

## PUBLIC NOTICE

### LAKESWOOD INDUSTRIAL COMMISSION REQUEST FOR QUALIFYING PROPOSAL FOR PROVISION OF VARIOUS PROFESSIONAL SERVICES UNDER THE N.J. LOCAL UNIT PAY-TO-PLAY LAW

**PLEASE TAKE NOTICE** that the Lakewood Industrial Commission hereby solicits proposals for the below listed legal and professional services.

Sealed proposals must be received by Lakewood Industrial Commission's Executive Director on **January 18, 2013 at or before 5:00 PM**, to be publicly opened at 11:00 AM on January 21, 2013 at the office of the Industrial Commission. Proposals may be submitted in person at the Offices of the Lakewood Industrial Commission, 231 Third Street, Lakewood Municipal Building, Room 12, or mailed to the attention of the Executive Director, Lakewood Industrial Commission, 231 Third Street, Lakewood, NJ 08701. All proposals must be contained in a sealed envelope marked with the name and address of the party submitting the proposal and identified with marking of "sealed proposal" with the identification of the service to be provided.

Any person having questions, or to obtain further information, should contact Steven Reinman, Executive Director, at (732) 364-2500 x 5333, 231 Third Street, Lakewood, New Jersey.

Proposals for the below-listed services are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. The following criteria are being utilized as the basis for the selection of professional services to be purchased. Please provide documentation to support your company's proposal of qualifications in its respective field(s) to include:

- A. Experience and reputation in the field.
- B. Knowledge of the Township of Lakewood and the subject matter to be addressed under the contract.
- C. Availability to accommodate any required meetings of the Commission.
- D. Such other factors demonstrated to be in the best interest of the Commission and the Township of Lakewood, as contained in the detailed specifications for each service listed below.

In addition, the Lakewood Industrial Commission reserves the right to consider the following other factors:

- A. Past performance;
- B. Whether the vendor's proposal demonstrated a clear understanding of the scope of work and related objectives;
- C. Whether the vendor's proposal is complete and responsive to the public notice and specifications;
- D. Whether the vendor's past performance of the same or similar services has been documented;
- E. History and experience of the vendor in performing the work, including whether the vendor is able to document a record of reliability;

- F. Whether the vendor has a record of honesty and moral integrity;
- G. Availability of the vendor's personnel, facilities and other resources, including proximity to Lakewood;
- H. The qualifications and experience of the vendor's staff;
- I. Whether the vendor provides a full explanation of its billing for goods and services, including a breakdown of specific tasks;
- J. The vendor's financial stability and strength;
- K. Fee Schedule / Method of Billing.

The following are specifications for each position:

**COMMISSION PLANNER**

The Commission Planner shall be a licensed planner in the State of New Jersey with principal business address in the State. The individual or firm must have diverse portfolio of accomplished projects including but not limited to development concept designs, architecture, real estate, Municipal Land Use and landscape architecture. Commission Planner shall be available to the Commissioners and the Executive Director to answer general and technical questions related to Commission project(s).

**COMMISSION PUBLIC RELATIONS/MARKETING CONSULTANT**

The Public Relations/Marketing Consultant shall be an individual or firm with extensive background and experience in the field of Public Relations, Marketing, Promotional and multi-media concepts and design. In addition, the individual or firm will have the ability to manage and produce materials including intranet web services associated with Commission projects and be available to meet with the Commissioners and Executive Director for the purposes of planning and initiating project ideas and concepts.

**PROFESSIONAL APPRAISAL SERVICES**

An Individual or firm qualified and registered to provide professional appraisal services under provisions of New Jersey Law to assist the Lakewood Development Corporation in establishing and supporting fair market value of real estate for the purposes of marketing, development, procuring and sale. Please provide a schedule of applicable fees for services being offered if available.