



## REQUESTS FOR PROPOSAL

### TOWNSHIP OF PLAINSBORO

#### Alternate Zoning Board of Adjustment Attorney

2025

Respond by: 11:00 a.m. – December 3, 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 an Alternate Zoning Board of Adjustment Attorney in the event that the primary attorney has a conflict and cannot hear an application.

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

The duties of Alternate Zoning Board Attorney include:

1. Attend Zoning Board meetings if the primary Zoning Board Attorney is unable to attend or has a conflict;
2. Draft resolutions of approval or denial for variances and development applications heard by the Alternate Attorney;
3. Provide legal perspective to staff regarding Zoning Ordinance interpretations and other regulatory matters as requested by the Director of Planning and Zoning;
4. Attendance at meetings related to variance and development activity on behalf of the Township; as requested by the Director of Planning and Zoning.
5. Represent the Zoning Board in litigation if the primary Zoning Board Attorney is unable to or has a conflict.

## ***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 Plainsboro Township;
- Demonstration of experience in carrying out the duties of a Zoning Board Attorney 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 December 3, 2024.

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