

**LAKEWOOD DEVELOPMENT CORPORATION REQUEST FOR PROPOSAL
FOR LAKEWOOD SHUTTLE BUSING LIAISON UNDER THE N.J. LOCAL
UNIT COMPETITIVE CONTRACTING**

LAKEWOOD DEVELOPMENT CORPORATION

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

Sealed proposals must be submitted to the Lakewood Development Corporation's Executive Director on **Wednesday September 27, 2023, on or before 10:00 AM**. Proposals may be submitted in person at the 231 Third Street, Lakewood Municipal Building, Room 12, or mailed to the Attention of the Executive Director, Lakewood Development Corporation, 231 Third Street, Lakewood, NJ 08701. 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. 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 5976, or mail to 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 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.
- E. Vendor must be an active registered New Jersey business entity.
- F. Preference will be given to a vendor that is registered with the Urban Enterprise Zone and further preference given if registered in the Lakewood UEZ.

In addition, the Lakewood Development Corporation reserves the right to consider the following other factors:

- A. Past performance;
- B. Whether the Applicant's proposal demonstrated a clear understanding of the scope of work and related objectives;
- C. Whether the Applicant's proposal is complete and responsive to the public notice and specifications;
- D. Whether the Applicant's past performance of the same or similar services has been documented;

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

The following are specifications sought:

LAKWOOD SHUTTLE BUSING LIAISON

- A. Planning and organizing Shuttle schedule, routes and timing of the buses.
- B. Assessing route efficiencies, and modifying routes, stops and hours.
- C. Assessing route efficiencies for holiday periods.
- D. Shuttle schedule publicity: Responsible to provide schedule accessibility to the Lakewood community such as recording messages on the Shuttle hotline, etc.
- E. Communal feedback: communicate with the community members regarding system upgrades, such as routes, hours, lost and found on buses, sanitization during pandemic, music choices on buses, carriages, masks etc. and directing comments and concerns to the Township.
- F. Corresponding with business owners and high traffic offices that need additional shuttle services.
- G. Relaying comments and concerns of the Public Works director and/or managers and/or drivers to the community members.
- H. Holidays: Coordinate with the Public Works director, managers and drivers to arrange holiday schedules on *New Year's Day, *MLK's Birthday, *Lincoln's Birthday, *President's Day, *Good Friday, *Memorial Day, *Independence Day, *Labor Day, *Columbus Day, *Election Day, *Veteran's Day, *Thanksgiving Day, *Day after Thanksgiving, *Christmas Day, *Schools off.
- I. Changes in Shuttle busing schedule: Broadcasting to the community via multiple media channels of changes in schedule due to holidays, bus repairs or an emergency change in schedule due to driver calling in sick or accident, snow storms etc.
- J. Hold meetings and keep township committee members, manager, Public Works employees/drivers abreast of important going ons regarding the Lakewood Shuttle Service.
- K. Bus tracking: Adding live bus tracking capabilities.