



TOWNSHIP OF RARITAN  
REQUEST FOR PROPOSALS: 2023-01 PLANNER OR CONFLICT PLANNER FOR 2024  
TOWNSHIP COMMITTEE, PLANNING BOARD AND BOARD OF ADJUSTMENT  
OPENING DATE: NOVEMBER 30 AT 10:30 AM

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## **SCOPE OF WORK**

The Township of Raritan is requesting proposals for the provision of planning services and conflict planning services, **as support to the staff Township Planner**, to the Township Committee, the Board of Adjustment and the Planning Board of the Township of Raritan (hereinafter "the Township") for a one-year term, January 1 to December 31 in all matters.

### **1. GENERAL CRITERIA**

- 1.1. To **support and assist the staff Township Planner** and serve in an advisory capacity to the Township Committee, the Board of Adjustment and the Planning Board and render consultation and advice on matters submitted for review, study, recommendation or comment.
- 1.2. To review development applications and planning and development issues when requested to do so by the Township. The Consultant will assess such applications and issues relative to the terms and conditions of the applicable Township Ordinances, Land Development Ordinances, Master Plan documents, State Plan, other pertinent State and County planning criteria. Site inspections shall be undertaken as part of the planning review process.
- 1.3. To provide professional planning services in connection with any matters relating to the New Jersey Municipal Land Use Law, Local Redevelopment and Housing Law, Affordable Housing regulations, State Plan, and related planning statutes and documents, and be available to prepare special planning studies at the request of the Township, as well as be available to prepare and review documents and offer testimony relating to court actions that the Township may be involved in.
- 1.4. To attend applicable Township Committee meetings, Board of Adjustment meetings, Planning Board meetings, committee and subcommittee meetings, and upon the Township's directive, other meetings and informal meetings and/or discussions with applicants to review and discuss matters before the Board of Adjustment or Planning Board.
- 1.5. To represent the Township Committee, Board of Adjustment and Planning Board on professional planning advice on matters resulting from, but not limited to, any litigation, appeals of development applications or municipal planning documents.

### **2. QUALIFICATIONS**

- 2.1 Planning individual shall be a licensed professional planner in the State of New Jersey and specialize in municipal land use law and representation of municipal entities.
- 2.2 At least ten (10) years' experience representing Municipalities, Boards of Adjustment and/or Planning Boards in a rural/suburban environment. The standardized submission requirements and selection criteria are on file and available at the Raritan Township Clerk's office, One Municipal Drive, Raritan, NJ 08822.