

**GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE  
INDIVIDUALS SUBMITTING QUALIFICATIONS AND PROPOSALS  
FOR 2021 POSITION OF ZONING OFFICER**

- I. Invitation to Submit Qualifications and Proposal.** The Township of Upper Deerfield is requesting qualifications and proposals from individuals for the following position for the year 2021: Zoning Officer.
- II. Submitting and Delivery of Qualifications and Proposals.** Qualifications and proposals must be submitted on or before December 9, 2010 and may be submitted either by mail or in person by the individual. Qualifications and proposals must be enclosed in a sealed envelope and plainly marked “Qualifications and Proposal for 2021 Township Zoning Officer” and the envelope also shall have plainly marked on it the name and address of the individual.
- III. Time and Place for Acceptance of Qualifications and Proposals.** The Upper Deerfield Township Clerk has been designated as the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted in sealed envelopes to the Township Clerk, Township of Upper Deerfield, 1325 Highway 77, Seabrook, New Jersey, 08302, either by mail or in person by the prospective contractor or his agent on or prior to December 9, 2020 at 11:00 a.m., prevailing time. The Township Clerk will record the date and time of receipt of all proposals on the sealed envelope. No proposal will be received after the time designated for receipt.
- IV. Contract Description and Qualifications.** The Township Zoning Officer shall perform all of the services customarily performed by a Township Zoning Officer. Such services include, but are not necessarily limited to, the following:
- a) Issue zoning permits for such construction and uses as are in accordance with the terms and provisions of this chapter or any lawful order of the Planning Board or Township Committee.
  - b) Record and file all applications for zoning permits, together with the plans, documents and other papers accompanying such applications.
  - c) Collect all fees that may be payable to the Township under the provisions of this chapter, unless otherwise specifically provided.
  - d) Prepare a monthly report for the Township Committee, listing all zoning permits applied for and those granted, all certificates of occupancy approved and all ordinance violations and actions taken by his office consequent thereto. A copy of each such report shall be filed with the Township Tax Assessor at the same time.

- e) Institute and conduct lawful proceedings to prevent threatened violation of this chapter and, in order to correct conditions resulting from the violations of the chapter, prosecute persons who shall have violated or who shall be engaged in violating any of the terms or provisions of this chapter; and the Zoning Officer shall have recourse to any and all remedies, including injunction, restraining orders and proceedings in lieu of prerogative writs.
- f) Issue certificates of compliance as provided in § 405-111 .
- g) Not less than four times annually, make general inspection of all areas of the Township to ascertain violations and compliance with the provisions of this chapter and submit to the Planning Board a written report detailing the finding of each inspection, including violations found and cited, land use problems which appear to be occurring, suggestions for changes in zoning and recommendations for revision or update of the Township's Master Plan.
- h) The Zoning Officer shall maintain a record of current land use and report any changes of land use to the Planning Board every six months. Said report shall include such information as required by the Planning Board.

The resume of the individual who will perform the zoning officer services on behalf of the Township of Upper Deerfield shall be submitted with the proposal.

The individual's proposal shall clearly set forth the requested financial compensation to be paid to the individual for the year.

**V. Selection Process.** Upon receipt of qualifications and proposals, the Township Clerk will transmit copies of each proposal to a review committee that consists of members of the Township Committee. Proposals will be evaluated on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience as a municipal zoning officer and reputation of the individual in the field that is the subject matter of the contract;
- b. Knowledge of the Township of Upper Deerfield, issues that are unique to Upper Deerfield and the subject matter to be addressed;
- c. Availability to accommodate any required meetings of the Township of Upper Deerfield or its various departments;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the Township of Upper Deerfield.

Upon completion of the review process, the review committee shall transmit its

findings and recommendations to the Township Committee which may make its selection on or about January 7, 2021 by resolution.

**VI. Obligation of Individual.** At the time of receipt of proposals, each individual will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of requests for qualifications and proposals that has been posted on the Township of Upper Deerfield website and with the contents of this document. The failure or omission of any prospective contractor to receive or examine either document shall in no way relieve any individual from any obligation with respect to the proposal submitted.

**VII. Investigation of Qualifications.** The Township of Upper Deerfield will make such investigations as it deems necessary to determine the responsibility of the individual and the individual shall furnish the Township of Upper Deerfield all such information as may be requested by the Township of Upper Deerfield notwithstanding the fact that the release of such information to the Township of Upper Deerfield may result in the disqualification of the individual and the proposal submitted.

The Township of Upper Deerfield reserves the right to reject any proposal if the evidence submitted by, or the investigation of such individual fails to satisfy the Township of Upper Deerfield that such individual properly is qualified to carry out the obligations of the contract for the work as provided and as described in this document.

**VIII. Signing of Proposal Documentation.** The qualification and proposal documentation that is submitted by the individual shall be signed by the individual.

**IX. Miscellaneous.**

- a. All contracts awarded by the Township of Upper Deerfield shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.
- b. For additional information contact: Roy Spoltore, Township Administrator, Upper Deerfield Municipal Building, 1325 Highway 77, Seabrook, New Jersey, 08302, 856-451-3811.