

Lakewood Township Municipal Utilities Authority
Request for Proposals
Under the N.J. Local Unit Pay-to-Play Law,
N.J.S.A.19:44A-20.5 et. seq.

Lakewood Township Municipal Utilities Authority Public Notice
Notice of Solicitation for RFP's

PLEASE TAKE NOTICE that the Lakewood Township Municipal Utilities Authority, (Authority) hereby solicits proposals for the below listed legal and professional services.

Sealed proposals must be submitted to the Executive Director on or before **February 1, 2018 at 9:30 a.m.** Proposals may be submitted in person at the office of the Authority at 390 New Hampshire Avenue, Lakewood, New Jersey, or sealed proposals may be mailed in advance to the attention of the Executive Director, 390 New Hampshire Avenue, Lakewood, N.J. 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.

Anyone requesting additional information should contact Justin Flancbaum, Executive Director, at (732) 363-4422, or at 390 New Hampshire Avenue, Lakewood, New Jersey. The decision of the Authority as to what constitutes a fair and open process shall be final.

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 will be used in the awarding of contracts for services:

1. Experience and knowledge in the field.
2. Familiarity with the Authority, its history, its mandate and any other relevant matters to be addressed under the contract.
3. Availability to attend any meetings of the Authority and to service the needs of the Authority as requested by the Commissioners, Executive Director and staff.
4. Compensation proposal.
5. Any other factors deemed to be in the best interest of the Authority as detailed in the specifications for each position.

In addition, the Authority reserves the right to consider the following other factors:

1. Does the vendor's proposal indicate a clear understanding of the scope of work and related objectives?
2. Is the vendor's proposal complete and responsive to the public notice and specifications?
3. Does the vendor have a record of honesty and moral integrity?
4. Does the vendor have a record of reliability?
5. Vendor's past performance to the Authority, and willingness to document same.
6. Vendor's past performance of similar services, and willingness to document same.
7. Does the vendor have an experienced, qualified staff to assist him in completing the Authority's assignments?

8. Are the vendor's resources, i.e. personnel, facilities etc. readily available to the Authority and in reasonable proximity to Lakewood, New Jersey?
9. Will the vendor provide a timely, fully explained billing for his goods/services, including a comprehensive breakdown of specific tasks?
10. Is the vendor financially stable and strong?

The following are the specifications for each required service:

Authority GENERAL COUNSEL

Counsel must be a licensed attorney in good standing of the bar of the State of New Jersey with at least ten years of professional experience representing utilities authorities or municipal entities. Must be well versed in the laws involving Municipal Utilities, Public Contracts Law and Municipal Law and possess the ability to develop complex municipal utility issues. Counsel should have experience in litigation involving utilities authorities and municipalities. Counsel must be a skilled negotiator, and must excel in representing the Authority to public agencies, land development professionals, i.e. developers, attorneys, engineers etc. and the general public. Counsel should be competent in the preparation of resolutions and legal opinions.

Authority BOND COUNSEL

Counsel must be a licensed attorney in good standing of the bar of the State of New Jersey with at least ten years of professional experience in municipal utility or governmental bonding. Must be well versed in New Jersey local Bond Law, Local Budget and Fiscal Affair Law, regulations of the New Jersey Division of Local Government Services and Local Finance Board. Must be listed in such established books and guides as qualified to do financial and bonding work.

Authority LABOR COUNSEL

Counsel must be a licensed attorney in the State of New Jersey and have at least (10) years of professional experience; must have experience representing public agencies, municipal entities or utilities authorities, or departments, and be well versed in the field of public employment, law and labor law; must have experience and knowledge regarding contract negotiations, arbitration and grievance procedures and must have the ability to represent the Authority before state agencies regarding labor and/or employer/employee adversarial proceedings. Must hold a valid New Jersey Business Registration Certificate.

Authority AUDITOR

The Auditor must have a minimum of ten years professional experience in performing municipal or utility auditing, and must be well versed in the rules and regulations of the State of New Jersey Local Finance Board. The Authority Auditor must hold a valid New Jersey Certified Public Accountant license. The Auditor should be familiar with utility rate structure, utility budget issues and specialized utility software packages.

Authority CONFLICT ATTORNEY

Counsel must be a licensed attorney in good standing of the bar of the State of New Jersey with at least ten years of professional experience representing utilities authorities or municipal entities. Must be well versed in the laws involving Municipal Utilities, Public Contracts Law and Municipal Law and possess the ability to develop complex municipal utility issues. Counsel should have experience in litigation involving utilities authorities and municipalities. Counsel must be a skilled negotiator, and must excel in representing the Authority to public agencies, land development professionals, i.e. developers, attorneys, engineers etc. and the general public. Counsel should be competent in the preparation of resolutions and legal opinions.