REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
CITY OF NORTHFIELD COMBINED PLANNING/ZONING BOARD

PLANNING BOARD ENGINEER: Must be licensed Engineer in the State of New Jersey. Must have ability to demonstrate experience in Municipal Land Use pertaining to Major and Minor Site Plan applications and Major and Minor Subdivision applications. Must have at least 10 years' experience in representing Land Use Boards (i.e. Planning and/or municipalities). Must have experience in preparing Engineer's Reports for Applications submitted.

A. All interested parties must submit (1) original (1) electronic copy on a CD, of each proposal in a single sealed envelope CLEARLY marked "City of Northfield Planning Board 2027 Professional Services". Deadline is 4pm on Friday, November 27, 2026.

B. All appointments are for a one-year term January 1, 2027 – December 31, 2027.

C. Minimum Requirements for Statements of Qualification are:

1. Names of individuals who will perform required tasks:
    a. Identify the person who will be primarily responsible for these services required by the City of Northfield Planning Board and provide a description of the experience of the primary person with projects and issues similar to those that will be undertaken on behalf of the City of Northfield Planning Board. Attach a resume.
    b. Identify persons who will serve as backup to the primary person. Attach a resume.
2. List of references:
    a. Provide names and addresses and telephone numbers of persons who can verify experience and record of success.
3. Ability to provide services in a timely manner:
    a. Describe staffing.
    b. Describe familiarity with the services required in the City of Northfield.
    c. Identify the business address of key staff who will be responsible for providing services under the contract.
4. Proposed schedule of fees.

D. Criteria to be Used for Evaluation of Qualifications:

1. Experience and reputation in the field to which the contract applies.
2. Knowledge of the City of Northfield and the subject matter to be addressed under the contract.
3. Availability to accommodate all required meetings of the City of Northfield Planning/Zoning Board, and such other meetings as are required.
4. Other factors which may be demonstrated to be in the best interest of the City of Northfield Planning/Zoning Board.

E. INSURANCE AND OTHER REQUIREMENTS

1. Prior to execution of a contract, the chosen professional must provide the following:

    a. Proof of general liability insurance
    b. Proof of errors and omissions (malpractice) insurance
    c. Proof of workers' compensation insurance
    d. Proof of auto insurance
    e. Properly executed indemnification agreement (provided by the City of Northfield)
    f. A copy of your Certificate of Employee Information Report (Form AA302)
    g. Valid NJ Business Registration Certificate
    h. All proposals must include a fee schedule

F. QUALIFICATION EVALUATION

1. Experience and reputation in the field to which the contract applies.

2. Knowledge of the City of Northfield and the subject matter to be addressed under the contract.

3. Availability to accommodate all required meetings of the City of Northfield, including Council meetings, meetings of Committees of Council, and such other meetings as are required.

4. Other factors which may be demonstrated to be in the best interest of the City of Northfield.