

BOROUGH OF KEYPORT

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Planning Services – Fair Share Housing

Notice is hereby given that the Borough of Keyport, Monmouth County, New Jersey, is seeking Statements of Qualifications from experienced **Professional Planners** to provide planning services related to the Borough's **Fair Share Housing** obligations.

The Borough anticipates additional work and planning activities as part of its ongoing compliance with affordable housing requirements and is soliciting qualifications from qualified individuals or firms to support these efforts.

SCOPE OF SERVICES

The selected professional will assist the Borough with tasks which may include, but are not limited to:

- Reviewing and updating existing Housing Elements and Fair Share Plans
- Advising on compliance with COAH, court-mandated requirements, or settlement agreements
- Preparation of supporting planning documents
- Attendance at public meetings and court proceedings, as needed
- Coordination with legal counsel, engineering, and other professionals

SUBMISSION REQUIREMENTS

Interested parties shall submit one (1) original and two (2) copies of their qualifications package, including:

- A cover letter expressing interest and availability
- Resume(s) of key personnel
- A summary of relevant experience, particularly in Fair Share Housing and municipal planning
- References from at least three (3) municipal clients
- Fee schedule or hourly rate structure
- Proof of professional licensure and insurance

DEADLINE FOR SUBMISSIONS

Qualifications must be received by:

Friday, September 30, 2025 at 11:00 AM

at the following address:

Borough of Keyport

Attn: Borough Administrator

70 West Front Street

Keyport, NJ 07735

Submissions must be clearly marked:

“RFQ – Professional Planner for Fair Share Housing”

The Borough reserves the right to reject any or all submissions, to waive any informalities or irregularities in the RFQ process, and to award a contract in a manner deemed to be in the best interest of the Borough, in accordance with the provisions of applicable law.

This RFQ is being issued pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

By Order of the Borough of Keyport

Kimberly Humphrey, Borough Administrator

Dated:9.11.2025