



## REQUEST FOR PROPOSAL (RFP)

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### ZONING and CODE ENFORCEMENT

#### OFFICER SERVICES

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ROBESON TOWNSHIP is requesting proposals for **Zoning and Code Enforcement Officer Services** for the 2026 calendar year.

#### **POSITION SUMMARY**

Responsible for ensuring that new development and on-going land use conforms to applicable Second-Class Township regulations regarding land use and zoning. The Applicant will be required to be knowledgeable of all Land Use and Planning regulations of ROBESON TOWNSHIP and all other County, State and Federal Agency's requirements applicable to ROBESON TOWNSHIP. The Applicant shall provide all services required for enforcing the ordinances of ROBESON TOWNSHIP including but not limited to the following:

- Receive, examine, and process all applications and permits (special exception and conditional uses and for variances)
- Sitting hours if requested by the Board of Supervisors
- Receive phone calls, emails and correspondence relevant to code / zoning queries
- Assist in Right To Know queries as requested
- Record and file all applications for zoning permits or certificates of use and occupancy.
- Inspect properties to determine compliance with the ROBESON TOWNSHIP Zoning Ordinance (as well as conditions attached to the approval of variances, special exceptions, and conditional uses).
- Inspect nonconforming uses, structures, and lots and keep a filed record of such nonconforming uses, structures, and lots, and examine them periodically, with the view of eliminating the nonconforming uses under the existing laws and regulations.
- Perform such other duties related to administration of ROBESON TOWNSHIP Zoning Ordinances and other township ordinances and resolutions.
- Perform duties of Floodplain Manager.
- Receive and handle complaints pertaining to violations of ROBESON TOWNSHIP Ordinances
- Conduct site inspections to determine if violations exist or for compliance with Notices of Violation. In addition, self-initiate observation of violations while traveling within the Township.
- Provide necessary follow up to complaints, including, but not limited to initiating necessary legal action against violators, appearing, and testifying in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

- Establish a schedule of proposed systematic inspection of all properties in the municipality, including interiors of businesses, multi-family premises, schools and places of worship and assembly.
- Submit monthly reports of inspections made including names and addresses of owner, occupants, or lessees of premises, dates of inspection, code violations found, if any, notices of violations served, complaints filed with courts or agencies, and dates of compliance or disposition of cases.
- Inspect signs and outdoor light poles and stanchions for condition.
- Advises owners or other persons of violations to the zoning code.
- In response to complaints, inspects sites where garbage, refuse, and/or debris have accumulated and order such matters abated, or issue notices of violation of local code pertain to same.
- Will be required to learn to utilize various types of electronic and computerized information systems used by the agency, office, or related units.

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.

### **EVALUATION OF PROPOSALS:**

The ROBESON TOWNSHIP 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 SUBMISSION**

Bidder / Proposal Documents can be obtained at no cost on PennBid at <https://pennbid.bonfirehub.com/>.

**Bids must be submitted electronically via PennBid prior to 8:00am December 22, 2025.**

Questions regarding this project shall be submitted electronically via the “Ask a Question” feature in PennBid no later than **December 16, 2025 at 8:00am**. Responses to questions which require an addendum or changes to the Bidding Documents will be issued via a Public Notice and posted on PennBid. Bidders who have registered with and downloaded documents for this project from PennBid will be notified by email when a change or addenda has been posted.

Instructions for the PennBid system can be found at <https://pennbid.net/vendor-training-documents/>.

For assistance contact PennBid at [info@PennBid.net](mailto:info@PennBid.net) or by phone at 610-693-4769 option 1.