OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Planning Board/Land Use Engineer

RFP ISSUE DATE

November 2, 2026

PROPOSALS DUE: December 1, 2026, at 12:00 PM (Noon), Eastern Time

CONTRACT TERM

January 1, 2027 – December 31, 2027

SUBMIT TO

Acting Township Clerk, Christine Pippet

Oldmans Township Municipal Building

40 Freed Road, Pedricktown, NJ 08067

CONTACT

856-299-0780

www.oldmanstownship.com

The Township of Oldmans is soliciting proposals from qualified professionals or firms to provide **Planning Board/Lane Use Engineer** to the Township for the contract period of **January 1, 2027, through December 31, 2027**.

This Request for Proposals is being issued pursuant to the requirements of N.J.S.A. 19:44A-20.7 and N.J.S.A. 40A:11-5(1)(a)(i).

NOTICE TO PROPOSERS

Sealed proposals will be accepted by the Township of Oldmans for Planning Board/Lane Use Engineer

Proposal Due Date: December 1, 2026
Time: 12:00 PM
Location: Oldmans Township Municipal Building, 40 Freed Road, Pedricktown, NJ 08067

Proposals received after the deadline will not be considered.

Proposals shall be submitted in a sealed envelope clearly marked:

"PROPOSAL -Planning Board/Lane Use Engineer"

Proposers shall submit one (1) electronic copy of its proposal on USB drive (in pdf format) and six (6) hard copies

Proposals shall be submitted to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: 856-299-0780
Website: www.oldmanstownship.com

SCOPE OF SERVICES

The Planning Board/Land Use Engineer shall:

- Serve as the professional engineer to the Oldmans Township Planning Board/Land Use Board.
- Attend regular and special meetings of the Planning Board/Land Use Board as requested.

- Review subdivision, site plan, variance, conditional use, and other land development applications.
- Review zoning permit applications referred by the Zoning Officer and provide technical comments and recommendations when requested.
- Review bulk and use variance applications and provide written reports regarding compliance with Township ordinances and applicable engineering standards.
- Review requests for waivers, exceptions, and design variances from Township Land Development Ordinances.
- Prepare written engineering review reports for applications before the Board.
- Review stormwater management plans, drainage reports, utility plans, grading plans, traffic information, and other engineering submissions.
- Review performance guarantees, maintenance guarantees, inspection escrows, and developer escrow accounts.
- Provide engineering testimony and recommendations during public hearings.
- Review and recommend conditions of approval for development applications and variance applications.
- Evaluate the adequacy of proposed public improvements, including roads, drainage facilities, stormwater management systems, lighting, utilities, and other infrastructure.
- Coordinate with the Board Solicitor, Board Planner, Construction Official, Zoning Officer, Township Engineer, and other professionals as necessary.
- Perform inspections of site improvements and public improvements associated with approved developments.
- Review compliance with Township ordinances, Board requirements, Municipal Land Use Law requirements, and applicable state regulations.
- Assist the Board with redevelopment applications and land use matters when requested.
- Provide technical assistance regarding ordinance amendments, zoning changes, and planning initiatives affecting the Board.
- Perform such other engineering services as may be requested by the Planning Board/Land Use Board.

SUBMISSION REQUIREMENTS

The proposal shall include:

1. Name, address, telephone number, and email address of the attorney or firm.
2. Qualifications and experience in redevelopment, land use, and municipal law.
3. Description of experience representing municipalities in redevelopment matters.
4. Name of the attorney who will serve as Planning Board/Lane Use Engineer.
5. Three municipal references.
6. Description of the firm's approach to providing redevelopment legal services.
7. Proposed fee schedule, including:
    - Annual retainer, if applicable;
    - Hourly rates;
    - Meeting attendance rates;
    - Rates for litigation and special projects.
8. Disclosure of any actual or potential conflicts of interest.
9. Proof of professional liability insurance.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Municipal engineering experience.
- Qualifications of assigned personnel.
- Availability and responsiveness.
- References and past performance.
- Cost effectiveness.

The Township reserves the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution of the Township Committee.

REQUIRED DOCUMENTS

The successful proposer shall provide all documents required by applicable New Jersey law and this RFP.

Documents may include, as applicable:

- New Jersey Business Registration Certificate.

- Ownership Disclosure Certification.
- Non-Collusion Affidavit.
- Certificate of Insurance.
- Affirmative Action documentation.
- Professional License.
- Any additional forms required by the Township or State of New Jersey.

COMPENSATION

The proposal shall clearly identify all fees and charges, including:

- Hourly Rate
- Meeting Attendance Rate
- Inspection Rates
- Grant Administration Rates
- Reimbursable Expenses
- Any Other Fees

QUESTIONS, ADDENDA, AND ACKNOWLEDGMENT

All questions regarding this RFP should be directed to the Acting Township Clerk.

Any changes, clarifications, or additional information regarding this RFP will be issued by written addendum.

All addenda will be posted on the Township's website at www.oldmanstownship.com.

PROPOSAL CERTIFICATION

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

The proposer shall provide a clear fee proposal for the services described in this RFP.

Annual Fee: $_____

Hourly Rate, if applicable: $_____

Meeting Rate, if applicable: $_____

Other Fees: $_____

Reimbursable Expenses:

_____

_____

Additional Comments:

_____

_____

TOWNSHIP OF OLDMANS

Christine Pippet
Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
856-299-0780
www.oldmanstownship.com