

**Borough of Little Ferry  
Fair and Open Process  
Request for Qualifications  
Professional Planning/Zoning Board Positions  
January 1, 2026 – December 31, 2026**

The Combined Planning/Zoning Board of the Borough of Little Ferry is seeking statements of qualifications for applicants for appointments to the following professional positions for 2026. Responses should address both the general criteria and mandatory minimum requirements. All responses will be treated as confidential until read aloud. Please submit one (1) paper copy and an electronic version on a flash drive of your proposal and qualifications. Submission must include your professional services contract showing your hourly rate schedule, per diem rate and retainer. Provide all documents and flash drive in a sealed envelope marked "RFQ" and the professional position being sought.

Responses must be sent to:  
Office of the Planning Board/Zoning Board  
ATTN: Bertha Sneyer  
215 -217 Liberty St.  
Little Ferry, NJ 07643

All responses must be received no  
later than 11:30 a.m. on  
Tuesday, December 23, 2025

All responses shall be opened and announced publicly, immediately thereafter by the Planning /Zoning Board Clerk. Responses will then be reviewed by the Planning/Zoning Board and appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2026 and subject to the execution of a contract.

The selections of qualified respondents are not subject to public bidding or competitive contracting provisions of the Local Public Contracts Law, NJSA 40A:11-1 et. seq. The selection is, however, subject to the fair and open process authorized by the New Jersey Local Unit Pay-To-Play Law, NJSA 19:44A-20.4 et. seq. The Borough 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 submission. All insurance requirements of the State of NJ are to be met. The Borough has sole discretion in determining if respondents insurance is acceptable. The Borough may request additional insurance coverage before award.

The Planning/Zoning Board reserves the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of NJSA 10:5-21 et seq. and NJAC 17:27-1 et seq. if applicable.

**INSTRUCTIONS**

The Planning/Zoning Board is seeking proposals for the following professional positions. Respondent's submission must clearly demonstrate experience in the mandatory minimum requirements.

### **Ranking and Rating**

The Planning/Zoning Board, in part, will utilize a ranking and rating system (scoring) for review of respondent's proposal. This scoring system will not disqualify the Borough from exercising the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. The ranking and rating system will be scored upon the following:

- 35 points for knowledge of the Borough in regards to what position respondent is applying for;
- 35 points for general experience in the field;
- 20 points for general experience in the field points for cost;
- 10 points for other information provided (including price);

### **PLANNING/ZONING BOARD ATTORNEY**

**GENERAL CRITERIA:** The Board desires to appoint an attorney who will act as its general counsel. Applicants should demonstrate knowledge of general New Jersey municipal law and New Jersey Municipal Land Use Law. Any experience or knowledge of matters directly affecting the Borough of Little Ferry should be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

- Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment.
- Must have a minimum of five (5) years' experience in the general representation of municipal planning boards.
- Must list past (3 years) and present municipal planning boards represented.
- Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

### **PLANNING/ZONING BOARD ENGINEER**

A firm must designate one (1) engineer to serve as Planning/Zoning Board Engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years and have represented municipalities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law, and the rules & regulations of the New Jersey Sports and Exposition Authority (formerly New Jersey Meadowlands Commission). The engineer must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Borough of Little Ferry including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc. and rate schedule.

### **PLANNING/ZONING BOARD PLANNER**

**GENERAL CRITERIA:** The Board desires to appoint a planner or planning firm to provide planning services as required by the Board. Applicants should demonstrate knowledge and experience with respect to all aspects of planning services. Any experience or knowledge of matters that directly affect the Borough of Little Ferry should be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

- Must be certified planner in the State of New Jersey.
- Must have a minimum of ten (10) years' experience in providing planning services to municipal planning boards.
- Must maintain a principal office in the State of New Jersey.
- Must list all present and past (3 years) planning boards/municipalities served; please include experience in working with Federal funded programs such as CDBG, FHWA, etc.
- Rate Schedule

### **PLANNING/ZONING BOARD ARCHITECT**

A firm must designate one (1) architect to serve as Planning/Zoning Board Architect. The designated architect must be licensed as an architect in the State of New Jersey for at least 15 years, and have represented municipalities for at least ten (10) years. The architect must be thoroughly familiar with the Municipal Land Use Law, applicable building codes, and the rules & regulations of the New Jersey Sports and Exposition Authority (formerly New Jersey Meadowlands Commission). The architect must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or architect must have sufficient support staff to provide all services required by the Borough of Little Ferry including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the architect's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc. and rate schedule.

### **PLANNING/ZONING BOARD LANDSCAPE ARCHITECT**

A firm must designate one (1) architect to serve as Planning/Zoning Board Landscape Architect. The designated architect must be licensed as an architect in the State of New Jersey for at least 15 years and have represented municipalities for at least ten (10) years. The architect must be thoroughly familiar with the Municipal Land Use Law, applicable building codes, and the rules & regulations of the New Jersey Sports and Exposition Authority (formerly New Jersey Meadowlands Commission). The architect must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or architect must have sufficient support staff to provide all services required by the Borough of Little Ferry including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the architect's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc. and rate schedule.

### **PLANNING/ZONING BOARD TRAFFIC ENGINEER**

A firm must designate one (1) engineer to serve as Planning/Zoning Board Traffic Engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years

and have represented municipalities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law, and the rules & regulations of the New Jersey Sports and Exposition Authority (formerly New Jersey Meadowlands Commission). The engineer must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Borough of Little Ferry including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc. and rate schedule.