TOWNSHIP OF MEDFORD

COMBINED REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS

2027 ANNUAL PROFESSIONAL SERVICES CONTRACTS – PLANNERS

Please take notice that the Township of Medford is soliciting Qualification Statements and Proposals through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional planning services.

In addition to submitting the General Requirements for All Professional Appointments form, *please include this form with your responses*.

Indicate below the services you or your firm propose to perform:

_____ Township Planner

_____ Planning Board Planner

_____ Zoning Board Planner

_____ Affordable Housing Planner

I. Qualification Requirements: (Acknowledge by checking the appropriate requisites)

_____ For Township Planner, Planning Board Planner and Zoning Board Planner, the primary planner assigned to perform work on behalf of the Township must have a minimum of seven (7) years practicing planning within the parameters of the Municipal Land Use Law before Land Use boards in NJ, a minimum of three (3) years planning experience with NJ Pinelands rules and regulations and must have a Professional Planner's license.

II. Mandatory Contract Terms *(In addition to the contract terms outlined in the General Requirements for All Professional Appointments form the signed proposed professional services agreement with Medford Township must include the following provisions):*

_____ The primary professional (s) assigned to the respective field and performing work on behalf of the Township of Medford shall not be substituted without prior notice to the Township.

_____ Professional fees shall be comparable to the rates charged by architectural, planning and/or grant writing firms performing services on behalf of municipalities and/or municipal boards within the Burlington County region for the respective area of practice.

_____ Professional and administrative support staff fees shall be based upon hourly rates which shall be accompanied, where appropriate, by applicable professional designations.

III. Specific Requirements or Duties (when assigned):

Township Planner:

l. Serve as technical planning advisor to the Manager and Township Council by conducting various studies as requested.

2. Study and analyze matters such as (but not limited to) transportation, land use, natural and human resources, housing and capital improvements and prepare and submit findings and recommendations to the Township Manager and Township Council.

3. Recommend and assist in writing amendments to land use or zoning ordinances, subdivision ordinances, the Township's Master Plan and other development, conservation and planning regulations and ordinances as may be directed by the Township Manager and Township Council.

4. Review and analyze the ordinances and plans of surrounding municipalities, counties, and the State, as assigned. The Planner shall analyze and report on the proposed development in adjacent municipalities as such may affect the Township of Medford. The Planner shall coordinate planning, development, and conservation with the adjoining municipalities, counties and the state, as appropriate.

5. Conduct studies and surveys involving highly complex technical aspects of the planning field, including existing and future land uses, resources and resource needs, utilities and transportation uses.

6. Review, interpret and transpose complex statistical and other data into suitable forms for planning purposes.

7. Establish and maintain cooperative relationships with other agencies and interested individuals.

8. Establish and maintain records and files, maps and charts.

9. Coordinate and administer the Township's planning programs.

10. Prepare documentation for grants or other proposals as may be directed by the Township Manager and Township Council.

11. Perform such other duties as may be required by State statutes, Township Ordinances, or administrative rules and regulations.

Land Use Planners (Municipal Land Use boards)

1. Serve as technical planning advisor to the Planning Board and/or Zoning Board of Adjustment, conducting such studies as requested.

2. Receive and review all land use development plans within the Township as assigned. The planner shall check such plans for conformity to sound planning and/or zoning principals, recommend redesign of proposed development plans as may be appropriate and conduct such studies in order to integrate the proposed development with the overall plans of the Township.

3. Receive and review plans of proposed development within the Township in conjunction with the appropriate Land Use Board Engineer, as assigned, including reviewing site plans for site design and coordination with surrounding properties and other development applications, and make appropriate recommendations for changes or redesign of development plans.

4. Study and analyze matters such as but not limited to transportation, land use, natural and human resources, housing and capital improvements and prepare and submit findings and recommendations to the municipal land use board(s) as may be directed.

5. Recommend and assist in writing amendments to land use or zoning ordinances, sub-division ordinances, the Township's Master Plan and other development, conservation, and planning or zoning regulations and ordinances, as directed.

6. Establish and maintain records, files, maps and charts for applications submitted to the Township.

7. Perform such other duties as may be required by State statutes, Township Ordinances, or administrative rules and regulations.

8. Attend periodic professional staff meetings along with regular, special and/or adjourned meetings of the municipal land use board(s) as may be required by the Board Chair(s).

9. Submit all bills for professional fees for each application/applicant at least quarterly and not later than 30 days of a decision on the application. Failure to comply with the billing protocol will be to absolve the Township of the obligation to pursue the applicant for the professional's fees.

Affordable Housing Planner

1. Provide advice and consultation to the Township Solicitor or assigned counsel on meeting the Township's affordable housing obligations.

2. Upon request, use alternative methods to calculate the Township's regional fair share of affordable housing and, if necessary, provide testimony of same before the Superior Court Judge assigned to affordable housing challenges and/or his/her designee.

3. When necessary, attend and participate in mediation between the Township, State and Fair Share Housing Center on the Township's affordable housing obligation.

4. Assist the Township Solicitor or assigned counsel in preparing a response or defense to challenges against the Township's plan to generate affordable housing opportunities through various types of development.

5. Gather the necessary data and information to prepare amendments to the Housing Element of the Township Master Plan to make same consistent with the Township's plan to reach its "fair share" of State-imposed affordable housing requirements.

6. Periodically analyze the Township's Affordable Housing Trust Fund and update the Township's Affordable Housing Spending Plan to allocate funds between new development and rehabilitation of existing, affordable housing units.

7. Collaborate and coordinate with the Township's Municipal Housing Liaison and Affordable Housing Agent about affordable housing development opportunities.

8. Stay abreast of trends in affordable housing planning, design and construction and make recommendations for prospective consideration.