

## PUBLIC NOTICE

### **LAKWOOD INDUSTRIAL COMMISSION REQUEST FOR QUALIFYING PROPOSALS 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 professional services.

Sealed proposals must be received by the Industrial Commission's Executive Director by Friday, December 27, 2019 to be publicly opened at or about 11:00 A.M. on Tuesday, December 31, 2019 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, Second Floor, Room 12, or mailed/courier-delivered 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 the marking of "**SEALED PROPOSAL**" and identifying the service to be provided. Provision of one (1) non-bound set is being requested. Faxed responses will not be accepted.

Any person having questions, or requesting to obtain further information, should contact Anita Doyle, office of the Lakewood Industrial Commission:

- Phone: 732-364-2500, Extension 5395;
- email: [adoyle@lakewoodnj.gov](mailto:adoyle@lakewoodnj.gov);
- mail: 231 Third Street, Lakewood, New Jersey 08701

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 and unspecifiable and unusual services** that may 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 their 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 professional or extraordinary/unspecifiable service that may be contracted by the Lakewood Industrial Commission during the calendar year 2020. Be advised that most contracts issued by the Lakewood Industrial Commission are issued on an individual project basis.

All respondents must be registered as an active business with the State of New Jersey - in good standing - in order to provide services to the Lakewood Industrial Commission.

By Order of  
Steven Reinman  
Executive Director  
Lakewood Industrial Commission  
December 3, 2019

**COMMISSION ATTORNEY**

The Attorney should be an Attorney in good standing of the bar of the State of New Jersey with at least ten (10) years of experience representing municipalities, public entities, public officials and employees, in a variety of special litigation, administrative and general legal matters including defense work arising under the New Jersey Tort Claims Act, New Jersey Law Against Discrimination, State and Federal Civil Rights statutes, general municipal legal matters and municipal land use and zoning matters. The qualified attorney will have a demonstrable record of experience handling litigated and administrative matters on behalf of municipal corporations, public entities, public officials and employees, and be available to attend court proceedings, depositions, meetings with municipal officials and/or employees and other such matters necessary to perform the position of special counsel.

**COMMISSION/TOWNSHIP PUBLIC RELATIONS/MARKETING CONSULTANT**

The Public Relations/Marketing Consultant shall be an individual or firm registered as a business in good standing with the State of NJ 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 must have the ability to manage and produce materials including intranet web services associated with Lakewood Industrial Commission and Lakewood Township projects and be available to meet with the Commissioners, Executive Director, Municipal Manager and Lakewood Township Committee for the purposes of planning and initiating project ideas and concepts.

**COMMISSION 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 Industrial Commission 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.

**COMMISSION PROFESSIONAL PLANNING SERVICES**

The Commission Planner shall be a licensed planner in the State of New Jersey with its 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 AIRPORT CONSULTANT AND ENGINEER**

The airport consultant/engineer shall perform services by contract for individual projects for and at Lakewood Airport:

- A. Prepare plans and/or supervise planning studies for improvements, redevelopment and expansion of the airport, public parking facilities of the airport, airport roadway systems, ground transportation systems, surveillance systems, and will check on plans submitted by architects and contractors, oversee construction, and participate in matters of real estate and zoning issues involving the airport.
- B. Prepare plans as well as lay out the airport plus landing fields and direct construction work involved in leveling fields, laying out surfacing runways, and providing drainage.
- C. Prepare budgetary estimates and bid specifications for airport projects and participate in the bidding process, review of bid responses and recommendations on award of bids relating to airport projects.
- D. Design runways based on weight plus size of aircraft and prepare material construction specifications.
- E. Direct or participate in surveying to lay out installations, establish reference points, grades and elevations to guide construction.
- F. Estimate costs to provide basis for payments to contractors.
- G. Observe progress of construction to make sure work is in conformity with specifications; Advise contractor regarding necessary corrections.
- H. May serve as agent or employee of contractor as well as study plans and specifications to recommend special equipment or procedures to reduce time and cost of construction.
- I. Attends pre-construction meetings with and on behalf of Lakewood Airport as requested.
- J. May schedule delivery of materials, analyze costs, and provide technical advice in solution of construction problems.
- K. Responsibilities may also include coordination of engineering and/or grant management activities with Federal, State and local agencies (budgeting and preparation for and of Grant applications, draw-downs and required reporting to appropriate agencies as required by regulation).