

**LAKEWOOD DEVELOPMENT CORPORATION REQUEST FOR PROPOSAL
FOR VARIOUS PROFESSIONAL POSITIONS UNDER THE N.J. LOCAL UNIT
PAY-TO-PLAY LAW**

**LAKEWOOD DEVELOPMENT CORPORATION
PUBLIC NOTICE**

PLEASE TAKE NOTICE that the Lakewood Development Corporation (LDC) hereby solicits proposals for the below listed legal and professional services.

Sealed proposals must be submitted to the Lakewood Development Corporation's Executive Director by **Friday January 22, 2021 on or before 2:00 PM**. Proposals must be submitted first in electronic form via email encrypted with password protection to UEZ@Lakewoodnj.gov. Please include password in your physical submittal via carrier mail. Secondly, please physically mail proposal via carrier mail to 231 Third Street, Lakewood Municipal Building, Room 12 to the Attention of the Executive Director, Lakewood Development Corporation. Proposals must be contained in a sealed envelope with the name and address of the party submitting the proposal and marked "**sealed proposal**" and the position sought. Please provide two (2) copies of proposals.

Any person having questions or to obtain further information should contact David Klein, Executive Director, via e-mail dklein@lakewoodnj.gov, or phone (732) 364-2500 x 5260, or mail to 231 Third Street, Lakewood, New Jersey.

Proposal 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 award of services:

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

In addition, the Lakewood Development Corporation 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 sought:

CORPORATE COUNSEL

Applicants for Corporate Counsel shall be an Attorney/Law Firm licensed to practice Law in the State of New Jersey. Corporate Counsel shall provide legal services to the Lakewood Development Corporation as required. The Corporate Counsel shall also attend meetings of the Lakewood Development Corporation as scheduled. Please provide an hourly fee schedule for services proposed.

AUDITOR

The Auditor shall be a public accountant of the State of New Jersey and have the designation of Certified Public Accountant. The Auditor shall audit the books, accounts and financial transactions in accordance with generally accepted auditing standards and Government Auditing standards issued by the Comptroller General of the United States for non-profit organizations. Please provide an estimated fee schedule for auditing services to be provided to the Lakewood Development Corporation.