

**Township of Lacey**

818 W. LACEY ROAD  
FORKED RIVER, NJ 08731  
(609)693-1100

**TOWNSHIP OF LACEY  
REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES FOR THE YEAR 2025  
ZONING BOARD OF ADJUSTMENT**

Board of Adjustment Attorney  
Board of Adjustment Conflict Attorney  
Board of Adjustment Engineer  
Board of Adjustment Conflict Engineer

**RESPONSES DUE: NOVEMBER 1, 2024 BY 4:00P.M.**

Township of Lacey  
Amy Shelton  
Municipal Clerk  
818 Lacey Road  
Forked River, NJ 08731  
609-693-1100, ext 2200  
[clerk@laceytownship.org](mailto:clerk@laceytownship.org)

[www.laceytownship.org](http://www.laceytownship.org)

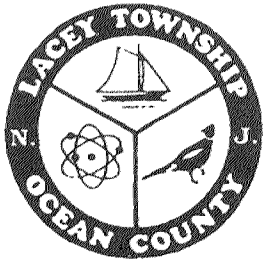
**Request for Proposals for Professional Services for the Calendar Year 2025 for the Lacey  
Township Board of Adjustment  
Public Notice**

The Township of Lacey is requesting **formal proposals** for the following Professional Services:

Board of Adjustment Attorney  
Board of Adjustment Conflict Attorney  
Board of Adjustment Engineer  
Board of Adjustment Conflict Engineer

The Township's Board of Adjustment is seeking sealed proposals for professional service contracts for the year 2025. The contract(s) will commence on January 1, 2025, and expire on December 31, 2025. Proposals will be evaluated based on a qualifications-based competitive evaluation, with substantial weight given to the qualifications of the firm. Although cost will be considered, it will not be the sole deciding factor. Sealed proposals must be received by the Municipal Clerk by 4:00 PM on Friday, November 1, 2024 at the Township Offices at 818 Lacey Road, Forked River, NJ 08731. Each proposal must be signed by the proposer and include one copy in PDF format on a CD or USB drive. The proposal must be contained in a sealed envelope addressed to the Municipal Clerk and clearly labeled with a statement indicating it is a proposal for the specified item. Separate packages must be submitted for each professional position. Standardized submission requirements and selection criteria may be obtained from the Municipal Clerk's Office, 818 Lacey Road, Forked River, NJ 08731, or online at [www.laceytownship.org](http://www.laceytownship.org). Proposers must comply with NJSA 10:5-31 et seq., NJAC 17:27, and NJSA 52:32-44. Proposals must include a copy of the proposer's Business Registration Certificate; failure to do so will result in rejection. All proposers must be fully licensed as required by State law. The Township reserves the right to reject any and all proposals and to waive any informality or technicality in any proposal. The Board of Adjustment reserves the right to reject any proposals not received by the specified date and time. For inquiries, please contact the Municipal Clerk's Office at 609-693-1100, ext 2200 during normal business hours.

Irina Gasparyan  
Secretary  
Lacey Township Board of Adjustment



## Township of Lacey

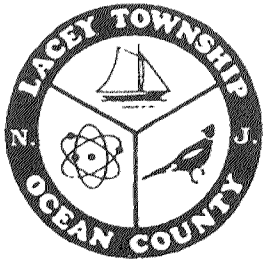
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### **2025 FAIR AND OPEN PROCESS**

The Township shall require that any entity responding to the request for qualifications shall include, at a minimum, the following:

- a) Full name and business address;
- b) Any professional licenses held by the applicant in the State of New Jersey, or any other State, including a "Certificate of Good Standing," or other documents evidencing that the license is not presently suspended or revoked;
- c) The number of licensed professionals employed by, or associated with, the applicant;
- d) A listing of all degrees (college and/or graduate degrees) held by the applicant and any associated professionals in the business entity;
- e) Qualification of the individuals who will perform the tasks and the amounts of their respective participation;
- f) Experience in providing the services requested by the Township of Lacey and references related thereto;
- g) Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Township of Lacey;
- h) Recent, current, projects work load of the individual or firm.
- i) Thoroughness and completeness of the applicant's submittal.
- j) A listing of all public entities for whom the business entity has had a contractual relationship, either currently or previously, including the dates and service and the position held;
- k) A listing of any professional affiliations or membership in any professional societies or organizations, including any offices or honors held.



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- l) Hourly rate or rates.
- m) A copy of your business Registration Certificate.
- n) Executed copy of the Mandatory Affirmative Action Language and a copy of your Certificate of Employee Information Report.

The Township of Lacey shall review the responses to the request for qualifications and appoint or award a contract to a business entity for the goods or services advertised subsequent to such review. The resolution awarding the contract shall state that the contract was awarded after a fair and open process and shall state the number of responses received.

Contracts subject to the fair and open process delineated herein are subject to additional requirements, as provided by ordinances adopted by the Township of Lacey, and any other applicable laws including, but not limited to, the Local Public Contracts Law.

Amy Shelton, Municipal Clerk  
Adopted by the governing body on December 8, 2005

**RFP DOCUMENT CHECKLIST**

**RFP Title: 2025 PROFESSIONAL SERVICES**

<b>Required With Proposal</b>	<b>Submission Requirement</b>	<b>Item Submitted (Proposer's Initials)</b>
X	Statement of Ownership	
X	Non-Collusion Affidavit	
X	Affirmative Action Questionnaire	
X	Copy of Proposer's New Jersey Business Registration Certificate	
X	Mandatory Language American Disabilities Act	
X	Signature Page	
X	W-9 Taxpayer Identification & Certification	
X	Description of Qualifications and Experience	
X	Fee Schedule	
X	Certificate of Insurance	

**THE UNDERSIGNED PROPOSER HEREWITH SUBMITS**

**THE ABOVE REQUIRED DOCUMENTS.**

**PRINT NAME OF PROPOSER:** \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_

**PRINT NAME AND TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS.**

**BIDDER'S AFFIDAVIT**

STATE OF: \_\_\_\_\_ )

COUNTY OF: \_\_\_\_\_ )

\_\_\_\_\_  
Being duly sworn, deposes and says that he resides at:

and that he is the \_\_\_\_\_

(Give Title)

of \_\_\_\_\_

who signed the above proposal or bid, that he was duly authorized to sign and that the bid is the true offer of the bidder, that the seal attached is the seal of the bidder and that all declarations and statements contained in the bid are true to the best of his knowledge and belief.

He further deposes that he has submitted herewith a list of names and addresses of all stockholders and/or partners owning a ten (10) percent or greater interests and statements contained in the bid are true to the best of his knowledge and belief.

He further disposes that he has submitted herewith a list of names and addressed of all stockholders and/or partners owning a ten (10) percent or greater interest therein in compliance with P.L. 1977, Chapter 33, effective March 8, 1977.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**NOTARY OF PUBLIC**

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_ (name of affiant) \_\_\_\_\_ (name of municipality) in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_ (title or position) \_\_\_\_\_ (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid entitled \_\_\_\_\_, and that I executed the said proposal with (title of bid proposal)

full authority to do so that said bidder 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 above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of the statements contained in said Proposal (name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

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 \_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_ Signature

\_\_\_\_\_, 2 \_\_\_\_\_

(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**Check the box that represents the type of business organization:**

- Partnership       Corporation       Sole Proprietorship  
 Limited Partnership       Limited Liability Corporation       Limited Liability Partnership  
 Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

\_\_\_\_\_  
(Affiant)

(Notary Public)

\_\_\_\_\_  
(Print name & title of affiant) (Corporate Seal)

My Commission expires:



**EXHIBIT A: MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE 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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, 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, gender identity or expression, disability, nationality 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, gender identity or expression, disability, nationality 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 ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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, gender identity or expression, disability, nationality 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 Approval  
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 & EEO as may be requested by the office 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

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DATE

## AMERICANS WITH DISABILITIES ACT OF 1990

### Equal Opportunity for Individuals with Disability

The contractor and the Township of Lacey, (hereafter "Township") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules

and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Township pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Township in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Township, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Township's grievance procedure, the contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township, or if the Township incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Township shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Township or its representatives.

It is expressly agreed and understood that any approval by the Township of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Township pursuant to this paragraph.

It is further agreed and understood that the Township assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Township from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

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(Company Name)

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(Representative's Signature)

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Printed Name

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Date

**AFFIRMATIVE ACTION QUESTIONNAIRE**

1. OUR COMPANY HAS A FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL.

YES \_\_\_\_\_ NO \_\_\_\_\_

A. IF YES, A PHOTOSTATIC COPY OF SAID APPROVAL SHALL BE SUBMITTED TO THE TOWNSHIP OF LACEY WITHIN SEVEN (7) WORKING DAYS OF THE NOTICE OF INTENT TO AWARD THE CONTRACT OR BEFORE THE SIGNING OF THE CONTRACT.

2. OUR COMPANY HAS A NEW JERSEY STATE CERTIFICATE OF APPROVAL.

YES \_\_\_\_\_ NO \_\_\_\_\_

A. IF YES, A COPY OF THE NEW JERSEY STATE CERTIFICATE SHALL BE SUBMITTED TO THE TOWNSHIP OF LACEY WITHIN SEVEN (7) WORKING DAYS OF THE NOTICE OF INTENT TO AWARD THE CONTRACT OR BEFORE THE SIGNING OF THE CONTRACT.

3. IF YOU ANSWERED NO TO BOTH QUESTIONS ABOVE, AN AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA-302) WILL BE MAILED TO YOU. COMPLETE THE FORM AND FORWARD IT TO, THE AFFIRMATIVE ACTION OFFICE, DEPARTMENT OF TREASURY, CN 209, TRENTON, NJ 08625. A COPY SHALL BE SUBMITTED TO THE TOWNSHIP OF LACEY WITHIN SEVEN (7) DAYS OF THE NOTICE OF INTENT TO AWARD THE CONTRACT OR THE SIGNING OF THE CONTRACT.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SIGNATURE PAGE

In accordance with the Instructions and Specification, the undersigned hereby certifies that they have read and understood the same and propose to furnish and deliver the items listed at the prices offered and within the time specified for delivery. The undersigned hereby certifies that this proposal is genuine and is made without collusion with any person, firm, or corporation making a proposal for the same material, equipment, or service.

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_