

DOWNE TOWNSHIP
REQUEST FOR PROPOSAL (RFP) and
REQUEST FOR QUALIFICATIONS (RFQ)

2012 HOUSING AND ZONING OFFICER SERVICES

NOTICE OF SOLICITATION:

The Township of Downe is requesting a proposal for **Housing and Zoning Officer Services** for the 2012 calendar year.

POSITION SUMMARY

Responsible for ensuring that new development and on-going land use conforms to applicable Township regulations regarding land use and zoning. The Applicant will be required to be knowledgeable of all Land Use and Planning Regulations of Downe Township and all other County, State and Federal Agency's requirements applicable to Downe Township.

The Applicant should have the ability to read, analyze, and interpret blueprints, maps, technical procedures, and governmental regulations.

The Applicant should have the ability to write reports and business correspondence. The ability to effectively present information and respond to questions from groups, contractors and employees of the municipality as well as residents.

The position is a one day per week Part time position.

Evaluation of Proposals:

The Township of Downe intends to appoint this official municipal government position for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq., for a one (1) year term.

Proposal should be clearly marked "**2012 HOUSING AND ZONING OFFICER SERVICES**". Proposals must be received at the address below prior to the specified deadline.

Any questions regarding this Request for Proposal should be directed to Richard J. DeVillasanta, Administrator, Township of Downe at 288 Main St., Newport, NJ 08345. Phone: 856-447-3100, Fax: 856-447-3533, Email: downtownshp@comcast.net or by visiting our website at www.downtownshp.org

Please submit eight (**8**) copies of the proposal to:

Richard DeVillasanta, Administrator
Township of Downe
288 Main Street
Newport, NJ 08345

All submissions must be received at the Township Office
on or before **Tuesday, February 21, 2012.**