

PUBLIC NOTICE

**INDUSTRIAL COMMISSION OF THE TOWNSHIP OF LAKEWOOD
IN THE
STATE OF NEW JERSEY
PROFESSIONAL SERVICES SOLICITATION
FAIR & OPEN PUBLIC SOLICITATION PROCESS**

LAKEWOOD INDUSTRIAL COMMISSION (LIC) REQUESTS PROPOSALS FOR QUALIFICATION AND / OR PROVISION OF VARIOUS PROFESSIONAL SERVICES DURING THE 2024 CALENDAR YEAR UNDER THE N.J. LOCAL UNIT PAY-TO-PLAY LAW. MOST LIC CONTRACTS ARE AWARDED ON A PER-PROJECT BASIS:

Commission Attorney; Commission Engineer; Commission Professional Planning Services; Commission / Township Public Relations and Marketing Consultant; Commission Professional Appraisal Services; Commission Airport Consultant and Engineer

SUBMISSION DEADLINE / DATE: Wednesday, December 20, 2023 by 12:00 p.m.

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

Proposals must be submitted to and received by the Executive Director of the Lakewood Industrial Commission by **Wednesday, December 20, 2023 by 12:00 p.m.**

The Lakewood Industrial Commission's 2024 Request for Proposals (RFP) **MUST** be answered by submission **by email ONLY**. The completed, original RFP responses **MUST** be saved as a PDF file and emailed to LIC@lakewoodnj.gov.

All proposals must be emailed with the name and address of the party submitting the proposal and labeled "Sealed Original Proposal" and the position sought **in the subject line**. Faxed, mailed, courier and/or delivery service (such as UPS, FedEx, etc.) responses are not acceptable.

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

- Phone: (732) 998-0719 (LIC business cell phone line);
- Email: LIC@lakewoodnj.gov;
- Mail: 231 Third Street, Lakewood, New Jersey 08701

The criteria and appropriate proposal documents are available on the Township's website at: <https://www.lakewoodnj.gov/department/industrial-commission>.

Qualification 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 award of contracts for services:

- Experience and reputation in the field.
- Knowledge of the Township of Lakewood and Lakewood Industrial Commission jurisdictional areas and the subject matter to be addressed under the contract.
- Availability to accommodate meetings of the Lakewood Industrial Commission as needed or, relative to presentations to be made before approving entities of the Township, County and State, any required regular or special meetings of those approving entities.
- Indication of compensation (Fee Schedule) anticipated for services to be provided.
- Such other factors demonstrated to be in the best interest of the Industrial Commission of the Township of Lakewood as contained in the detailed specifications for each position listed below.

In addition, the Lakewood Industrial Commission reserves the right to consider the following other factors when qualifying a vendor prior to awarding any contract for services:

- Past performance;
- Whether the vendor's proposal demonstrates a clear understanding of the scope of work and related objectives;
- Whether the vendor's proposal is complete and responsive to the public notice and specifications;
- Whether the vendor's past performance of the same or similar services has been documented;
- History and experience of the vendor in performing the work, including whether the vendor is able to document a record of reliability;
- Whether the vendor has a record of honesty and moral integrity;
- Availability of the vendor's personnel, facilities and other resources, including proximity to the Lakewood Industrial Commission and Township of Lakewood;
- The qualification and experience of the vendor's staff;
- Whether the vendor provides a full explanation of its billing for goods and services, including a breakdown of specific tasks;
- The vendor's financial stability and strength.

Applicants shall comply with the requirements of L.1975, c. 127, as amended (N.J.S.A.10:5-31 et seq.) and N.J.A.C. 17:27-1.1 et seq.

The following are specifications for each professional or extraordinary/unspecifiable service that may be contracted by the Lakewood Industrial Commission during the 2024 calendar year. Be advised that most contracts issued by the Lakewood Industrial Commission are issued on an individual project basis as needed.

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

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 (Per Project Contracts)

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.

OUTSIDE ENGINEERING SERVICES (Per Project Contracts)

An Engineer shall be a licensed Professional Engineer of the State of New Jersey, to be contracted to provide additional engineering services to the Lakewood Industrial Commission on a per-project/job basis. The engineer shall attend and participate in day/evening meetings as scheduled in order to perform as required for the job specified and provide assistance to the Lakewood Industrial Commission as contracted on its various projects, problem resolution, etc. as requested; review and respond with recommendations and project cost estimates.

COMMISSION PROFESSIONAL PLANNING SERVICES (Per Project Contracts)

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 (Per Project Contracts)

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).