OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Township 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

PURPOSE

The Township of Oldmans is soliciting proposals from qualified Professional Planners licensed in the State of New Jersey, or firms employing licensed Professional Planners, to serve as Township Planner 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).

The Township seeks a qualified planner to provide professional planning services related to municipal planning, land use, zoning, redevelopment, affordable housing compliance, grant planning, and other planning matters.

NOTICE TO PROPOSERS

Sealed proposals will be accepted until:

December 1, 2026, at 12:00 PM

at: **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:

"RFP – TOWNSHIP PLANNER SERVICES"

Submit:

- One (1) electronic copy on USB drive in PDF format.
- Six (6) hard copies.

SCOPE OF SERVICES

The Township Planner shall:

- Serve as the Township's professional planning consultant.
- Attend Township Committee meetings, workshops, and special meetings as requested.

- Provide planning advice and recommendations to the Township Committee and municipal officials.
- Prepare, review, and update the Township Master Plan and Master Plan Reexamination Reports.
- Prepare and review zoning ordinance amendments and land development ordinance revisions.
- Assist with redevelopment area investigations, redevelopment plans, and rehabilitation plans.
- Assist the Township with affordable housing planning and Fair Share Housing compliance.
- Prepare Housing Element and Fair Share Plan reports and related planning documents.
- Coordinate with the Fair Share Housing Solicitor, Administrative Agent, Township Solicitor, Engineer, and Redevelopment Attorney.
- Prepare planning studies, reports, analyses, and recommendations as requested by the Township.
- Review proposed developments and planning matters referred by the Township Committee.
- Assist with grant planning applications and planning-related funding opportunities.
- Provide professional planning testimony at public meetings and hearings when requested.
- Coordinate with county, state, regional, and federal agencies on planning-related matters.
- Assist with open space, farmland preservation, economic development, and community development initiatives.
- Advise the Township regarding compliance with the Municipal Land Use Law and other planning-related regulations.
- Perform such other planning services as may be requested by the Township Committee.

SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Name, address, telephone number, and email address of the firm.
2. Description of qualifications and experience providing municipal planning services.
3. Experience representing New Jersey municipalities.
4. Identification of the planner who will serve as Township Planner.
5. Qualifications and resumes of key personnel assigned to the Township.
6. Three municipal references.
7. Description of the firm's approach to providing municipal planning services.
8. Description of experience with:
    - Master Plans and Reexamination Reports;

    - Affordable Housing Compliance;
    - Redevelopment Planning;
    - Zoning and Land Development Ordinances;
    - Grant Planning and Economic Development Projects.
9. Proposed fee schedule, including:
    - Hourly rates;
    - Meeting attendance rates;
    - Master Plan preparation rates;
    - Redevelopment planning rates;
    - Affordable housing planning rates;
    - Rates for special projects.
10. Disclosure of any actual or potential conflicts of interest.
11. Proof of professional liability insurance.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Municipal planning experience.
- Experience with redevelopment planning.
- Experience with affordable housing compliance.
- Knowledge of zoning and land use regulations.
- 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 law, including:

- New Jersey Business Registration Certificate.
- Ownership Disclosure Certification.
- Non-Collusion Affidavit.
- Certificate of Insurance.
- Affirmative Action documentation.

- New Jersey Professional Planner License.
- Any additional forms required by the Township or State of New Jersey.

CONTRACT TERM

The contract shall be for the period of: **January 1, 2027, through December 31, 2027**

Any reappointment shall be subject to approval by the Township Committee and permitted by law.

COMPENSATION

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

- Principal Planner Rate
- Staff Planner Rate
- Meeting Attendance Rate
- Master Plan Preparation Rate
- Redevelopment Planning Rate
- Affordable Housing Planning Rate
- Ordinance Preparation/Review Rate
- Grant Planning Assistance Rate
- Reimbursable Expenses
- Any Other Fees

QUESTIONS

Questions regarding this RFP shall be directed to:

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

Any addenda issued for this RFP will be posted on the Township website.

RESERVATION OF RIGHTS

The Township reserves the right to:

- Reject any or all proposals.
- Waive minor informalities.
- Request additional information from proposers.
- Conduct interviews.
- Negotiate contract terms as permitted by law.
- Make an award in the best interest of the Township.

PROPOSAL CERTIFICATION

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

Principal Planner Rate: $_____

Staff Planner Rate: $_____

Meeting Attendance Rate: $_____

Master Plan Preparation Rate: $_____

Redevelopment Planning Rate: $_____

Affordable Housing Planning Rate: $_____

Ordinance Preparation/Review Rate: $_____

Grant Planning Assistance Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments:

_____

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