

Township of Ocean, Ocean County

RESOLUTION NO. 2024-277

**BE IT RESOLVED** by the TOWNSHIP COMMITTEE of the TOWNSHIP of OCEAN, in the County of Ocean and State of New Jersey, as follows:

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Ocean, in the County of Ocean authorizes the Township Clerk to advertise Request for Proposals for the following positions for the year 2025. All sealed proposals are to be returned to the Township Clerk's office on or before **November 22, 2024 at 11:00 a.m.**

Township Attorney	Planning Board Attorney
Conflict Attorney	Planning Board Conflict Attorney
Township Special Counsel	Planning Board Engineer
Township Labor Attorney	Planning Board Conflict Engineer
COAH Counsel	Planning Board Landscape Architect
Township Bond Counsel	Planning Board Planner
Special Bond Counsel	Board of Adjustment Attorney
Township Engineer	Board of Adjustment Conflict Attorney
Conflict Engineer	Board of Adjustment Engineer
Special Projects Engineer	Board of Adjustment Conflict Engineer
Township Prosecutor	Board of Adj. Landscape Architect
Conflict Township Prosecutor	Board of Adj. Planner
Public Defender	State Certified Appraisers/Green Acres
Conflict Public Defender	Affordable Housing – Admin. Agent
Landscape Architect	Township Auditor
Conflict Landscape Architect	Water/Sewer Management Consultants
Township Planner	Water/Sewer Engineer
Conflict Township Planner	Health Insurance Broker
Grant Writing Services – include volunteer Fire Company & First Aid	
Cell Tower Specialist/Consultant	
Financial Advisor	COAH Planner
Lead Based Paint Hazard Inspection Services	

**Packets are available** on the Township website: [www.twpoceannj.gov](http://www.twpoceannj.gov) (Request for Proposal)  
Pick up at: Township of Ocean, Ocean County, 50 Railroad Avenue, Waretown NJ 08758  
Hours of 9:00 am to 4:00 pm

Submitted by: DIANE B. AMBROSIO, RMC, CMC, MUNICIPAL CLERK

TOWNSHIP OF OCEAN

REQUEST FOR PROPOSAL  
FOR PROFESSIONAL SERVICES  
2025

**ISSUE DATE:** October 15, 2024

**SUBMISSION DEADLINE:** November 22, 2024 – 11:00 am

**ADDRESS ALL QUALIFICATION STATEMENTS TO:**

Diane B. Ambrosio, RMC CMC 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 people and/or firms for the provision of professional services for calendar year 2025, as more particularly described herein. Proposals are being solicited through 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 people 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, Administrator/Municipal Clerk, 50 Railroad Avenue, Waretown, New Jersey 08758 no later than November 22, 2024 at 11:00 am. **A total of Four (4) proposals – 1 Hard Copy and 3 CD's or Flash Drives of each proposal must be submitted.**

If you are submitting a proposal for the Planning Board and Board of Adjustment **each Board must receive 13 proposals in total, 1 hard copy and 12 CD's or Flash Drives 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 and may include a "*Not to Exceed*" amount.
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. **If you are submitting a proposal for the Planning Board and Board of Adjustment each Board must receive 13 proposals in total, 1 hard copy and 12 CD's or Flash Drives copies of the proposal.**
5. Proposals will be evaluated by the Township of Ocean Committee and its agencies based on 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; may include a "*Not to Exceed*" amount.
  - 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.**

- |   | <b>INITIAL<br/>BELOW</b> |
|---|--------------------------|
| 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:

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Person, Firm or Corporation

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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.**

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Signature

Title

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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 \_\_\_\_\_