

**PUBLIC NOTICE
TOWNSHIP OF LONG HILL
REQUEST FOR PROPOSAL
PLANNING BOARD & ZONING BOARD OF ADJUSTMENT**

TOWNSHIP OF LONG HILL, Morris County is seeking a qualified professional for the position of Board Engineer for both the Planning Board and the Zoning Board of Adjustment. Please send a proposal including firm or individual qualifications, resume(s), experience and billing rate by **OCTOBER 15, 2018** to: Debra Coonce, Planning & Zoning Coordinator at 915 Valley Road, Gillette NJ 07933.

Meeting Schedule: There are 4 meetings per month 1st and 3rd Tuesdays – ZBOA, 2nd and 4th Tuesdays – PB. Meetings start at 7:30 p.m. **Please include the following information in your response:**

RESUMES/COMPANY PROFILE & EXPERIENCE: Board Engineer shall be a New Jersey licensed professional Engineer. Applicant shall specify how long the individual/company submitting the proposal has been in the business of providing services similar to those requested and under what company name. A resume or summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of the contract.

DETAIL & SUPPORTING DOCUMENTATION: Applicant will provide sufficient detail, information, supporting documentation or examples of the following: Name of Individual assigned primary responsibility for the project. Resumes of anticipated substitute professionals. Firm's experience with governmental agencies: Federal, State, County and Local. Detailed experience of administering similar projects. Explain the extent of experience, how each element is addressed and whether the service is done in-house or contracted out. Describe how the firm ensures good communication with clients (client report mechanisms, etc.) Has applicant worked with New Jersey counties or municipalities on previous projects? Is contractor familiar with the terrain of New Jersey?

GENERAL ABILITIES/METHOD OF PROVIDING SERVICES: Applicant should provide a description of the work plan and the methods to be used that will convincingly demonstrate to the Township what the applicant intends to do, the ability to accomplish the work, and how the work will be accomplished.

REFERENCES: A minimum of three (3) references should be proved that may include county government, municipalities or universities where the applicant, preferably within the last three years, has successfully completed three contracts of this type. At a minimum, the applicant shall provide the entities name, the location where the services were provided, contact person(s), contact's position, customer's telephone number, a complete description of the service type, dates the services were provided, and cost of services. These references may be contacted to verify applicant's ability to perform the contract. The Township reserves the right to use any information contained in the References.

Debra Coonce
Planning & Zoning Coordinator
Township of Long Hill