

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.**

The Borough of Laurel Springs solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Governing Body, unless otherwise required by law. Responses must be received in the Office of the Borough Clerk no later than 10:00 a.m. Thursday, December 8, 2016. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. Responses will be reviewed by the Governing Body. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2017 and subject to the execution of an appropriate contract.

MUNICIPAL PLANNER

GENERAL CRITERIA: The Borough of Laurel Springs desires to appoint a Municipal Planner for the Borough of Laurel Springs. Applicant should demonstrate knowledge of Municipal Land Use Laws and Fair Housing Act. Applicant will also have to have knowledge to prepare all plans and documents necessary for the Laurel Springs Planning Board. Any experience or knowledge of matters that directly affect the Borough of Laurel Springs should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed by the New Jersey Board of Professional Planners for at least 15 years and served as a municipal planner for at least ten (10) years.
2. Must be thoroughly familiar with the Municipal Land Use Law and Fair Housing Act and must have experience preparing Master Plans, and zoning and land use ordinances.
3. Must be knowledgeable of COAH regulations and procedures.
4. Must have sufficient support staff to provide all services required by the Borough of Laurel Springs including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the planner's duties and responsibilities
5. Must list all present municipal clients.
6. Must provide hourly billing rates for employees possibly assigned to service the Borough.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:

1. Three (3) copies of the proposal, inclusive of all information required above, should be provided. Proposals must be submitted to the Borough of Laurel Springs, 135 Broadway, New Jersey, 08021. Any proposals received after said opening, whether by mail or otherwise, will be deemed non-responsive. No proposals will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the name of the firm, or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that each proposal package be hand-delivered. The Borough assumes no responsibility for delays in any form of carrier, mail or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone or e-mail is not permitted. The final selection shall be made in the sole discretion of the Mayor and Council.
2. All questions regarding this Request for Proposal should be made in writing to Dawn T. Amadio, Municipal Clerk, Borough of Laurel Springs, 135 Broadway, Laurel Springs, New Jersey 08021