

TOWNSHIP OF LAKEWOOD
REQUEST FOR PROPOSALS

Notice is hereby given that the Lakewood Planning Board, Township of Lakewood, County of Ocean and State of New Jersey, will until Friday, December 16, 2022 at 10:00 A.M. at 212 Fourth Street, Engineering and Planning Department, Lakewood, New Jersey, 08701, receive sealed proposals for the following:

2023 Planning Board Attorney
2023 Planning Board Engineer
2023 Planning Board Planner

Two copies of all 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.

Specifications are available at the Township Website at www.lakewoodnj.gov. Any additional information may be obtained from the Planning Board Secretary's Office by calling 732-364-2500 x 5238 or emailing amorris@lakewoodnj.gov.

This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

By Order of LAKEWOOD TOWNSHIP PLANNING BOARD
Moshe Neiman, Chairman

Request for Proposals for Professional Services

The Lakewood Township Planning Board hereby solicits sealed proposals for the positions of Planning Board Attorney, Planning Board Engineer and Planning Board Planner.

The proposal shall include a fee schedule specifying an hourly rate for all services required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, research, preparation of ordinances, preparation of resolutions, preparation of contracts, negotiations, meetings, hearings, litigation and any other services rendered on behalf of the Township. Any other charges must be noted and must accompany this proposal. Please use the attached exception sheet for any exceptions you may want to take regarding any details in the specifications.

The submission requirements shall include:

- a. Designation of the Lead Counsel/Engineer/Planner and any other individual(s) to be assigned to perform the tasks.
- b. Professional experience of the individual(s) to be assigned, including a list of experience with Lakewood and/or experience with other municipalities.
- c. A statement concerning the ability of the firm/individual to perform tasks assigned by the Board in a timely fashion.

- d. Professional licenses held by the individual(s) to be assigned.
- e. Education background and experience of the individual(s) to be assigned.
- f. A description of the support staff available to the individual(s) to be assigned.
- g. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the current amount of professional liability insurance.
- h. A list of professional references with addresses and telephone contact numbers.
- i. Completion of Non-Collusion Affidavit and Stockholder Disclosure Form.
- j. Proposed Contract with fee schedule.

The award of this contract shall be made to the person or firm submitting the proposal which is deemed to be that which is most advantageous to the Township, price and other factors considered.

The applicant should note that the board meets on the first and third Tuesday of each month, except as noted in the 2023 Lakewood Township Planning Board schedule.

The selection criteria to be used in awarding this contract as a fair and open contract in accordance with N.J.S.A. 19:44A-20.4 et. seq.

- a. Qualifications of the individuals who will perform the services and their experience and familiarity with Planning Board matters.
- b. Ability to perform the services in a timely fashion, including staffing and familiarity with the subject matter.
- c. Cost consideration including, but not limited to, standardized submission and compliance with proposal documents.
- d. Experience with Lakewood, and/or experience in the applicant's field of expertise.

Pursuant to N.J.S.A. 40A:11-3(b), contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection 10 of section 5 of P.L. 1971, c. 198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months.