

**REQUEST FOR PROPOSALS FOR THE POSITION OF PLANNER  
TO PREPARE A MASTER PLAN FOR  
THE BOROUGH OF BLOOMINGDALE PLANNING BOARD**

**Date Issued: February 19, 2025**

**Return Date & Time: March 12, 2025; no later than 12 noon**

**Return To: Edward Simoni, Planning Board Chairman**

**Borough of Bloomingdale**

**101 Hamburg Turnpike**

**Bloomingdale, New Jersey 07403**

The Borough of Bloomingdale Planning Board invites you to submit a proposal to the Planning Board to provide professional planning services related to the preparation of a Master Plan pursuant to N.J.S.A. 40:55D-28. All proposals are to be returned to Edward Simoni, Planning Board Chairman c/o Borough of Bloomingdale Planning Board, Municipal Building, 101 Hamburg Turnpike, Bloomingdale, New Jersey 07403, by noon on March 12, 2025. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: "RFP – Borough of Bloomingdale Master Plan". Please note that in order to have a proposal considered by the Borough of Bloomingdale Planning Board, an interested party must demonstrate the minimum requirements for the position applied for, as set forth in Section III of this Request for Proposals. An interview of the applicant may be requested at the discretion of the Borough of Bloomingdale Planning Board.

The appointment to provide professional planning services related to the preparation of a Master Plan shall be in the name of an individual authorized or licensed to practice said profession or service. The name of a company or firm may follow the name of the individual.

**I. Appointment of Land Use Planner to Prepare A Master Plan**

One Land Use Planner will be appointed by the Planning Board to prepare the Master Plan. No substitution may be made without the express written consent of the Borough of Bloomingdale Planning Board, which includes the Chairperson and Members, which consent may be withheld in its sole discretion.

**II. Scope of Services**

The Land Use Planner shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Board's Chairperson:

- A.** Prepare the Borough of Bloomingdale's Master Plan in accordance with the requirements of the Municipal Land Use Law pursuant to N.J.S.A. 40:5D-28.
- B.** Attend meetings of the Board or its subcommittees as requested by the Board in the preparation and adoption of the Master Plan.

- C. Maintain all papers, documents, memoranda, reports, and other material related to the Planner's duties and functions in regard to the preparation of the Master Plan. Upon the termination of these services with the Board, the Planner shall forthwith surrender all Board records.
- D. The Bloomingdale Planning Board Planner shall coordinate his/her efforts with the Borough of Bloomingdale Planning Board and other professionals appointed by the Borough of Bloomingdale Planning Board to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55-D-1 et. seq. and more specifically in regard to the preparation and adoption of the Master Plan.

**III. Minimum Qualifications and Vendor Responses to this Solicitation of Proposals**

In order for the proposal to be considered by the Borough of Bloomingdale Planning Board, interested parties must meet the following minimum requirements.

**A. Minimum Qualifications**

In order to fulfill the duties of the Planning Board Planner in regard to the preparation of a Master Plan, it must be demonstrated to the satisfaction of the Borough of Bloomingdale Planning Board, through the Chairperson/or the selection committee that the potential vendor:

- 1. is multi-disciplined with at least ten (10) years experience in all aspects of municipal planning in New Jersey and is specifically knowledgeable in regard to the preparation of a Master Plan;
- 2. is a duly licensed planner in the State of New Jersey;
- 3. is in good standing within the State of New Jersey.

**1. Minimum Requirements for Vendor Response to the Borough of Bloomingdale Planning Board's Solicitation of Proposals.**

Interested parties wishing to provide a proposal in response to the Borough of Bloomingdale Planning Board's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth above:

- 1. Full name and business address of entity or person submitting the proposal and the name of the key contact person;
- 2. A description of the business entity that employs the applicant (i.e., corporation, partnership, joint venture, etc.), its ownership and organizational structure;
- 3. The number of years the business entity has been in business under the present name, and the number of years the business entity has been under the current management;

4. The number of licensed professionals employed by/affiliated with the business entity;
5. A listing of all special accreditations held by the applicant;
6. A listing of all current and previous public entities served by the applicant and the business entity indicating the dates, services, and position held;
7. A description of services that will be provided to the Planning Board, in addition to those set forth in Section II;
8. A copy or description of the professional liability insurance policy maintained for calendar year 2010;
9. A statement and listing of professional service fees, including rate schedule, as well as offered to the Borough of Bloomingdale Planning Board, if selected to be Land Use Board Planner;
10. A statement that applicant complies with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et. seq., and the Affirmative Action Law of the State of New Jersey, P.L. 1975 C. 127;
11. The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one municipal entity client;
12. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years;
13. Confirm the appropriate federal and state licenses to perform activities; and
14. The Applicant shall provide the Borough of Bloomingdale Planning Board with an original and ten (10) copies of its proposal.

In addition to the fee schedule listed above, the Planner shall provide a not-to-exceed cost for preparing the Borough of Bloomingdale's Master Plan.

#### **IV. Basis of Award of Professional Services Contract**

The Borough of Bloomingdale Planning Board shall award a professional service agreement based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough of Bloomingdale Planning Board. A final award may be made by the Chairperson of the Borough of Bloomingdale Planning Board after review of the responses to the Request For Proposal and after receiving advice and approval from a majority of the members of the Borough of Bloomingdale Planning Board. The appointment will be based upon the most advantageous price and other factors. The specific basis of award will include:

1. Documented evidence that the applicant fulfills all of the Minimum Qualifications as listed in Section III, paragraph A., and all of the information required under paragraph B., including, but not limited to, experience, professional service fees, organizational depth, and insurance policy.

**2. Technical Criteria:**

- a. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
- b. Does the proposal document knowledge of the issues and operations of the Borough of Bloomingdale Planning Board, and how the proposed services will address these issues?
- c. Is the proposal complete and responsive to the specific requirements? Has the successful past performance of the firm and its principals been documented?

**3. Cost Criteria:**

- a. Relative Cost – How does the cost compare to other similarly scored proposals?
- b. Full Explanation – Is the Price and its component charges, fees, etc. adequately explained and documented?
- c. Does the proposal include quality control and assurance programs?
- d. Does the firm have sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for professional service.