



REQUESTS FOR PROPOSAL
TOWNSHIP OF PLAINSBORO

Planner, Planning Board

2025

Respond by: 11:00 a.m. – November 21, 2024

Respond to: Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

Plainsboro Township is seeking professional services to carry out the duties of Planner, Planning Board.

II. Scope of Work

The duties of Planner, Planning Board include:

1. Attendance at Development Review Committee (DRC) and Planning Board meetings as requested by the Director of Planning and Zoning.
2. Provide technical support to Township staff and consultants, the DRC and the Planning Board, including the review and preparation of technical memoranda or reports on development applications (e.g., concept plan, subdivision, site plan), as well as on studies relating to amendments to the Township Master Plan and zoning/land development regulations.
3. Attendance at developer meetings related to proposed or pending development projects on behalf of the Township as directed.
4. Represent the interests of the Township before other public agencies, as requested.

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to the Plainsboro Planning Board;
- Demonstration of experience in carrying out the duties of a Planning Board Planner or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and three (3) copies.

IV. Fees and Costs

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

V. Selection Process

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Familiarity with the community.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. Response/Inquiries

All submittals should be clearly labeled “**2025 RFP Enclosed**” and forwarded to:

Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 21, 2024.

All inquiries should be directed to Bonnie Flynn, at (609) 799-0909 ext. 1502 or bflynn@plainsboronj.com.