



REQUESTS FOR PROPOSAL

TOWNSHIP OF PLAINSBORO

Planner, Zoning Board of Adjustment

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, Zoning Board of Adjustment.

## ***II. Scope of Work***

The duties of Planner, Zoning Board of Adjustment include:

1. Attendance at Zoning Board of Adjustment meetings as requested by the Director of Planning and Zoning.
2. Provide technical support to Township staff, consultants, and the Zoning Board of Adjustment, including the review and preparation of technical memoranda or reports on development and variance applications, 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 and variance applications on behalf of the Township.
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;
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to the Plainsboro Zoning Board of Adjustment;
- Demonstration of experience in carrying out the duties of a Zoning Board of Adjustment 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](mailto:bflynn@plainsboronj.com).