

**CITY OF PLAINFIELD
PUBLIC NOTICE FOR SOLICITATION
REQUESTS FOR PROPOSALS FOR
OUTSOURCING OF PLANNING & ZONING SERVICES
PURSUANT TO THE FAIR & OPEN CONTRACT PROTOCOL
PURSUANT TO THE PROVISIONS OF N.J.S.A. 19:44A-20.5**

Notice is hereby given that sealed bids for **Outsourcing of Planning and Zoning**, will be received by the City of Plainfield, Union County, New Jersey Purchasing Division, and opened and read in public at the City of Plainfield Municipal Building, 515 Watchung Ave., Plainfield, New Jersey on Wednesday, September 23, 2015 11:00 AM prevailing time.

Contract Documents and Plans are on file in the City of Plainfield Purchasing Division, 515 Watchung Avenue, Plainfield, N.J. 07060 and may be inspected by prospective bidders during business hours. Bidders will be furnished with a copy of the contract documents by the City of Plainfield Purchasing Division. **Bidders will be required to furnish the City with resumes of all principal staff.**

Proposals must be made on the Standard Proposal Forms in a manner designated in the contract documents, must be enclosed in a sealed envelope bearing the name and address of the bidder and the name of the work on the outside, addressed to the CindyLea Weber, Purchasing Agent, City of Plainfield, Division of Purchasing, Prospective bidders are hereby notified that an original and Three (3) copies of the entire bid package along with (1) CD must be submitted to the City. Responsibilities will include

- Board Planner to Planning Boards and Zoning Boards of Adjustments;
- Land use administration - Establish protocols that ensure timely processing of development applications and coordination of Professional staff (Board Planner, Engineer, Board Secretary and Review committee);
- Technical review of planning projects and subdivision and site plan applications;
- Collaboration with Department heads (or designated staff members) in order to efficiently execute planning projects.
- Preparation of Area Investigations and Redevelopment Plans;
- Development of Master Plan amendments and Annual Zoning Board reports;
- Solicitation of community input on land use studies, as needed,
- Development of 'needs assessments' & feasibility analyses for proposed development projects;
- Preparation of neighborhood and economic revitalization strategies;
- Oversight of Planning related matters and/or projects.
- Preparation of professional planning reports and offer expert witness testimony during public hearings

- Oversee the Historical Preservation Committee and the Shade Tree Commission, And
- Work in tandem with designated staff members, management, elected officials and applicants.

Our public sector experience exposes our Planners to a broad range of "Best Practices" in the area of land use regulation and community development. Consequently, we have a healthy respect for, and understanding of the issues faced by applicants, municipalities and their land use boards when processing and hearing land use applications. Additionally, our Planners bring a fresh perspective and knowledge of policy and decision-making to our municipal clients. We have expertise in providing the kind of leadership needed to successfully provide informed guidance and advice to management, appointed and elected officials.

The City of Plainfield reserves the right to consider the bids for sixty (60) days after the receipt thereof, and further reserves the right to reject any or all bids, either in whole or in part and also to waive any informality in any and make such awards or take action as may be in the best interest of the City of Plainfield.

Bidders are also required to comply with other provisions of Law including, but not limited to, the requirements of:

- N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, Disclosure of Ownership)
- N.J.S.A. 52:32-44 (P.L. 2004, c. 57, Business Registration)
- N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action Compliance / EEO)
- N.J.S.A. 52:32-55 (P.L. 2012, c.25, Disclosure of Investment Activities in Iran)
- 42 U.S.C. S121 01 et seq. (Title II of the Americans with Disabilities Act of 1990)

CindyLea Weber, QPA
Purchasing Agent
City of Plainfield, New Jersey

