suspended or revoked in New Jersey or any other state.
8. What is the location of your Office? In Salem City; in Salem County or out of Salem County.
9. Describe the resources of your office. Include details of support staff. Include information on other qualified Planners in your office who would be available to City Officials in the event you were absent or unavailable.

**Applicants must:**

1. Provide and sign "Pay to Play" forms.
2. Provide as per NJSA 52:32-57 Disclosure of Investment in Iran Form