

TOWNSHIP OF OCEAN

REQUEST FOR PROPOSAL
FOR PROFESSIONAL SERVICES

Board of Adjustment - Attorney
2019

ISSUE DATE: January 1, 2019

SUBMISSION DEADLINE: January 11, 2019 at 11:00 am

ADDRESS ALL QUALIFICATION STATEMENTS TO:

Diane B. Ambrosio, RMC CMR
Administrator/Municipal Clerk
Town Hall
50 Railroad Avenue
Waretown, New Jersey 08758

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSALS

Township of Ocean
50 Railroad Avenue
Waretown, New Jersey 08758

CONTACT PERSON

Diane B. Ambrosio, RMC CMR
Administrator/Municipal Clerk

PURPOSE OF REQUEST

The TOWNSHIP OF OCEAN is soliciting proposals from interested persons and/or firms for the provision of professional services for calendar year 2019, as more particularly described herein. Proposals are being solicited thru a Fair and Open Process in accordance with N.J.S.A 19:44A-20.1 et.seq. The Township of Ocean will review proposals only from those persons and/or firms that submit a proposal which includes all the information required to be included as described herein, as determined in the sole and absolute discretion of the Township of Ocean. The Township of Ocean intends to qualify persons and/or firms that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Township of Ocean to provide the greatest benefit to the taxpayers of the Township of Ocean. The services of successful respondents may be procured as soon as possible.

CONTRACT FORM

If selected, a respondent shall be required to submit a formal contract to the Township of Ocean for execution and will include, among other things, indemnification, insurance, termination and licensing provisions.

REQUIREMENTS FOR ALL PROFESSIONAL SERVICES

1. Proposals will be accepted for the specific professional services set forth in the Public Notice, a copy of which is attached hereto.
2. All proposals shall be submitted to Diane B. Ambrosio, RMC, 50 Railroad Avenue, Waretown, New Jersey 08758 no later than November 1, 2018 at 11:00 am. **A total of Board of Adjustment must receive, 13 proposals in total - 1 hard copy and 12 CD's copies of the proposal.**

3. All proposals shall include, at a minimum: the name, address, e-mail address, telephone number, and all contact information of the person or firm making the proposal; a current resume or curriculum vitae; a statement of qualifications, including all applicable professional licenses held and current professional affiliations; a statement of experience in rendering such professional services to public entities; and a proposal for compensation or a schedule of fees to be charged for such professional services.
4. All proposals will be evaluated by the Township of Ocean Committee, except for proposals for professional services to be rendered to the Township of Ocean Planning Board and Board of Adjustment. Such proposals will be forwarded to those bodies for evaluation and determination.
5. Proposals will be evaluated by the Township of Ocean Committee and its agencies on the basis of the proposals deemed to be most advantageous, price and other factors considered. The evaluation will consider:
 - a. Experience and reputation in the field;
 - b. Knowledge of municipal government;
 - c. Availability to accommodate any required meetings;
 - d. Support staff availability, where applicable; and
 - e. Compensation proposal;
 - f. Other factors, if determined to be in the best interest of the Township of Ocean.

6. **GENERAL TERMS AND CONDITIONS**

- a. The Township of Ocean reserves the right to reject any Proposal in whole or in part or to waive any informality, unless otherwise specified by the respondent, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township of Ocean to do so.
- b. The respondent shall maintain sufficient insurance to protect against All claims under Workmen's Compensation, General, Professional and automobile Liability.
- c. Each Proposal must be signed by the person authorized to do so.
- d. The checklist, affidavits, notices and the like presented at the end of this RFP are a part of this RFP and shall be completed and submitted as a part of the Proposal.

PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED, INITIALED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

- | | INITIAL
BELOW |
|---|--------------------------|
| 1. Non-Collusion Affidavit properly notarized | _____ |
| 2. Owner's Disclosure Statement | _____ |
| 3. Authorized signatures on all forms | _____ |
| 4. Business Registration Certificate(s) | _____ |
| 5. Disclosure Statement | _____ |
| 6. Affirmative Action Statement | _____ |

The Contractor shall submit to the public agency, after notification of award but prior to execution of all goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan
- Approved Certificate of Employee Information Report
- Employee Information Report Form AA302

Note: Pursuant to P.L. 2004, c.57, effective September 1, 2004, the successful bidder shall also be required to comply with the provision of the new Business Registration Law.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS**

NAME OF RESPONDENT:

Person, Firm or Corporation

BY: (NAME)

(TITLE)

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative Or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The

Contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

**Letter of Federal Affirmative Action Plan
Approved Certificate of Employee Information Report
Employee Information Report Form AA302**

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Signature

Title

Company Name

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
)ss:
COUNTY OF _____)

I, _____ of the _____ in the County of _____ and the State of _____ of full age, being duly sworn according to the law on my oath depose and say that:

I am _____ of the firm of _____, the Respondent submitting the Qualification Statement, and that I executed the said Qualification Statement with full authority so to do; and that said respondent has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the Qualification Statement; and that all statements contained in said Qualification Statement and in this Affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Qualification Statement and in the statements contained in this Affidavit in awarding any contract for the named services.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

(N.J.S.A. 52:34-15)

(Also type or print name of Affiant under signature)

Subscribed and sworn to before me this _____ day of _____, .

A Notary Public of _____

My Commission Expires: _____

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

NAME OF BUSINESS ENTITY

SIGNATURE

TITLE

Notary Public of

My Commission Expires: _____, 20__.

DISCLOSURE STATEMENT
(To be submitted with Qualification Statement)

- (a) Is or was anyone in your firm or company a member of the Township of Ocean governing body within the last calendar year or a member of his/her immediate family? If yes, then provide the name of the individual below and his/her relationship.

Yes ___

No ___

Name	Position	Relationship
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- (b) Has any principal/partner of your firm been convicted of an indictable offense? If yes, then please Provide further explanation and copies of any relative documents.

Yes ___

No ___

Name	Position	Relationship
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- (c) Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes ___

No ___

Name	Position	Term
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- (d) Has the firm been found liable for professional malpractice in the last 5 years?

Yes ___

No ___

Reason for Action:

- (e) Has any member of your firm ever been barred from doing business with any state, Township of Ocean or municipal government? If yes, then please provide further written explanation including date and copies of relevant documentation.

Yes ___

No ___

Name	State, County or Municipality	Date
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- (f) Has your firm sued the Township of ocean in the past five (5) years? If yes, then please identify the matter/case and provide further written explanation including date and copies of relevant documents.

Yes ___

No ___

Name	Date
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By _____ Title _____