

Borough of New Milford
Zoning Board of Adjustment
Notice of Request for Qualifications

The Borough of New Milford Zoning Board of Adjustment (the “Board”) is soliciting Qualification Statements from interested individuals and/or firms for the provision of the professional engineering services on behalf of the Board. Inclusion of a position in this notice, however, does not constitute a warranty that the Board will fill the position at this time or through this process. Through a Request for Qualification (“RFQ”) process, persons and/or firms interested in providing the Board with such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQ. The Board will review Qualification Statements only from those firms or individuals that submit a Qualification Statement which includes all the information required to be included as described (in the sole judgment of the Board). The Board intends to select (a) person(s) and/or firm(s) that **a)** possess(es) the professional, financial and administrative capabilities to provide the requested services, and **b)** agrees and meets the terms and conditions determined by the Board to provide the greatest benefit to the taxpayers of New Milford.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* The selection is, however, subject to the “New Jersey Local Unit Pay-to-Play Law,” N.J.S.A. 19:44A-20.4 *et seq.* The Board has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ.

Qualification Statements must be submitted to, and received by the New Milford Zoning Board of Adjustment Secretary, New Milford Borough Hall, 930 River Road, New Milford, NJ 07646, before 11:00 p.m. on November 28, 2022. Qualification Statements will not be accepted by facsimile transmission or e-mail. The responses will be publicly opened and announced at 11:30 a.m. on November 28, 2022, at the office of the Building Department in Borough Hall. The Board is requesting Qualification Statements for the following position:

Zoning Board of Adjustment Engineer

Respondent must have significant experience representing zoning boards of adjustment in New Jersey municipalities as its professional engineer. The successful Respondent will provide the Board with engineering services relating, but not necessarily limited to the review and analysis of private applications for development, home improvements implicating the application of the Borough of New Milford Zoning Ordinance, render consultation and advice on Land Use, Variance Applications, Change of Use, Site Plans, providing advisory opinions relating to engineering issues as needed; reviewing, analyzing and advising the Board on any applications before it with any matters relating to the New Jersey Municipal Land Use Law, Local Redevelopment and Housing Law, COAH regulations, State Plan, and related municipal planning issues, attending all meetings of the Board (unless otherwise directed by the Board Secretary) and any other board or committee as directed; performing all requirements of the Zoning Board of Adjustment Engineer pursuant to the Code of the Borough of New Milford as directed by the Board, or its employees and/or legal consultants. Additionally, the successful Respondent will provide engineering services in technical and administrative areas such as traffic engineering, pavement management, storm water management, water system operations,

municipal land use, data management, infrastructure maintenance and any other engineering matter as directed by the Board.

The Instructions for Qualification Statements may be inspected or picked up by prospective respondents from the office of the Borough Zoning Board of Adjustment Secretary, New Milford Borough Hall, 930 River Road, New Milford, NJ 07646, during regular business hours, or found on the Borough website, www.newmilfordboro.com under Public Notices, beginning October 25, 2022. Questions may be directed to the Board Secretary's office at (201) 967-5044.

Ten (10) copies of the Qualification Statement must be submitted in the manner designated in the Instructions, must be enclosed in sealed envelopes bearing the name and address of the Respondent and the name of the work on the outside, and addressed to the Borough of New Milford Zoning Board of Adjustment. Additionally, the envelope should bear notation stating that the envelope should not be opened until November 28, 2022 at 11:30 a.m.

**BY ORDER OF THE BOROUGH OF NEW MILFORD ZONING BOARD OF
ADJUSTMENT**

**Maureen Oppelaar
Secretary to the Board**