OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Planning Board/Land Use Board Planner

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 professional planning firms or licensed Professional Planners to serve as Planning Board/Land Use for the 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/Land Use

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/LAND USE"

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 shall:

- Serve as the professional planner for 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.
- Prepare written planning reports and recommendations for applications before the Board.

- Review zoning and land use applications for consistency with Township ordinances, the Master Plan, and sound planning principles.
- Evaluate bulk variances, use variances, conditional use variances, waiver requests, and other land use relief applications.
- Provide professional planning testimony during public hearings.
- Review and provide recommendations regarding Master Plan consistency and Municipal Land Use Law requirements.
- Assist the Board in reviewing proposed zoning changes, ordinance amendments, and land use regulations.
- Assist the Board in redevelopment and rehabilitation matters when requested.
- Coordinate with the Board Engineer, Board Solicitor, Zoning Officer, Construction Official, Township Engineer, Township Planner, and other professionals as necessary.
- Review affordable housing matters, redevelopment applications, and planning studies as directed by the Board.
- Provide technical planning assistance concerning growth, development, preservation, and land use issues affecting the Township.
- Perform such other planning 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 firm.
2. Qualifications and experience in municipal planning and land use matters.
3. Description of experience representing New Jersey Planning Boards, Zoning Boards, Joint Land Use Boards, or Land Use Boards.
4. Identification of the planner who will serve as Planning Board/Land Use Board Planner.
5. Qualifications and resumes of key personnel assigned to the Board.
6. Three municipal references.
7. Description of the firm's approach to providing Planning Board/Land Use Board planning services.
8. Proposed fee schedule, including:
    - Hourly rates;
    - Meeting attendance rates;
    - Application review rates;
    - Variance review rates;
    - Master Plan and ordinance review rates;
    - Rates for special projects.

9. Disclosure of any actual or potential conflicts of interest.
10. Proof of professional liability insurance.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Experience representing municipal planning services.
- Knowledge of the Municipal Land Use Law and New Jersey planning requirements.
- 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 and Board. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution.

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:

- Principal Planner Rate
- Staff Planner Rate
- Meeting Attendance Rate
- Application Review Rate
- Variance Review Rate
- Ordinance Review/Preparation Rate
- Redevelopment Planning Rate

- Reimbursable Expenses
- Any Other Fees

QUESTIONS, ADDENDA, AND ACKNOWLEDGMENT

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

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: (856) 299-0780

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.

Principal Engineer Rate: $_____

Project Engineer Rate: $_____

Meeting Attendance Rate: $_____

Application Review Rate: $_____

Variance Review Rate: $_____

Zoning Review Rate: $_____

Inspection Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments: _____

TOWNSHIP OF OLDMANS

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