

Exhibit “A”

TOWNSHIP OF WEST ORANGE

COMPETITIVE CONTRACT REPORT

FOR ECONOMIC DEVELOPMENT CONSULTANT

Overview

The Township of West Orange (the “Township”) is seeking to retain the services of a professional consultant to provide Economic Development Consulting and Support services supporting programs that market and promote the Township as a competitive meeting, and leisure destination, and as a strategic location for business and investment by promoting business retention and expansion, supporting redevelopment, promoting new marketing and research that strengthens and broadens commercial, retail, and tourism sectors. The proposed services also include the assessment of existing business conditions and inventory, environment and challenges, and providing assistance to the appropriate Township partners with implementing recommendations.

As the proposed consulting services requires the use of a licensed and nationally certified Planner with expressed educational requirements, the award of a contract for an Economic Development Consultant would otherwise be exempt from public bidding under the Local Public Contracts Law (the “LPCL”) as a professional service. N.J.S.A. 40A:11-5(1)(a)(i).

Pursuant to N.J.S.A. 40A:11-4.1(i) of the LPCL, contracting units are authorized to utilize competitive contracting for the procurement of goods or services that would otherwise be exempt from bidding.

On October 24, 2023, the Township Council adopted Resolution #369-23 authorizing the use of competitive contracting pursuant to N.J.S.A. 40A:11-4.3 in lieu of public bidding for the procurement of a contract for the retention of an Economic Development Consultant.

On January 19, 2024, the Township issued a Request for Proposals for to award a Contract for an Economic Development Consultant (the “RFP”).

On February 14, 2024, the Township received only one (1) proposal in response to the RFP. The proposals was submitted by:

1. Nishuane Group, LLC (“Nishuane”)
105 Grove Street, Suite 4
Montclair, NJ 07042

Included in the proposals submitted by Nishuane was a listing of municipalities within the State of New Jersey with whom Nishuane provided services, including: (i) the City of Plainfield; (ii) the City of Linden; (iii) the City of Orange; (iv) Bloomfield Township; (v) City of Newark; (vi) the City of East Orange; (vii) the City of Hoboken; and (viii) the City of Irvington.

Nishuane's proposal also included a proposed **annual fee of \$150,000** to be paid by the Township at a **monthly rate of \$12,500** wherein Nishuane would provide 96 hours of service per month.

Nishaune also included fee schedule of hourly rates to apply when it exceeds the 96 monthly hours of service, as follows:

<u>Staff</u>	<u>Rate</u>
Founding Principal	\$250 per hour
Principal & Managing Partner	\$200 per hour
Senior Associate Planner	\$175 per hour
Associate Planner	\$150 per hour
Economic Development Consultant	\$90 per hour
Junior Associate	\$70 per hour
Project Manager	\$150 per hour
Administrator	\$40 per hour
Intern	\$35 per hour

Based upon the receipt of only a single proposal, the Township's Qualified Purchasing Agent reviewed and evaluated the proposal in lieu of utilizing an evaluation committee to score proposals submitted in response to the RFP.

Per the Qualified Purchasing Agent's review of the Nishuane proposal there were no material defects that barred the Township from awarding the Contract to Nishuane.

Conclusion/Recommendation

Based on the receipt of a single proposal from Nishuane and no defects or prior negative history with Nishuane, the Qualified Purchasing Agent recommends that the Contract for Economic Development Consultant be awarded to Nishuane for a one year term with an option for the Township to extend the Contract for two (2) additional one-year periods.

Exhibit “B”

AGREEMENT FOR ECONOMIC DEVELOPMENT CONSULTANT

THIS AGREEMENT made and entered into on this ____ day of February, 2024 by and between the **TOWNSHIP OF WEST ORANGE**, a municipal corporation of the State of New Jersey, located at Town Hall, 66 Main Street, West Orange, County of Essex and State of New Jersey, hereinafter called the “TOWNSHIP,” party of the first part, and **NISHUANE GROUP, LLC.**, located at 105 Grove Street, Suite 3, Montclair, County of Essex and State of New Jersey, hereinafter referred to as “CONSULTANT,” party of the second part.

WITNESSETH THAT:

WHEREAS, on or about January 19, 2024 the Township issued a Request for Proposals for an Economic Development Consultant, annexed hereto as Exhibit “A,” pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-4.1 *et seq.* (“RFP”); and

WHEREAS, the RFP provided a submission date of February 13, 2024 which was adjourned to February 14, 2024 due to inclement weather; and

WHEREAS, Nishuane Group, LLC submitted a detailed proposal which met all of the requirements of the RFP (“Nishuane Proposal”), annexed hereto as Exhibit “B;” and

WHEREAS, the Qualified Purchasing Agent and Township Attorney have reviewed the Nishuane Proposal and determined it meets the requisite provisions of the RFP; and

WHEREAS, the TOWNSHIP has determined that it is in the best interests of the TOWNSHIP to retain the services of CONSULTANT to provide economic development consulting services;

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. CONSULTANT will conform with all aspects of the RFP, annexed hereto as Exhibit “A” and incorporated by reference, including but not limited to coordinating the preparation of a 5-Year Economic Development Strategic Plan for West Orange. The strategic plan will outline the existing economic conditions of the Township and analyze the issues the Township will need to address. The tasks and responsibilities will include the following:

- Economic Development strategies and analysis;
- 5-Year Economic Development Strategic Plan;
- Economic Development Action Plan;
- Demographic/economic data research;
- Maintain database of businesses/employers;
- Business retention and expansion;
- Attracting new businesses;
- Serve as a liaison with the Mayor, Township Council, Administration, Developers and Investors;
- Provide Retail gap analysis;
- Planning Assistance and Master Plan review;
- Smart Growth / Redevelopment tools;
- On-going oversight and coordination of development projects;
- Transportation and infrastructure; and
- Collaboration with grant writers.

2. The CONSULTANT shall provide written status reports concerning the CONSULTANT’s work by the 15th day of each month which reports shall be in writing and provided to the Mayor and Township Council. Such reports shall summarize the work performed in the last calendar month and provide a timeline for additional work.

3. The TOWNSHIP hereby retains the services of CONSULTANT for the period March 1, 2024 through February 28, 2025 at the monthly flat fee of \$12,500.00 for an annual fee of \$150,000.00 as set forth in the proposal submitted, annexed hereto as Exhibit “B.”

4. CONSULTANT may not bill for the following ordinary administration and overhead: clerical and bookkeeping time related to the project, all telephone and facsimile costs, costs of reproduction of up to twenty (20) copies of no more than one (1) draft and one (1) final

copy of project memorandums or reports, and travel expenses involving travel to places less than fifty (50) miles from CONSULTANT's office in Hoboken, New Jersey. Any expenses shall be incurred unless approved in advance by the Township Chief Financial Officer.

5. CONSULTANT is hereby placed on notice that no Department Head, individual member of the Governing Body, or any agent, servant or employee of the TOWNSHIP possesses any lawful authority to: (a) engage the rendition of services or the performance of work; (b) authorize the continuation of services or work beyond the amount specifically approved in the Resolution and Certificate of Funds; or to (c) represent that future funds will be available as compensation for current services. Any such acts shall be deemed ultra vires and beyond the scope of any authority that individual may possess. No bills, statement or vouchers for any amount exceeding that originally approved will be honored or paid by the TOWNSHIP, irrespective of whether such services were actually performed.

6. CONSULTANT recognizes that all services rendered are subject to the approval of the Chief Financial Officer, and that payment for such services is conditioned upon the issuance of a Purchase Order by the Township encompassing the services for which compensation is sought.

7. CONSULTANT shall submit detailed invoices to the TOWNSHIP for services rendered each month no later than fifteen (15) days subsequent to the close of the month. All invoices submitted by CONSULTANT shall set forth a list of the personnel who furnished services, their billing rates (as specified in paragraph 1) and the number of hours they worked on the assignment. In the event additional payment is sought by CONSULTANT for work performed beyond the scope of services, such work shall only be performed and payment shall only be rendered upon approval by the Township Council.

8. During the term of this agreement, CONSULTANT shall maintain professional liability malpractice insurance coverage with an insurance company licensed and authorized to do business in the State of New Jersey with coverage not less than \$1,000,000. CONSULTANT shall provide the Township Attorney and Municipal Clerk with proof of a valid certificate of insurance listing the TOWNSHIP as a certificate holder. To the extent that this insurance coverage is scheduled to lapse at any time before the end of the contract, CONSULTANT shall provide proof of renewal or new insurance coverage no later than thirty (30) days before the termination of the current coverage.

9. CONSULTANT agrees, subject to the provisions herein, to indemnify and hold the Client harmless from any damage, liability or cost to the extent caused solely by CONSULTANT's negligent acts, errors or omissions in the performance of professional services under this Agreement. CONSULTANT is not obligated to indemnify the Client for the Client's own negligence or intentional acts

10. The provisions of this agreement are subject to the limitations of provisions of the New Jersey Tort Claim Act, N.J.S.A. 59:2-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq.

11. This agreement shall be governed by the laws of the State of New Jersey without regard to principles of conflict of laws. All contract claims under this agreement shall be subject to and governed by the provisions of the New Jersey Contractual Liability Act (N.J.S.A. 59:13-1 et seq.

12. This Agreement is terminable on thirty (30) days written notice.

13. This Agreement incorporates the Nishuane Proposal dated February 13, 2024 in its entirety. To the extent of any inconsistencies between the Nishuane Proposal and the RFP, the RFP controls in its entirety.

14. To the extent of any work performed for the Township, such work shall be the sole property of the Township and not released without the Township's approval in writing.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

TOWNSHIP OF WEST ORANGE

ATTEST:

KAREN J. CARNEVALE, R.M.C

By:_____
SUSAN McCARTNEY, MAYOR

NISHUANE GROUP, LLC

WITNESS:

By:_____
MICHÉLE S. DELISFORT, PP/AICP

Exhibit “A”

**TOWNSHIP OF WEST ORANGE
ESSEX COUNTY, NEW JERSEY**

**Request for Proposals
Economic Development Consultant**

Bid Submission Date:

February 13, 2024

1:00 P.M.

Prevailing Time

**TOWNSHIP OF WEST ORANGE * 66 MAIN STREET * WEST ORANGE, NJ 07052
(973) 325-4056**

NOTICE OF COMPETITIVE CONTRACT RFP

The Township of West Orange is soliciting proposals through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1, et seq. for the following service:

Economic Development Consultant

Proposal forms may be obtained in person at the Township of West Orange, 66 Main Street, Purchasing Room 111, County of Essex, West Orange, NJ 07052, Monday to Friday during regular business hours 8:30 a.m. to 4:30 p.m. or by emailing preynolds@westorange.org. Bid can also be obtained at www.westorange.org/bids

All proposal addenda will be issued on the Township Website www.westorange.org/bids. All interested respondents should check the website from now through bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Sealed proposals clearly marked with the title of project and name and address of party making submission, addressed to the West Orange Township Purchasing Department will be received by mail, or hand delivery, at the Municipal Building, 66 Main Street, West Orange, NJ 07052 on or before February 13, 2024 at 1:00pm and will be publicly opened and read at that time in the Council Chambers on the same day. No bids received after that time will be considered.

Bidders are required to comply with the Affirmative Action requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and have a New Jersey Business Registration Certificate P.L. 2004, c.57

Panayiota Reynolds
Purchasing Agent

Economic Development Consultant

Description: Under the supervision of the Township of West Orange Mayor and Business Administrator, the Township wishes to engage a professional consultant to provide Economic Development Consulting and Support services supporting programs that market and promote West Orange as a competitive meeting, and leisure destination, and as a strategic location for business and investment by promoting business retention and expansion, supporting redevelopment, promoting new marketing and research that strengthens and broadens commercial, retail, and tourism sectors. Assess existing business conditions and inventory, environment and challenges, and assist appropriate Township partners with implementing recommendations.

Scope: The successful proposer will be required to perform high level executive support, planning, project management and other support functions for the Township including, but not limited to:

- Assist the Township in the development, implementation, and evaluation of its Business Retention and Expansion goals and objectives;
- Advise the municipality on economic development strategies to garner investment and transformative growth using best practices for redevelopment, historic preservation, business retention and attraction, and creative placemaking;
- Propose protocols, regulations, and amendments thereto, to attract and facilitate new business development;
- Research and recommend incentives to attract new business development;
- Implement the strategies through a smart growth approach and the use of proven NJ Development and Redevelopment tools;
- Act as a liaison to investors and developers including developer negotiations under the direction of the Mayor and/or the Business Administrator;
- Assist Town Planner with planning and implementation activities necessary to continue to advance the goals and objectives of the West Orange Master Plan and zoning ordinances;
- Assist appropriate Township partners with developer negotiations and coordinated approval of projects as directed by the Mayor and/or the Business Administrator;

- Provide on-going oversight and coordination of development projects in West Orange as assigned and/or directed by the Mayor or Business Administrator;
- Provide support activities relative to transportation and other infrastructure initiatives in the State to ensure maximum participation by and benefit to the Township of West Orange;
- Provide for the development and use of comprehensive data and research including developing and maintaining current economic and demographic information; demographic and economic data and other information used to respond appropriately to inquiries and requests about the Township's business economics. Specifically determine strengths and weaknesses of commercial corridors through an evaluation of existing business inventory, analyze industry clusters and major employers in West Orange, establish a "One-Stop Shop" for current and prospective business stakeholders
- Work with the Township Administration to build and maintain a database of information about businesses and major employers in West Orange.
- Conduct a retail gap analysis to determine which types of businesses are lacking, which types are overrepresented, and proper responses to each category
- Create an "Action Plan" focused on boosting town wide Economic Development
- Coordinate the preparation of a 5-year economic development strategic plan to capitalize on existing economic opportunities, suggesting potential solutions to existing economic development challenges, proposing activities, projects, and programs meant to implement goals set forth in the plan. The final plan shall include specific recommendations for implementation of these activities.
- Review the Master Plan annually and propose amendments that foster community and neighborhood economic growth, complete and green streets.
- Collaborate with Township's grant writers to bolster economic growth.

Credentials with Township proposer must demonstrate that he/she has:

- Licensed and Nationally Certified Planner with an Earned a Bachelor's degree in Business or Public Administration, Economic Development, Finance, Economics, Urban Development, Marketing, Planning or a closely related field from an accredited college or university, a Master's Degree from an Accredited College or University in Urban Planning is preferred; and/or,

- Five (5) or more years of relevant experience in roles that demonstrate a proven ability to communicate, manage multiple projects, overcome obstacles, and work effectively in a fast-paced environment or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job; and/or,
- A background in Municipal economic development strategy, Real estate development negotiations, Redevelopment Planning, Public engagement and Government Relations & approvals; and/or,
- Maintained current knowledge of economic trends and activities impacting West Orange's competitiveness; stays current on issues and trends that affect economic development partners, companies, and investment activity; maintains a pulse of general economic development priorities and trends; and/or,
- Developed and maintained professional business relationships with clients, brokers, consultants, site selectors and allies regionally, nationally, and internationally through personal contact and participation in professional industry related organizations; and/or,

A State of New Jersey Professional License in an abovementioned field of study including, but not limited to the Law and/or Planning.

Information to be provided in bid submission:

- Consultant Profile: Provide an overview of the consultant's experience and qualifications .
- References: Provide contact information for at least three references the consultant has worked with.
- Cost Proposal: Present detailed budget, including all costs associated with the scope of work outlined.

SUBMISSION OF PROPOSALS

1. Sealed bid shall be received by the contracting unit, Township of West Orange, Essex County, New Jersey (hereinafter referred to as "TOWNSHIP") in accordance with public advertisement as required by law, with a copy of said notice being attached hereto and made a part of these specifications.
2. Sealed bid will be received by the designated representative at the time and place stated in the

Notice to Bidders, and at such time and place will be publicly opened and read aloud.

3. Submit the bid in a sealed envelope addressed to the:

- Township of West Orange,
66 Main St., West Orange, NJ 07052
Attn: Panayiota Reynolds, Purchasing Agent, Room 111
- Bearing the name and address of the vendor written on the face of the envelope.
- Clearly marked "PROPOSAL" with the contract title/".

4. It is the vendor's responsibility to see that proposals are presented to the TOWNSHIP on the time and at the place designated. Bids may be hand delivered or mailed; however, the TOWNSHIP disclaims any responsibility for a bid forwarded by regular or overnight mail. If the bid is sent by express mail service, the above address must also appear on the outside of the express mail envelope. Bids received after the designated time will be returned unopened.

5. Sealed bids forwarded to the TOWNSHIP before the time of opening may be withdrawn with a written request and evidence showing that the individual is or represents the principal or principals involved in the proposal. Once proposals are opened, they shall remain firm for a period of sixty (60) calendar days.

6. All prices and amounts must be written in ink or preferably machine-printed.

- a. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the TOWNSHIP. Any changes, whiteouts, strikeouts, etc. in the proposal must be initialed in ink by the person signing the proposal.

7. Each bid form must give the full business address, business phone, fax, e-mail if available, and the contact person of the bid. An authorized representative must sign your submission as follows:

- a. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
- b. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or another person authorized to bind the corporation in the matter.

- c. The proprietor shall sign proposals by sole-proprietorship.

III. INTERPRETATION AND ADDENDA

1. The vendor understands and agrees that its proposal is submitted based on the specifications prepared by the TOWNSHIP. The vendor accepts the obligation to become familiar with these specifications.
2. Vendors shall examine the specifications and related proposal documents with care and observe all their requirements. Ambiguities, errors, or omissions noted by vendors should be reported promptly in writing to the appropriate official. Any prospective vendor who wishes to challenge a proposal specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the proposals. Challenges filed after that time will not be considered and having no impact on the contracting unit or the award of the contract pursuant to N.J.S.A. 40A:11-13. In the event the vendor fails to notify the TOWNSHIP of such ambiguities, errors, or omissions, the vendor will be bound by the requirements of the specifications and the vendor's submitted proposal.
3. No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made. Such request shall be in writing, addressed to the TOWNSHIP'S representative stipulated in the specification. In order to be given consideration, a written request must be received at least seven (7) business days prior to the date fixed for the opening of the proposal for goods and services.
 - a. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective vendors, in accordance with N.J.S.A. 40A:11-23. All addenda so issued shall become part of the specification and proposal documents, and shall be acknowledged by the vendor in the proposal. The TOWNSHIP'S interpretations or corrections thereof shall be final.
 - b. When issuing addenda, the TOWNSHIP shall provide required notice prior to the official receipt of proposals to any person who has submitted a proposal or who has received a proposal package pursuant to N.J.S.A. 40A:11-23c.1.
4. Discrepancies in Proposals

If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event that there is an error of the summation of the extended totals, the computation by the TOWNSHIP of the extended totals shall govern.

IV. INSURANCE AND INDEMNIFICATION

1. Insurances

Both parties specifically agree to maintain adequate insurance coverage for the services in this Agreement.

- a) At all times during performance of the Services, Company shall secure and maintain in effect insurance to protect the Township and the Company from and against all claims, damages, losses, and expenses arising out of or resulting from the performance of this Contract. Company shall provide and maintain in force insurance in limits no less than that stated below, as applicable.
- b) Commercial Liability Insurance. Before this Contract is fully executed by the parties, Company shall provide the Township with a certificate of insurance as proof of commercial liability insurance with a minimum liability limit of Two Million Dollars (\$2,000,000.00) per occurrence combined single limit bodily injury and property damage, and Three Million Dollars (\$3,000,000.00) general aggregate. The certificate shall clearly state who the provider is, the coverage amount, the policy number, and when the policy and provisions provided are in effect. Said policy shall be in effect for the duration of this Contract. The insurance shall be with an insurance company or companies rated A-VII or higher in Best's.
- c) Professional Liability Insurance. Before this Contract is fully executed by the parties, Company shall provide the Township with a certificate of insurance as evidence of Professional Errors and Omissions Liability Insurance with coverage of at least Two Million Dollars (\$2,000,000.00) per occurrence and an annual aggregate limit of at least Three Million Dollars (\$3,000,000.00). The certificate shall clearly state who the provider is, the amount of coverage, the policy number, and when the policy and provisions provided are in effect. The insurance shall be with an insurance company or companies rated A-VII or higher in Best's Guide.
- d) Township employees will not be covered under the Company's workers compensation insurance.

2. Indemnification

Successful vendor shall indemnify and hold harmless the TOWNSHIP from all claims, suits or actions and damages or costs of every name and description to which the TOWNSHIP may be

subjected or put by reason of injury to the person or property of another, or the property of the TOWNSHIP, resulting from negligent acts or omissions on the part of the vendor, the vendor's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

V. STATUTORY AND OTHER REQUIREMENTS.

The following are required requirements of this proposal and contract.

1. Affirmative Action Certification.

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. The following information summarizes the full, required regulatory text, which is included as Exhibit A of this proposal specification.

Goods and Services (including professional services) Contracts:

Each 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:

- a. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned Affirmative Action program (good for one year from the date of the letter), or
- b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- c. A photocopy of an Employee Information Report (Form AA302) provided by the State of New Jersey, Division of Contract Compliance & Equal Employment Opportunity and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

3. Statement of Ownership

Vendors shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Statement of Stockholder Disclosure shall be completed and attached to the bid. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability

partnerships and Subchapter S corporations. Failure to submit a stockholder disclosure document shall result in rejection of the proposal.

4. Proof of Business Registration

N.J.S.A. 52:32-44 requires that each vendor (contractor) submit proof of business registration with the proposal. Proof of registration shall be a copy of the vendor's Business Registration Certificate (BRC). A BRC is obtained from the State of New Jersey, Division of Revenue. Information on obtaining a BRC is available on the internet at: www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity or call the Division of Revenue at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- a. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- b. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- c. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.

5. Non-Collusion Affidavit

The Affidavit shall be properly executed and submitted with the proposal.

6. Disclosure of Investment Activities in Iran

N.J.S.A. 52:32-55 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Bidders must indicate if

they comply with the law by certifying the form. Pursuant to N.J.S.A. 40A:11-2.1 the owner is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

7. Receipt of addenda form

8. Pay to Play Pay to Play Requirements

Contractors are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Enforcement Commission, pursuant to N.J.S.A. 19:44-20.13(P.L. 2005, c, 271, s.3), if the contractor receives contracts in excess of \$50,000 in the aggregate from public entities during the calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

VI. METHOD OF EVALUTION

The Township will establish an evaluation committee to evaluate and score the proposals submitted by the vendors.

Evaluation Criteria

The contract will be awarded to the vendor that best meets the Township's needs. The following criteria shall be used for evaluating the proposals under the Competitive Contracting process:

The methodology for awarding of competitive contracts is based on an evaluation and ranking, which shall include technical, management, and cost related criteria.

1. Proven record of experience, including references, In providing the type of services requested.
2. Understanding of the services requested (including completeness and clarity of submission) and qualitative nature of the services proposed.
3. Personnel qualifications (i.e. resumes of key personnel who will be responsible for and assigned to the work)
4. Location of office and availability of personnel.
5. Availability of personnel and ability to provide services in a timely manner.
6. Cost of services (i.e. pricing structure).

BIDDER'S CHECK LIST

	Initial
• Business Registration Certification (required prior to award)	_____
• Statement of Ownership (Mandatory)	_____
• Affirmative Action Compliance Notice	_____
• Investment in IRAN Disclosure (mandatory)	_____
• Non-Collusion Affidavit	_____
• Proposal Form	_____
• Receipt of Addenda (Mandatory)	_____
• Pay to Play (required prior to award)	_____
• W-9	_____

Please provide one additional copy of your proposal which should be on an external storage device (example USB flash drive/or CD).

P R O P O S A L

TO THE TOWNSHIP COUNCIL, TOWNSHIP OF WEST ORANGE, NEW JERSEY

Dear Council Members:

In accordance with and subject to all stipulations, conditions, requirements, and instructions to bidders, specifications so far as they relate to this proposal are made part of it, submit a bid from:

This contract shall be for one (1) year with an option to extend two (2) additional one (1) year periods.

In consideration for any and all services which the Company shall render to the Township pursuant to this Agreement

Flat fee per month: _____

Amount in words: _____

COMPANY
NAME _____

ADDRESS _____

DATE _____

PHONE _____

BY _____
(Signature and Title of Officer of Company authorized to execute a contract)

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐

No addenda received. (please check off if no addenda received)

Acknowledged for: _____
(Company Name)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print)

Title: _____

Date: _____

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Township of West Orange is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized. During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State.

Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml. Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses. Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency. Emergency Purchases or Contracts For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

TOWNSHIP OF WEST ORANGE

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal: Must check appropriate boxes

- ☐ Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and
- ☐ Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days, or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____	

Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer Contact Name: _____	Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this

certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

_____	_____	_____
Signature	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

	Recipient Name	Date	Dollar Amount
			\$

☐ Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Essex

State: Governor

Legislative District #s: 26, 27, 28, 29, 34, & 40

State Senator and two members of the General Assembly per district.

County:

County Commissioners County Clerk

Sheriff

County Executive

Surrogate

Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

Belleville Township

Irvington Township

Orange City

Bloomfield Township

Livingston Township

Roseland Borough

Caldwell Borough

Maplewood Township

South Orange Village

Cedar Grove Township

Millburn Township

Verona Township

East Orange City

Montclair Township

West Caldwell Township

Essex Fells Township

Newark City

West Orange Township

Fairfield Township

North Caldwell Borough

Glen Ridge Borough

Nutley Township

Boards of Education (Members of the Board):

Belleville Town

Glen Ridge Borough

Nutley Town

Bloomfield Township

Irvington Township

Roseland Borough

Caldwell-West Caldwell

Livingston Township

South Orange-Maplewood

Cedar Grove Township

Millburn Township

Verona Borough

Essex Fells Borough

Newark City

West Essex Regional

Fairfield Township

North Caldwell Borough

West Orange Town

Fire Districts (Board of Fire Commissioners):

NONE

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: _____

Organization

Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***Township of West Orange*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***Township of West Orange*** to notify the ***Township of West Orange*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Township of West Orange*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

(Name of Business Entity)

Subscribed and sworn to before me

(Signature)

this day of _____, 20_____.

(Print Name of affiant)

Notary Public of

My Commission expires _____

(Seal)

(REVISED 4/10)

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, 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 targeted 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, race, 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 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A.C. 17:27)

If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:531, et seq., and N.J.A.C. 17:27. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

Yes _____ (If yes, submit a copy of such approval.) No

2. Do you have a State Certificate of Employee Information Report approval?

Yes _____ (If yes, submit a copy of such approval.) No

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____ NAME:

SIGNATURE: _____ TITLE: _____

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within the time frame stipulated.

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the Township of West Orange, (hereafter "owner") 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 owner 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 owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, 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 owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner 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 owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner 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 owner pursuant to this paragraph.

It is further agreed and understood that the owner 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 owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

VENDOR INFORMATION

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: _____
Print

Name of Contact Person: _____
Print

Correspondence Address (including zip code):

Purchase Order Address (including zip code):

Payment Address (including zip code):

Telephone Number: _____

Fax Number: _____

E-mail Address _____

Employer I.D. or S.S. # _____

*PLEASE ALSO PROVIDE A COPY OF YOUR W-9



Bid Number:	01112024
Bid Title:	Economic Development Consultant
Category:	Goods & Services
Status:	Closed
Bid Recipient:	Panayiota Reynolds, QPA

Description:

*****BID POSTPONED*****

DO TO THE STATE OF EMERGENCY - TOWN HALL WILL BE CLOSED TODAY, FEBRUARY 13, 2024

BIDS WILL BE OPENED TOMORROW, FEBRUARY 14, 2024 AT 1:00 PM

NOTICE OF COMPETITIVE CONTRACT RFP The Township of West Orange is soliciting proposals through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1, et seq. for the following service: Economic Development Consultant Proposal forms may be obtained in person at the Township of West Orange, 66 Main Street, Purchasing Room 111, County of Essex, West Orange, NJ 07052, Monday to Friday during regular business hours 8:30 a.m. to 4:30 p.m. or by emailing preynolds@westorange.org. Bid can also be obtained at www.westorange.org/bids All proposal addenda will be issued on the Township Website www.westorange.org/bids. All interested respondents should check the website from now through bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda

related to this procurement. Sealed proposals clearly marked with the title of project and name and address of party making submission, addressed to the West Orange Township Purchasing Department will be received by mail, or hand delivery, at the Municipal Building, 66 Main Street, West Orange, NJ 07052 on or before February 13, 2024 at 1:00pm and will be publicly opened and read at that time in the Council Chambers on the same day. No bids received after that time will be considered. Bidders are required to comply with the Affirmative Action requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and have a New Jersey Business Registration Certificate P.L. 2004, c.57 Panayiota Reynolds Purchasing Agent

Publication Date/Time:

1/11/2024 9:00 AM

Publication Information:

Website, Star Ledger, and NJLM

Closing Date/Time:

2/14/2024 1:00 PM

Submittal Information:

see below

Bid Opening Information:

SEE BELOW

Contact Person:

Panayiota Reynolds
preynolds@westorange.org

Download Available:

yes

Business Hours:

8:30 am to 4:30 pm

Fax Number:

973-736-8380

Related Documents:

[edc final](#)

[Return To Main Bid Postings Page](#)



CONTACT US

The Township of West
Orange
66 Main Street
West Orange, NJ 07052

Hours 8:30 am - 4:30
Monday-Friday
Closed all federal
holidays

Phone: 973-325-4100

[Contact Us](#)

QUICK LINKS

[Job Opportunities & Human Home](#)

[Resources](#)

[State of NJ- Civil Service](#)

[Commission](#)

[Township of West Orange
Employment Application](#)

[NJ Division of Pensions and
Benefits](#)

[New Jersey Department of
Employment](#)

[New Jersey Employee
Advisory Service](#)

HELPFUL LINKS

[FAQ's](#)

[Contact Us](#)

[Accessibility](#)

[Site Map](#)

[Copyright Notices](#)

Exhibit “B”



Township of West Orange New Jersey

Proposal For Economic Development Consultant

February 13, 2024

Prepared For:

Panayiota Reynolds
Purchasing Agent
West Orange Township Purchasing Department
66 Main Street, West Orange, NJ 07052

Prepared By:

Nishuane Group, LLC
105 Grove Street, Suite 3, Montclair, NJ 07042



Table of Contents

Proposal for Economic
Development Consultant for
Township of West Orange,
New Jersey.



02.13.2024

Contact:

Michèle S. Delisfort PP/AICP
Principal & Managing Partner

Nishuane Group, LLC.
105 Grove Street, Suite 3
Montclair, NJ 07042



973.954.2677 Ext. 2



mdelisfort@nishuanegroup.com

Prepared By:

Olivia Brown, Office Manager

Steven Martini, PP/AICP
Associate

Michèle S. Delisfort, PP/AICP
Principal & Managing Partner

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Tab 1: Transmittal Letter

This section includes our transmittal letter for this proposal.





February 13, 2024

Purchasing Department
West Orange Township
66 Main Street
West Orange, NJ 07052

Re: Township of West Orange Request for Proposals for Economic Development Consultant

Dear Ms. Reynolds:

Nishuane Group, LLC. is pleased to submit our proposal to be designated as the Economic Development Consultant for the Township of West Orange, New Jersey. The Principals at Nishuane Group have reviewed the Request for Proposal for Economic Development Consultant services. We look forward to the opportunity to serve the Township of West Orange to provide professional consulting services as requested in the RFP.

Nishuane Group, LLC, is a limited liability corporation, headquartered in Montclair, New Jersey that is an M/WBE, SBE and DBE-certified firm consisting of licensed Professional Planners and practitioners. The firm is owned by its Founding Principal, George Wheatle Williams, PP, AICP and Principal & Managing Partner, Michèle S Delisfort, PP, AICP. We have extensive experience in diverse planning specialties and subject matter expertise including economic development, community engagement, land use planning, redevelopment planning, housing, etc. Our team is responsive to our clients and communities needs, act as trusted advisors and are knowledgeable about the tenants of economic development in New Jersey. We immerse ourselves in the communities where we work to best understand and support its challenges, opportunities, and potential. Our team members has a plethora of previous professional experience in the Township of West Orange for which we provide further details in this proposal.

The Township of West Orange is a vibrant and prosperous municipality that will benefit from economic growth. As the Township strives to be a highly desirable location to live, work and visit in not only in Essex County, but the entire State of New Jersey, our professional expertise in economic development will guide West Orange to leverage its assets for further investment, business development and job growth.

Thank you for considering Nishuane Group to spearhead this assignment. We look forward to working with the Township of West Orange. If you have any questions on our proposal, please contact me at 973.954.2677 at Ext.2. Thank you.

Sincerely,

Michèle S. Delisfort PP/AICP
Principal and Managing Partner
Nishuane Group, LLC.



Practice Areas

Land Use Planning
Professional Planning
Testimony
Redevelopment Planning
Economic Development
Community Engagement
Urban Design
Project Management

Certifications and

Affiliations

Minority Women Owned
Business Enterprise (M/WBE) Small
Business Enterprise (SBE)
Disadvantaged Business
Enterprise (DBE)

American Planning
Association
 NJ Chapter
 National Chapter
International Economic
Development Council
National Trust for Historic
Preservation
New Jersey Commercial
Real Estate Alliance-Retail
Division
The New Jersey Planning
Officials

Our Clients

Community-Based
Organizations
Developers
Local and State
agencies
Municipalities
Nonprofit Corporations
Universities

Nishuane Group, LLC
105 Grove Street, Suite 3
Montclair, NJ 07042
Tel: 973.954.2677
[**info@Nishuanegroup.com**](mailto:info@Nishuanegroup.com)

Nishuane Group, LLC

Nishuane Group, LLC is an urban planning consultancy with headquarters in Montclair, New Jersey. Founded in 2007, the firm is composed of a diverse team of planning professionals. Its client roster includes all sectors of the community; including large and small municipalities in urban centers and suburban communities, developers, community-based organizations and planning agencies.

Our team members joined the firm with previous experience in public sector planning, nonprofit, private practice and academia, bringing a range of perspectives and experiences. The varied background of the team enhances our ability to handle the challenges inherent in working with divergent groups, interests and opinions.

This blending of professional and real-world expertise makes Nishuane Group the ideal resource for private clients and municipalities undertaking projects that have significant impact on the physical fabric and socio-economic conditions of their urban and suburban communities.

No matter the project, Nishuane Group incorporates its own underlying mission: To work as a partner with our clients to develop plans that improve the physical, economic, environmental and/or social aspects of communities.

Nishuane Group works closely with residents, small businesses and other stakeholders to improve downtown and neighborhood districts. We achieve this by creating redevelopment plans and amending land use regulations to revitalize under-performing areas or providing professional planning services to zoning and planning boards. We facilitate focus groups, informational meetings and other engagement sessions to allow community members to understand fully the challenges and issues being tackled and to enlist their ideas and support in developing solutions.

Each of our staff members brings specific strengths, whether the project focuses on redevelopment planning, economic development, land use planning, urban design or related issues. We know what questions to ask as we seek approaches to a community's needs.

The result is an implementable, equitable planning strategy that enables clients to realize their goals, including real estate development, new community programs and sustainable growth. Equally important, our plans also include approaches to obtain the necessary fiscal support to implement projects. Our planning process is designed to connect people to jobs, develop improved and quality housing for all segments of the population, enhance communities and stimulate neighborhood revitalization.

Tab 2: Executive Summary

This section includes a brief overview of our firm's qualifications, understanding and familiarity of West Orange and a high-level description of the scope of services offered.



Executive Summary



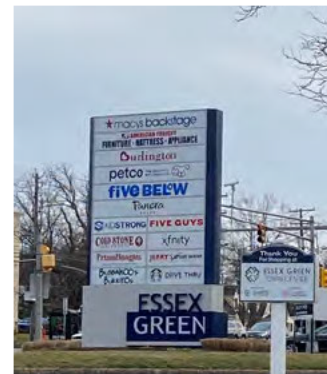
As the Nishuane Group project team embarks on various aspects of the project, we will ensure that there is close coordination with neighborhood partners, non-profit partners, consultants, and other key stakeholders will be engaged as part of this process.

Our team has a unique combination of experience that ideally fits the needs of West Orange. We are at the intersection of economic development and urban planning services. Members of our team are licensed in Professional Planning by the State of New Jersey and have certifications in planning (American Institute of Certified Planners) and economic development (Economic Development Finance Professional and Main Street Downtown Revitalization certificate). Weaving economic development and planning together is essential for the success of a municipality; from implementing the Master Plan, to reviewing trending and emerging land uses, to preparing redevelopment studies and plans, to conducting a retail gap analysis of the Township, to attracting new businesses based on the results of the gap analysis, our blend of experiences lends to both fields working together to achieve tangible results. We view both fields as mutually inclusive and necessary in foreseeing the future of a municipality with a keen awareness to strategic methods to building vitality, revitalization and opportunity.

With our office location less than 4 miles away from the Township's Municipal Building, we are positioned in a prime location. Our staff members are accessible and can travel to the Township for meetings, workshops, site visits and other events in minutes. Further, we are well-informed about West Orange. We are familiar with its assets, such as Turtle Back Zoo and the South Mountain Recreation Complex, Edison National Historic Monument, Eagle Rock Reservation and St. Mark's Square, to name a few. However, we are also cognizant of challenges that must be addressed. This includes the vacancies of key commercial properties, The Manor and Mayfair Farms, and the presence of vacant storefronts on Main Street and Northfield Avenue. Bridging connectivity among the Township's designations, shopping centers and commercial corridors needs to occur for a successful business network. We know that bringing back tax revenue from these idling properties is vital for the economic health of West Orange. With this intimate knowledge of the Township, our team is already a step ahead in moving forward to formulate solutions for these issues.

In providing services as the Economic Development, we anticipate the provision of 'boutique services'. We are accustomed to delivering on high demand of clients. However, we are able to customize the services and tasks assigned by tailoring to the specific needs of West Orange with our wide array of tools and tactics obtained from our years of experience. .

For further details regarding the proposed scope of services, please refer to **Tab 9: Addendum Detailed Scope of Work** of this Proposal.



Tab 3: Needs Overview

This section includes information on our team knowledge of the Township of West Orange and our understanding of the current needs through this request for proposal.



Needs Overview

Nishuane Group, LLC. is pleased to respond to this Request for Proposal from the Township of West Orange, New Jersey to be selected as their Economic Development Consultant. Our approach is designed to be strategic, innovative and inclusionary based on our deep knowledge and understanding of West Orange's economic development and planning needs, and our drive to use state-of-the art tools, best practices, and practioner techniques to engage the administration, stakeholders, the business community and patrons throughout the various economic development and planning processes as part of this contract. We will ensure professional excellence in our approach and value to the Township of West Orange.

West Orange Conditions and Opportunities:

West Orange has an overall population of 48,843 residents, according to the 2020 Census. Some notable designations of the Township are the Richard J. Codey Arena, Turtle Back Zoo, Essex County Country Club, South Mountain Reservation, and Thomas Edison National Historic Park. There are several shopping centers, including Essex Green and West Orange Plaza (with Whole Foods grocery store as an anchor tenant, and soon-to-be Target at the former K-Mart storefront), serving at the primary commercial hubs of West Orange.

The medical and healthcare industries are significant sectors in the Township as there are numerous facilities present, including the medical complex located on Mount Pleasant Avenue, Kessler Institute for Rehabilitation, Daughters of Israel Homes, Brighton Gardens of West Orange, Brookdale West Orange, Arden Courts of West Orange, Canterbury Village, Complete Care at Summit Ridge and other continuum of care facilities and medical institutions.

The Township should evaluate the strengths and weaknesses of its commercial corridors, including Main Street, Eagle Rock Avenue, Pleasant Valley Way, Prospect Avenue and Northfield Avenue. This can be accomplished by conducting an evaluation of each corridor's business inventory and vacancy locations. Determining the durations of the businesses and turnover rates are also key in assessing the economic climate of the corridor. Further, conducting outreach regarding reasons for vacancies and turnover can contribute in resolving these issues.

Nishuane Group offers to provide economic development services in assisting the Township in increasing tax ratables, creating new job opportunities, and enhancing the retail shopping and dining experience.



Needs Overview

We are joined in this venture by Craig Sawyer, highly regarded community and economic development professional. We have successfully collaborated with Mr. Sawyer on several project previously and have an impeccable track record of bring them to completion. Therefore, we have assembled a superior team that brings synergy, professional economic development expertise, and years of experience that can serve the both the short and long-term needs for economic development and strategic planning in the Township.

Our approach is designed to be responsive, innovative, and considerate based on our deep knowledge and understanding of the Township of West Orange needs, and our drive to use state-of-the art tools, technology, best practices, and techniques for engaging various stakeholders throughout this process. We will ensure professional excellence in our approach and value the input of the Township of West Orange. Our project approach considers the following facets in understanding your needs:

Economic Issues:

Given the history of the Township of West Orange, the municipality is faced with issues such as aging infrastructure, sprawling shopping centers and significant commercial vacancies, including the former site of The Manor and Mayfair Farms. To that end, our team will detail in this proposal how we will engage the Township in a coordinated approach to provide economic development services to combat these issues and bring in new businesses to complement the existing businesses while highlighting the Township's potential. In part of the economic development services to be provided, a 5-Year Economic Development Strategic Plan will be formulated to determine where the Township's economy wants to be in 5 years and the steps to take to achieve this.



Needs Overview

Uniquely Qualified Consulting Team:

Nishuane Group has substantial experience in economic development, redevelopment, land use and large-scale stakeholder community engagement and project management, particularly in diverse and urban communities offers a unique fit to meet the needs of West Orange. Our team understands the importance of planning thoughtfully by ensuring we build tailored opportunities for employers and residents alike to engage and provide input in the setting forth the economic development assignments. To this end, our team will utilize current data, contemporary tools, and effective engagement in bolstering the Township's economic ecosystem.

Diversity, Equity and Inclusion:

Nishuane Group recognizes the value and importance of bringing diverse teams and thought partners together. It should be noted, that the Nishuane Group, LLC. Is a certified minority-owned business enterprises. In fact, we are a M/WBE, SBE and DBE certified firm. Our team include women and people of color, which will offer an ongoing lens to diversity, equity, and inclusion matters whatever the economic development task shall be. In fact, the entire project team from Nishuane Group is composed of women and diverse individuals. This will serve to provide us with great connection opportunities on various issues as they arise across the project timeframe.



Needs Overview

Downtown Revitalization and Transit-Oriented Development:

As part of the being the Economic Development Consultant for the Township, we recognize the importance of having a foundational understanding of downtowns, urban revitalization, industrial areas and transit-oriented development. Our firm has notable experience developing downtown and transit-oriented development redevelopment plans for urban municipalities within New Jersey. Below is a sample of some of our most recent redevelopment plans:

- Downtown East Front Street Redevelopment Plan – City of Plainfield
- TODD South Redevelopment Plan – City of Plainfield
- TODN South and TODN North Redevelopment Plan – City of Plainfield

The TODD South Redevelopment Plan uniquely contains two Central Business District corridors, where most of the shopping takes place in the City of Plainfield. It is an active and intense mixed-use and commercial area for residents and businesses alike. Our redevelopment planning support to the City of Plainfield through this plan highlighted unique opportunities for rebirth and regeneration within the City through key incentive strategies. Additionally, the TODN South and TODN North Redevelopment Plan areas are adjacent to the Netherwood train state and consisted of amendments to the original plans. TODN North Redevelopment Area for example grapples with similar issues that are being faced by the Township of West Orange such as stagnant commercial and retail growth, lack of pedestrian amenities, vacant and abandoned properties, contaminated sites, etc.



Needs Overview

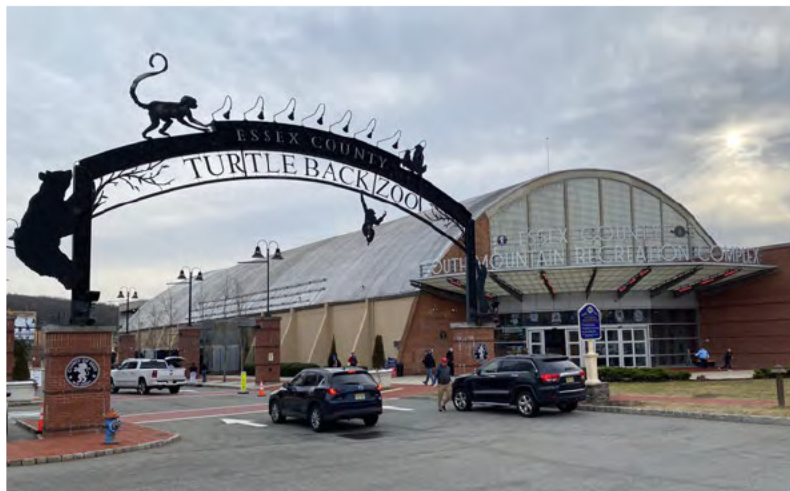
Economic Development Experience:

Nishuane Group economic development experience includes providing critical economic development expertise and support to the City of East Orange as a contracted consultant. We are working collaboratively with this client to support their business attraction and retention efforts, to address needs of small local businesses as well as identify crucial ways to expand growing sectors and industries of their economy. The range of services we can provide municipalities include the following:

- **Business Inventory:** creating business inventories for use by municipalities
- **Workforce Analysis:** assessing and analyzing workforce data, socio-economic demographics
- **Retention and Expansion:** engage small businesses and start-ups to determine needs and challenges
- **Industry growth:** analyzing and identifying how growth can occur in staggering industries/sectors
- **Small business development:** assess special improvement districts, support streetscape improvements
- **Redevelopment:** conduct redevelopment studies; identify areas of potential redevelopment

Our firm economic development experience also includes the preparing economic development elements of municipal comprehensive master plans within New Jersey. We have used the American Planning Association's model for economic development plans and the New Jersey Planning Officials Municipal Master Plan Manual for preparing economic development elements of comprehensive plans. Our team is fluent in using the most recent U.S. Census data, other supporting documents and previous plans to do a comprehensive analysis of the existing market trends and forecast future projections.

We have experience developing Economic Development elements of Master Plans for the City of East Orange, City of Orange Township and City of Plainfield, for which we provide examples of within this proposal. In addition, Mr. Sawyer on our team has extensive experience preparing real estate market analyses. This experience is imperative as we develop feasible and realistic economic development strategies for the Township.



Needs Overview

Previous Economic Development Experience:

In preparing economic development elements, a systematic **assessment** of the municipality's economic/demographic characteristics will be undertaken based on the **most recent** U.S. Census data and supporting studies, such as the State Economic Development Plan or other regional plans. We have ample experience examining and considering the strengths, weaknesses, opportunities, and challenges faced throughout urban and suburban municipalities. Based on the analyses undertaken, the Economic Development Plan Element of a Comprehensive Master Plan will set specific economic development goals, policies, and guidelines for our municipal clients.

Recent economic development studies that Nishuane Group have prepared include those for the City of East Orange, Orange Township and City of Plainfield, New Jersey.



3. DISTRICT OVERVIEW

3.2 GOALS AND OBJECTIVES

			
Promote Transit-Oriented Development and Activity	Incentivize and spur economic growth	Promote Main Street as a 'destination place'	Better leverage the area's proximity to the Brick Church train station, located just across the municipal border.
- Leverage the City's assets to promote transit-oriented development and increase pedestrian activity and circulation within and into the area. - Create compact, concentrated development, with sufficient density to support transit ridership located within easy walking distance of transit stops. - Increase the area's residential population by providing an array of housing types and amenities. - Increase market rate housing stock. - Reduce parking requirements to ensure use of public transport.	- Contribute to job creation for the residents. - Develop a new retail shopping destination. - Encourage vibrant, attractive, pedestrian and varied shopping experience, which is a key part of successful economic development. - Attract office and retail uses. - Encourage public amenities such as art galleries, theaters and meeting facilities.	- Improve existing area while creating new destinations and neighborhood anchors. - Revitalize the area's retail activities by ensuring that they cater to an economically and culturally diverse population. - Increase the diversity of stores and slow lanes and experience-based supermarkets and retail stores. - Gradually improve the shopping experience along Main Street through fine dining restaurants, vintage clothing stores, novelty stores, public art, and other experiences.	- Encourage and attract uses that are compatible with the general characteristics of a TOD in this section of the Plan area. - Create a mid-rise, high density development in the Park Avenue-OrangeEast, Orange boundary portion of Main Street to better support retail and commercial activity within the corridor and take advantage of its proximity to Brick Church Station. - Reduce parking requirements to ensure use of public transport. - Reduce auto dependency by encouraging people to walk and use public transit.

Prepared for:



Prepared by:



Main Street Redevelopment Plan, City of Orange Township



Needs Overview

Previous Economic Development Experience:

Below are excerpts from economic development elements prepared by our team.

79

Economic Plan Element

COMMERCIAL CORRIDORS

In addition to the core concentration of businesses within the City's Central Business District, there are multiple commercial corridors throughout Plainfield, serving retail and service needs as well as providing jobs in various neighborhoods.

Front Street

Within the Central Business District, the thoroughfare of both East and West Front Street is a significant commercial corridor with retail branching off along both sides. East Front Street commercial uses run from Park Avenue at its western limit to its intersection with Sanford Avenue at its eastern end. Historic buildings, including the Strand Theater and the old YMCA, are also located along East Front Street. The main commercial corridor of West Front Street extends from Park Avenue at its eastern limit to Liberty Street to the west. East and West Front Street will continue to serve as the City's main artery for retail sales and services.

Park Avenue / Somerset Street

Also known as County Route 531, the Somerset Street and Park Avenue corridor runs through the Central Business District. The Somerset Street portion begins at the City's northerly boundary and extends toward its intersection with Front Street, where the street becomes Park Avenue. Park Avenue continues from this intersection to East 7th Street to the south, where commercial use transitions into residential and institutional uses.

Watchung Avenue

Commercial activity along Watchung Avenue runs from Green Brook at its western end within the City limits to its diverging point with Crescent Avenue. Several municipal uses are also located along this corridor, including the Post Office, Municipal Court, Police Division, City Hall and its Annex. The former YMCA, located along this corridor, is currently vacant and has potential to be a significant anchor in the City while utilizing adaptive reuse rehabilitation.

South Avenue

In the Netherwood neighborhood of the City, South Avenue is a significant corridor that stretches from Berckman Street to the west and Terill Road to the east and continues as a major commercial area into Fanwood. South Avenue is currently lined on both sides with an array of commercial-use businesses consisting of industrial, automobile-related and retail with large accessory parking lots. Netherwood is experiencing change as the construction of a multi-family residential complex is reaching completion, among other redevelopment projects. As the neighborhood becomes more dense, additional retail sales and services will be needed to accommodate the increased population. It is anticipated that South Avenue will become a commercial corridor with a walkable downtown environment.

North Avenue

Within the City's Central Business District, North Avenue is located between Watchung Avenue to the east and Park Avenue to the

west. The North Avenue Pedestrian Mall, to be positioned along the northern side of the Downtown Train Station, is being planned. It will provide enhanced accessibility and mobility to pedestrians who utilize the Downtown Train Station and also retail shops and services along North Avenue.



North Avenue Downtown

CULTURAL ASSETS

Given its diversity, Plainfield has many cultural attributes that include its historic buildings and districts, arts organizations, public venues, houses of worship and ethnic restaurants, among many others.

Historic Districts

Plainfield has ten historic districts within the City.

- North Avenue Historic District
- Van Wyck Brook Historic District
- Crescent Area Historic District
- Pultam Watchung Historic District
- Hillside Avenue Historic District

ECONOMIC RECOMMENDATION CHECKLIST

The following recommendations provide a checklist of the strategies discussed within the Economic Element in order to prioritize actions, identify the responsible department(s) and to keep track of accomplished tasks.

Strategy	Implementing Party	Timeframe	Check Box
GENERAL			
1. Seek state and federal grants to support technical resources and assistance for local businesses and entrepreneurship.	Planning Department	Short to Long	
2. Continue to use PILOTs to encourage new investment.	Planning Department	Short to Long	
3. Provide flexible zoning standards for co-work, incubator, and niche manufacturing spaces.	Planning Department (Phase II - Zoning)	Short	
4. Identify program partners to provide collaborative and co-work space for artist and entrepreneurs. (E.g. Regis or CyWorkplace)	Planning Department	Short to Medium	
5. Establish a program to connect local artists with opportunities to exhibit their work in local establishments.	Planning Department	Short to Medium	
6. Develop an East Orange Economic Development Branding Campaign that markets the key strengths of East Orange as a Destination City.	Mayor's Office/ Planning Department/ Office of Public Information	Short to Medium	
7. Leverage urban farming initiatives as a way to supply local restaurants with locally grown food.	Planning Department	Short to Medium	
8. Highlight new locally-owned businesses and start-ups on the City's website, through social media, and at City events.	Mayor's Office/ Planning Department/ Office of Public Information	Short	
9. Establish a pop-up business program that establishes temporary retail locations at train stations, City Hall, and other well-utilized locations.	Mayor's Office/ Planning Department	Short	
10. Review the status of brownfield sites in the City, and pursue funding to move them towards shovel-ready availability.	Planning Department/ Property Maintenance	Short to Medium	
WORKFORCE DEVELOPMENT AND EDUCATION			
11. Market East Orange's workforce to port-related businesses and encourage industry job fairs within the City.	Mayor's Office of Employment and Training	Short	
12. Encourage the East Orange Board of Education to target educational courses towards emerging regional employment sectors.	Mayor's Office of Employment and Training	Short	
13. Approach universities and colleges about establishing or expanding nursing schools in East Orange.	Mayor's Office of Employment and Training	Medium to Long	
14. Encourage local hospitals to establish student mentorship/internship programs with the East Orange Board of Education.	Mayor's Office of Employment and Training	Medium	

Needs Overview

Urban Municipal Experience:

Municipal Experiences										
	Board Planner	Technical Review	Land Use Planning	Redevelopment Planning	Engagement & Visioning	Neighborhood Planning	Economic Development	Needs Assessment	Professional Testimony	Historic Preservation
City of Plainfield *			X	X			X		X	
City of Linden*				X						
City of Orange Township*	X	X	X	X	X	X	X	X	X	X
Bloomfield Township*	X		X						X	
City of Newark*	X	X	X	X					X	X
City of East Orange	X	X	X	X	X	X	X	X	X	X
City of Hoboken*	X	X	X	X					X	
Irvington Township*	X	X	X	X					X	

* Denotes current client

Nishuane Group has extensive experience providing professional planning services in urban municipalities across New Jersey, including in the Township of West Orange. Our team prides itself on providing exceptional service to meet the unique needs of urban communities within the state. As the table above demonstrates, we offer several different types of professional services to municipal clients to meet a range of planning needs for urban municipalities and suburban jurisdictions in New Jersey from economic development, redevelopment, land use, historic preservation, etc. Additionally, our service portfolio to municipalities within New Jersey include professional expert witness testimony before land use boards, development of neighborhood plans, comprehensive master plans, Zoning Ordinance amendments and updates, and provide support to technical review committees through professional planning review of site plans and conceptual plans.

Our firm also has provided extensive community engagement support on behalf of municipalities and developers to reach diverse and hard-to-reach populations, particularly in urban communities. To this end, we can coordinate logistics, communications and various activities to engage people as part of the development of an economic development and revitalization plan. Our community engagement experience with clients in the past have included community meetings, stakeholder meetings, charrettes, visioning exercises, neighborhood site visits and online surveys to gather community input.

Nishuane Group has sufficient staffing capacity to meet the requirements of the Township in this regard. As mentioned previously, our office is located approximately 3.5 miles from the Township of West Orange municipal building, readily allowing for our attendance at on-site meetings or site visits, as needed.

Needs Overview

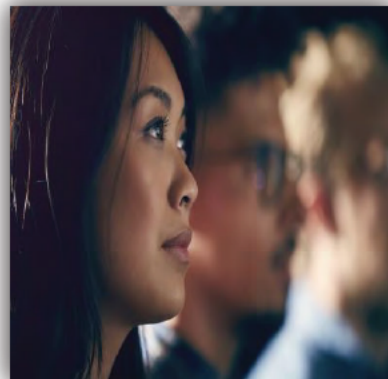
Uniquely Qualified Consulting Team:

Nishuane Group has steep experience with economic development, redevelopment, land use and large-scale stakeholder community engagement and project management particularly in diverse and urban communities offers a unique fit to meet the needs of the Township. Our team understands the importance of planning thoughtfully by ensuring we build tailored economic development and revitalization opportunities for residents and stakeholders. In addition, we are knowledgeable about the Township of West Orange and its unique economic development needs.

Diversity, Equity and Inclusion:

Our team recognizes the value and importance of bringing diverse teams and thought partners together. Nishuane Group, LLC is a certified Minority/Women-owned Business Enterprise (M/WBE), SBE and DBE certified firm. Most of our staff are licensed and nationally certified professional women and people of color who represents a diverse set of generational and professional experience levels. Nishuane Group team members speak a several languages from French/Kryeol, Spanish, Hindi, Marthi and English, which provides a unique opportunity to connect linguistically with diverse stakeholders in the community. We recognize that the Township of West Orange has historically and continue to be home to immigrant communities and diverse neighborhoods. To that end, our diverse project team that we have assembled will provide a unique opportunity to seamlessly engage with diverse community stakeholders through the community engagement aspects of this project.

Nishuane Group stands ready to provide an ongoing and elevated lens to diversity, equity, and inclusion matters as they arise throughout our economic development work and support to the Township of West Orange. Our team is knowledgeable about how equity and inclusion plays an important role in creating an equitable economy to ensure that the workforce and employers alike have access to a range of resources to sustainably thrive well into the future.



Tab 4: Team Qualifications

This section includes information on our team experience and professional qualifications that offers a greater understanding of the diverse skillsets we will bring to support the economic development needs of the Township of West Orange.



Team Qualifications

Staffing Plan & Organization

The successful completion of multiple economic development and planning services to the Township of West Orange requires a diverse pool of experienced planning professionals capable of performing tasks within their area of subject matter expertise. Nishuane Group is aware that the success of any plan, initiative or project is dependent upon the close collaboration required between our team's staff and project personnel of our clients. The proposed organization of personnel resources outlined in this proposal brings together a team of experienced planning professionals that can focus on project objectives, provide the Township expertise support and engagement as well as respond to unattended circumstances or issues should they arise.

Nishuane Group Principal & Managing Partner, Michele S. Delisfort, PP/AICP, will serve to help interace with client management and be involved in the draft and final development of the Strategic Action Plan. She attended the Bloustein School of Planning & Public Policy at Rutgers University and earned a Masters in City & Regional Planning. She is an American Institute Certified Planner (AICP) (Certification #: 024640) and is a New Jersey Professional Planner (PP) (License#: 33LI00615500). Additionally, Senior Associate Zunilda Rodriguez, AICP on the Nishuane Group team will oversee the overall project team, provide project management support to the client, oversee stakeholder engagement activities and participate in the drafting and finalization development of the Strategic Action Plan as part of the project. She graduated from the Bloustein School of Planning & Public Policy at Rutgers University with a Masters in City & Regional Planning. She is also an American Institute Certified Planner (AICP)(Certification#:0210530).

On our project team is also Craig Sawyer who is Principal and Managing Partner at Equitable Development Consultants, LLP., a community economic development consultancy firm, and is Principal and Chief Operating Officer at Urban Development Partners LLC, a boutique real estate development company. Mr. Sawyer will be responsible for the economic analysis work for the Strategic Action Plan. He will provide economic development expertise and contributions to the development of the draft and final Strategic Action Plan. The team qualifications section of this proposal provides more detailed information including professional biographies for each team member for this proposed project.

Mr. Sawyer holds an Economic Development Finance Professional (EDFP) designation, Main Street Downtown Revitalization certification, and approved to sit for the professional certification designation as a Certified Economic Developer (CEcD) from the International Economic Development Council. He also has other professional certifications and licenses from national and state recognized institutions, including a New Jersey real estate agent license.

Nishuane Group project team has a wealth of experience in economic development, community revitalization and redevelopment planning. We have licensed New Jersey Professional Planners on our team. The firm has sufficient staffing capacity to meet the requirements requested by the Township. Staff resumes can be found in the Team Qualifications section of this proposal.



MICHÈLE S. DELISFORT, PP, AICP

PRINCIPAL & MANAGING PARTNER

Nishuane Group, LLC.
105 Grove Street, Suite 3
Montclair, NJ 07042
Phone: (973) 954-2677 ext. 2
E-mail: mdelisfort@nishuanegroup.com

BIO

Ms. Michèle S. Delisfort, PP/AICP has extensive interwoven experience in Urban Planning, academia and policy and is a fully engaged practitioner, community leader and public servant.

Ms. Delisfort earned a Bachelor of Arts Degree in Political Science from Rutgers University in 1992 and a Master Degree in City and Regional Planning in 1995 from the Edward J. Bloustein School of Planning and Public Policy at Rutgers University. Her professional career began from 1994 to 1996 at the Port Authority of NY&NJ Easy Rider Program as a Transportation Coordinator. In this role she educated agencies, corporations and airlines on the Clean Air Act. From 1996 to 2002, Ms. Delisfort worked at the Local Initiatives Support Corporation (LISC) managed the Newark-based Capacity Building Program and AmeriCorps Program. From 2002 to 2007, she served as the Manager of Comprehensive Planning at the City of East Orange. She managed the City's land use planning and zoning boards, served as the Board Planner, prepared Area In Need Studies and Redevelopment Plans, oversaw and helped implement the development process and managed Division personnel. Ms. Delisfort developed and implemented planning and development review protocols for all existing and new development within the City. Her planning passion however soon led her to transition into academia and private practice.

Ms. Delisfort was an Adjunct Professor at the Bloustein School of Planning and Public Policy from 2007 to 2012. She helped to educate and mentor students including many rising women planners in the field. Since 2005, she has served as an official mentor in the American Planning Association. In addition, she volunteers at the New Jersey Redevelopment Authority-Training Institute where she teaches and moderates on topics related to redevelopment planning. In fact, as a redevelopment expert, Ms. Delisfort authored the APA-NJ redevelopment policy guide and often represents its redevelopment committee as a panelist at local, state and national Planning conferences.

Ms. Delisfort is a licensed realtor in the State of New Jersey. She has utilized her business development expertise and urban planning revitalization knowledge and skills to rehabilitate a handful of housing structures over the years. Ms. Delisfort has served as a Principal and Managing Partner of Nishuane Group, LLC, since 2007; a growing Urban Planning consultancy firm based in Montclair, New Jersey. Nishuane Group, LLC. specializes in land use planning, economic and community development, redevelopment planning and housing development. She is a licensed Professional Planner in New Jersey and a member of the American Institute of Certified Planners. Her business development expertise has significantly increased the firm's capacity, client base and annual revenues.

Ms. Delisfort's professional experience coupled with a broad network has helped to build bridges between urban planning and the community. Though Ms. Delisfort is an accomplished Urban Planner, her work and passion has extended to serving the community.

Nishuane Group, LLC.
105 Grove Street, Suite 3
Montclair, NJ 07042
Phone: (973) 954-2677 (EXT 2)
E-mail: mdelisfort@nishuanegroup.com





MICHÈLE S. DELISFORT, PP, AICP

PRINCIPAL & MANAGING PARTNER

Nishuane Group, LLC.
105 Grove Street, Suite 3
Montclair, NJ 07042
Phone: (973) 954-2677 Ext. 2
E-mail: mdelisfort@nishuanegroup.com

BIO

Ms. Delisfort's community service commitments and volunteerism include the following:

- Union Township, Mayor
- Union Township Economic Development Advisory Committee, Chair
- Union Township American Disabilities Act Committee, Chair
- Union Township Planning Board, Member & former Vice Chairperson
- APA-NJ Redevelopment Planning Chair, NJ-APA Executive Committee
- APA National Ethics Committee, Member
- National Haitian American Elected Officials, Member
- Union County Black Leadership Caucus, Member
- St. Joseph Church, Finance Committee

Over the past decade, Ms. Delisfort's public service has been recognized by many organizations. Most recently, she has been the recipient of the following awards and honors:

- Budd Chavooshian Outstanding Planner Award (2019) - American Planning Association
- Community Service Award (2019) - NJ Association Medicale Haitienne a L'etranger
- Leadership Award (2019) - Women Leaders In Action
- Best Speaker (2019) - Gateway Regional Chamber of Commerce
- Outstanding Accomplishments in Urban Planning (2018) - CJA Delta Sigma Theta Sorority
- Community Service Award (2018) - Golden Rule Lodge No. 24
- Outstanding Leadership and Service (2018) - Islamic Center of Union County

Ms. Delisfort's passion and commitment to revitalizing communities led her to volunteering her skillsets in her hometown. She began her journey by serving on the Union Township Planning Board for eight years. In 2016, she was elected to the Township Committee, where she served a three-year term. Elected as Mayor of Union Township in January 2019, she presides over the meetings of the Township Committee, recommends, reviews and adopt Township policy, legislation and its fiscal budget and executes ceremonial duties. On a daily basis, Ms. Delisfort works collaboratively with the township Administrators, citizens, business owners, elected and appointed officials, and various local, county and state agencies to gain support on legislative, fiscal and development priorities for the Township. As a Planner and an Elected Official, Ms. Delisfort is fully engaged and committed to the communities that she serves.



STEVEN M. MARTINI PP, AICP

ASSOCIATE

Over 10 years of professional experience in economic development, land use, redevelopment, research and fiscal school and impact analysis.

EDUCATION

Master of Science, City and Regional Planning, Concentration in Environmental & Physical Planning, Real Estate & Housing, Rutgers University, C/O 2013

Bachelor of Arts, Planning & Public Policy, Minor in Economics, Rutgers University, C/O 2011

SKILLS

Drafting

AutoCAD
SketchUp

Data Analysis

ArcGIS/QGIS
SPSS
IMPLAN

Graphic Design

Photoshop
InDesign
Illustrator
Lightroom

Microsoft Office

Word
Excel
Powerpoint

PROFESSIONAL EXPERIENCE

Associate

NISHUANE GROUP, LLC.
MONTCLAIR, NJ

Senior Planner

PHILLIPS PREISS GRYGIEL LEHENY HUGHES, LLC.
HOBOKEN, NJ

Planner

VHB ENGINEERING, SURVEYING AND LANDSCAPE ARCHITECTURE, PC
WHITE PLAINS, NJ

Planning Intern

NEW YORK CITY DEPARTMENT OF CITY PLANNING
BRONX, NY

Intern

NEW JERSEY COMMUNITY DEVELOPMENT CORPORATION
PATERSON, NJ

LICENSURES, CERTIFICATIONS, & ACCREDITATIONS

American Institute of Certified Planners (AICP)

New Jersey Licensed Professional Planner (PP)

Certificate in Urban Planning, Edward J. Bloustein School of Planning & Public Policy, May 2011

AFFILIATIONS

American Planning Association

New Jersey Chapter of American Planning Association

US Green Building Council

Urban Land Institute, Northern New Jersey Chapter

VOLUNTEER EXPERIENCE

Participant

NJAPA COMMUNITY PLANNING ASSISTANCE PROGRAM (2015 AND 2019)





STEVEN M. MARTINI PP, AICP

ASSOCIATE

Nishuane Group, LLC.
105 Grove Street, Suite 3
Montclair, NJ 07042
Phone: (862) 283-1508 Ext. 6
E-mail: smartini@nishuane-group.com

BIO

Mr. Steven Martini, PP/AICP has more than 8 years of public and private sector experience, specializing in redevelopment planning, economic development and land use. He is a fully engaged practitioner who utilizes his strategic and analytical skills. Mr. Martini is passionate about the connection between urban planning, economic development and New Jersey communities.

He earned a Bachelor of Arts in Planning and Public Policy and also a Master Degree in City and Regional Planning both from the Edward J. Bloustein School of Planning and Public Policy at Rutgers University. He is a licensed Professional Planner in the State of New Jersey and is a certified member of the American Institute of Certified Planners.

Mr. Martini's passion for neighborhood-level revitalization of communities led him to join Nishuane Group, LLC as an Associate in 2019. Nishuane Group is a growing urban planning consultancy firm based in Montclair, New Jersey. Nishuane Group includes a diverse staff and specializes in land use planning, economic and community development, and neighborhood planning.

During his time with Nishuane Group, Mr. Martini has gained extensive planning experience as he has prepared numerous Area in Need of Redevelopment Investigations, Redevelopment Plans and Amendments for the Cities of Plainfield and East Orange, where he is serving as the Redevelopment Planner. He was an integral part of preparation of the the 2020 City of Plainfield Master Plan as he authored the Economic Plan and Community Facilities Elements. His duties also consist of assisting in development application reviews, serving as Board Planner at public meetings and preparing planning testimony outlines for private sector clients.

Prior to his employment at Nishuane Group, he held a variety of positions in the Planning field. Mr. Martini began his career as a Planning Intern for the New York City Department of City Planning in the Bronx Borough Office. Following graduate school, he became employed in the private sector. He was first a Planner at VHB, a planning and engineering firm, in their White Plains, NY office and then transitioned as a Senior Planner at Phillips Preiss Grygiel Leheny Hughes, LLC in Hoboken, NJ. He augmented his analytical, research and economic development skills and experience during this time.

Mr. Martini's experience includes providing support for the development of comprehensive plans, redevelopment studies/plans, conducting research, analyzing and quantifying demographic, housing and economic U.S. Census data as well. Mr. Martini adds a strong economic, research and analytical dimension at Nishuane Group in order to meet growing project needs of clients.

Nishuane Group, LLC.
105 Grove Street, Suite 3
Montclair, NJ 07042
Phone: (973) 954-2677 ext. 6
E-mail: smartini@nishuane-group.com





CRAIG L. SAWYER

Craig L. Sawyer serves as Principal and Managing Partner at Equitable Development Consultants, LLP, a community economic development consultancy firm, established in 2002, and Principal and Managing Partner at Poima Development Group, a mission-focused, boutique real estate development company.

Within his network of companies and partnerships, Craig focuses on creating value in community initiated, residential and commercial redevelopment projects where he advises, assists, and serves to transform concepts, goals, and plans into financially viable strategies and projects, and his knowledge of real estate development and public financing sources are realized. His primary focus within the development process is managing and overseeing the planning and due diligence process and negotiating and structuring the deal and finance structure. With more than 25 years of real estate and economic development experience through his various employment, professional consulting, and development roles, his efforts have helped to secure well over \$250 million in capital for multiple residential, mixed-use, commercial, and industrial development projects and related initiatives which contributed to the recruitment, retention or creation of new business and employment opportunities.

In addition, Craig was instrumental in creating and establishing the State of New Jersey's regional training institute on real estate and redevelopment – the New Jersey Redevelopment Authority's Redevelopment Training Institute (RTI), and since program inception in 2006, the institute has trained over 2,000 elected officials, governmental staff, for-profit and non-profit developers, attorneys and other development professionals on real estate and redevelopment related matters. For more than 17 years, he served as the RTI Lead Trainer responsible for the identification and development of training curriculum agendas and customized municipal training sessions on redevelopment, zoning, public incentives, real estate development, financing tools, and other relevant matters.

Craig currently mentors and trains aspiring young real estate developers in real estate development under the auspices of Equitable Sustainable Redevelopment (ESR) Training Academy. In addition, he developed and taught for several years a 12-week, youth entrepreneurship training program to college-bound, inner-city young men and women of color for the New York City Chapter of the 100 Black Men of America. He is also a member of civic and community organizations where he served on the board of the Housing and Community Development Network of New Jersey and served as past board chair of HANDS Inc. in the city of Orange, NJ.

Craig attended Rider College for his Bachelor of Science (BS) degree in Business Administration and Rutgers University's Graduate School of Management for his MBA degree in Finance. He holds several professional certifications and licenses from national and state recognized institutions, including NDC's Economic Development Finance Professional (EDFP) Certification and a New Jersey real estate license since 1986.



Equitable Development Consultants, L.L.P.

EQUITABLE DEVELOPMENT CONSULTANTS, L.L.P. is a community economic development consultant firm established in 2002 to focus on the development and implementation of market-driven, economic development projects and initiatives that foster economic growth and promote sustainable and equitable development. Our mission is seeded on a firm commitment toward building strong inclusive community economies, which includes creating equitable economic opportunities for all community stakeholders.

The essence of our services is to:

- Recommend, develop, and support community-based economic development strategies and initiatives that will increase economic opportunities and redevelopment;

- Facilitate and assist with the development and implementation of commercial revitalization strategies to enhance economic vitality and growth of commercial corridors;

- Provide real estate feasibility analysis, project management, and project finance support for residential, commercial, and mixed-use development projects; and

- Propose and develop training and support to developers, municipalities and other stakeholders on redevelopment, real estate and economic development programs, incentives, and strategies.

Over the years, Equitable Development Consultants, L.L.P. has provided consultation, project management, and training services to Community Development Corporations (CDCs), for-profit developers, merchants associations, businesses, investors, governmental agencies and other stakeholders on the planning, development, and implementation of various economic, business, and real estate development projects.

Previously, he served as the Director of Community Economic Development for the Housing and Community Development Network of New Jersey (the “Network”) and served as the Director of Economic, Commercial and Industrial Development at the South Bronx Overall Economic Development Corporation (SOBRO).



Equitable Development Consultants, L.L.P.

Equitable Development Consultants, L.L.P. has provided consultation and training services to community development corporations (CDCs), for-profit developers, merchants associations, community institutions, entrepreneurs, governmental entities and other stakeholders on the planning and implementation of various economic, business, and real estate development projects.

Representative Client List:

Bridge Street Development Corporation, Brooklyn, New York

Project Profile: Conducted retail market analysis and developed the economic development strategy for the revitalization of two of Bedford Stuyvesant neighborhood commercial corridors – Tompkins Avenue and Malcolm X Boulevard; Spearheaded the development of the Bedford Stuyvesant Neighborhood Commercial District Plan; Organized and established the Tompkins Avenue Merchants Association and the Malcolm X Merchants Association; Facilitated and led building rehabilitation and façade improvement projects; and Secured several millions in public funding for predevelopment efforts, façade and streetscape improvement projects, business retention and attraction, and marketing.

Jersey City Redevelopment Agency, Jersey City, New Jersey

Project Profile: Conducted market and feasibility assessment of the city's proposed retail incubator on Martin Luther King Drive in Jersey City, New Jersey.

New Road Community Development Group of Exmore, Exmore, Virginia

Project Profile: Facilitated the creation of an economic development strategy for the New Road neighborhood; Assessed the financial feasibility of the New Road Village Plaza and secured initial funding for project implementation, and advised and assisted the Executive Director with the organization, redevelopment, and ownership of a long-standing segregated community in Exmore, Virginia.

Parkside Business and Community in Partnership, Camden, New Jersey

Project Profile: Assisted with the implementation of the neighborhood economic development strategy for the Parkside Neighborhood Strategic Plan; Developed and implemented local marketing strategy to attract new retailers, investors and customers to the commercial district; Facilitated the reuse and redevelopment of abandoned mixed-use buildings using best practices for redevelopment and creative placemaking, and conducted due diligence toward the redevelopment of several underutilized redevelopment sites; Provided business retention and expansion assistance support including managed and financed the rehabilitation and establishment of a locally-owned and minority-owned laundromat on Haddon Avenue; Organized and established the Haddon Avenue Merchants Association; and Leveraged the organization's public funds to secure several millions dollars for rehabilitation and new construction of several redevelopment initiatives on Haddon Avenue.



Equitable Development Consultants, LLP

Regional Community Economic Development Initiative for the 7th Congressional District of Alabama (Initiative 7), Birmingham, Alabama

Project Profile: Created an asset-based economic development implementation model that integrated wealth creation within the Black Belt region of Alabama; Organized and facilitated county-wide, community-based economic development district meetings; Developed economic strategy around value added agricultural and four (4) recommended, area specific, economic development strategy; and Designed and coordinated a technical assistance delivery system which incorporated a capacity building platform for community-based economic development practitioners which led to several community-based economic development initiatives, including the development of a minority-owned, medical office facility in Selma, Alabama.

Economic development is one of the key barometers to measure the health of many communities and cities. Commercial corridors often influence the image of the community and often serve as the center of activity for residents and visitors. Therefore, it is critical that the public, private and nonprofit community collectively address the myriad of economic and physical needs and implement various strategies and activities, including business retention and expansion, new business development, redevelopment, and planning to sustain, support, and bolster economic growth.

Tab 5: Sample Client Projects

This section includes sample client projects related to economic development planning. Nishuane Group prepared economic development elements to master plans for urban municipalities.



Client:
City of Orange Township, NJ

Location:
City of Orange Township, NJ

Project Features:
Master Plan
Outreach and Engagement
Historic Preservation

Project Setting:
Urban Area

Nishuane Group Team Members:
Gerard Haizel, PP,AICP
Leonardo Vazquez, PP,AICP
Shawna Ebanks, AICP
Joseph Daguman

PROJECT PROFILE: MASTER PLAN

City of Orange Township Master Plan

The Challenge

Before the adoption of its new master plan, the City was operating from a 2006 master plan. With a rapidly changing and diversifying population, community engagement was a crucial component.

The City was experiencing significant changes in its development patterns that were not reflected in the existing (old) master plan. The City's rapidly changing population was changing the demand for various types of housing, with a growing predominance of single-headed and smaller families. This factor was placing pressure on the City's older and historic housing stock. Additionally, with the City becoming more diverse racially, ethnically and socio-economically, community outreach and engagement around the development of the master plan was particularly challenging.

Our Process

Nishuane Group designed an outreach and engagement process that encouraged active participation across the resident community and gave traditionally "hard to reach" constituents like the youth and seniors, an opportunity to have meaningful input in the planning process.

Innovative engagement strategies that involved a variety of activities were tailored to the various constituent groups. Nishuane Group Planners facilitated discussions and encouraged participation to articulate their concerns about each element area of the plan. Special workshops were held for young professionals and millennials, a traditionally under-engaged group, but one whose input was deemed crucial for the future of the City. Additionally, focus group sessions were conducted with targeted groups, including NGOs, the Arts community, the Clergy and the Municipal Council.

The Result

The Master Plan for City of Orange Township is a broad and dynamic document which articulates a vision for a City that is rapidly growing and becoming more diverse. The Plan provides a vision for the future of the City that captures the many disparate perspectives, all looking in one direction.

MASTER PLAN 2020

CITY OF PLAINFIELD, NEW JERSEY



Client:
City of Plainfield, -NJ

Location:
City of Plainfield, NJ

Project Features:
Master Plan
Outreach and Engagement
Sustainability

Project Setting:
Urban Area

Nishuane Group Team Members:
Gerard M. Haizel, PP,AICP
Steven Martini, PP,AICP
Mrunmayee Atre, PP,AICP
Simran Riar

PROJECT PROFILE: MASTER PLAN

City of Plainfield Master Plan

The Challenge

The City of Plainfield has among its many assets, two active train stations, both of which provide a one-seat ride in to Manhattan, New York City. These stations, have attracted significant development interest over the past several years, with the City seeing one of its largest development booms in recent time. A major focus of the City's master plan was to manage this development and ensure its seamless integration into all aspects of Plainfield community, while fully leveraging this transportation asset.

In the years leading up to the start of the master plan development, the City had relied on a series of redevelopment plans to both incentivise development around the City's two train stations and to ensure that new development was well integrated into the existing fabric of the City. While welcoming measured growth, great care was needed to develop the appropriate policies and strategies that would ensure that the essence of what made the City the unique place that it is, was not lost.

Our Process

Nishuane Group undertook a process that sought to balance the ongoing needs of existing residents and the demand from new development. Existing community facilities, including parks, recreation and open space were assessed in the context of new/proposed development. Sustainability was also a special focus, to ensure that new development utilized green building practices. The City's arts and cultural sector was also identified as an important component of the City's community fabric, which would be crucial in integrating new development.

The Result

The Master Plan for City of Plainfield provides a road map for transit oriented development around the City's two train stations, which is well integrated into the existing fabric of the City. Planning for new and expanded community facilities was identified and changes in existing zoning was recommended, where it would facilitate more seamless integration of new development. Both the planning process and the final Master Plan has helped to ease tensions between existing residents and new development.



Work Samples



Comprehensive Master Plan Community Engagement & Facilitation

[2018-Master-Plan \(eastorange-nj.gov\)](http://2018-Master-Plan.eastorange-nj.gov) [2018-Master-Plan \(eastorange-nj.gov\)](http://2018-Master-Plan.eastorange-nj.gov)

- Community Engagement Summary begins on page 260
- **Project purpose timeline:**
 - Community engagement and facilitation for over six months for the development of a comprehensive master plan for an urban municipality.
- **Specific services provided to client(s) by firm and/or subcontracted:**
 - Community engagement and facilitation of targeted workshops and public outreach events were provided by the Nishuane Group to the municipal client as part of the development of a Comprehensive Master Plan for the City of East Orange, New Jersey. The workshops included a staffed by a member of the Master Plan Team from the Nishuane Group. In a free-flow movement from Topic Table to Topic Table, residents of East Orange offered ideas, suggestions, critiques and concerns related to the four (4) topics, which were discussed and recorded on flip charts. A Topic Table Cheat Sheet and reference maps were also available to guide discussion at the tables when necessary. Our firm also ensured spaces for young professionals, students and kids to provide input into the master plan development process as well. See link above for more details.
- **Deliverables:**
 - (7) seven community engagement workshops
 - (5) five summer and fall outreach public events
 - Survey
- **Short-term outcomes:**
 - Successful completion of twelve public outreach events;
 - Use of social media TagBoard.com;
 - Survey results and community feedback were incorporated into the development of Master Plan
 - Nearly 200 respondents completed survey related to the Master Plan
- **Long-term outcomes:**
 - Created community engagement framework for future master plan efforts
 - Incorporated wide stakeholder and community feedback into the development of a final Master Plan
- **Contact information for relevant client personnel:**

Tiffany Delaney-Harris
Director of Planning, Policy and Development
City of East Orange, New Jersey
T: (973) 266-5140 or (973) 266-5351
E: Tiffany.Harris-Delaney@eastorange-nj.gov

PNC BANK BRANCH

ORANGE, NJ

PNC Bank Branch is a one-story commercial bank located at 23 Main Street in Orange, New Jersey. Nishuane Group provided project management services to the City of Orange Township for this project and mitigated obstacles that arose because of utility companies. Through constant communication, weekly site visits and problem-solving, this project was able to reach completion right on schedule.



Client:
City of Orange
Township

Project Type:
Commercial

Start Date:
April 26, 2021

Final Completion:
October 14, 2021

Key Personnel:
Anika Dodson



References:
Available Upon
Request



APEX ORANGE CROSSING

ORANGE, NJ

APEX Orange Crossing is a six-story residential apartment building located at 276 Reock Street in Orange, New Jersey. Nishuane Group provided project management services to the City of Orange Township for this project. Along with implementing standard project management duties at the onset of the project, Nishuane Group held the developer accountable throughout construction, by ensuring the team went through the proper channels when proposing material changes. We also coordinated a ground-breaking ceremony alongside the City of Orange that gained attention across various cities.



Client:

City of Orange Township

Project Type:

Residential

Start Date:

December 4, 2020

Expected Completion:

March 14, 2022



Key Personnel:

Anika Dodson

Mrunmayee

Atre

References:

Available Upon
Request



Tab 6: References

This section includes information on client references for Nishuane Group.



References

Nishuane Group Client References:

Below is a list of client references from urban municipalities for which we have provided planning services:

1. Laquana Best, Deputy Director of Planning & Economic Development
City of Orange, New Jersey
T: (973) 255-4201
Services: Land Use Planning, Board Planner, Redevelopment Planning, Planning Advisory Service, Master Planning
2. Lloyd Raheem, Director of Policy, Planning and Development
City of East Orange New Jersey
T: (973) 266-5141
Services: Land Use Planning, Master Planning, Planning Advisory Service, Redevelopment Planning, Project Management, Economic Development, Municipal Technical Assistance
3. Zenobia Fields, Director of Economic Development
City of Plainfield, New Jersey
T: (908) 226-2516
Services: Land Use Planning, Planning Testimony, Economic Development, Redevelopment Planning

Tab 7: Fee Proposal

This section includes Nishuane Group fee proposal and schedule for the Township of West Orange.





Fee Proposal

In order to effectively and efficiently achieve the Township of West Orange's objectives, Nishuane Group aims to provide a cost-effective solution. We propose an annual fee of **\$150,000.00**, structured as a monthly flat fee of **\$12,500.00** for up to 96 hours per month. If the maximum hours are exceeded, an hourly rate will apply. Please refer to the 2024 Fee Schedule on the following page for further details.



105 Grove Street, Suite 3
Montclair, NJ 07042
www.Nishuanegroup.com
973.954.2677

2024 FEE SCHEDULE

Staff	Rate
Founding Principal	\$250.00 Per Hour
Principal & Managing Partner	\$200.00 Per Hour
Senior Associate Planner	\$175.00 Per Hour
Associate Planner	\$ 150.00 Per Hour
Economic Development Consultant	\$ 90.00 Per Hour
Junior Associate	\$ 70.00 Per Hour
Project Manager	\$ 150.00 Per Hour
Administrator	\$ 40.00 Per Hour
Intern	\$ 35.00 Per Hour

* All requested services provided by staff are subject to their availability.

Tab 8: Required Forms & Documentation

This section includes information on required forms and documentation from the Nishuane Group as requested in this Request for Proposal by the Township of West Orange.



BIDDER'S CHECK LIST

	Initial
• Business Registration Certification (required prior to award)	<u>MSD</u>
• Statement of Ownership (Mandatory)	<u>MSD</u>
• Affirmative Action Compliance Notice	<u>MSD</u>
• Investment in IRAN Disclosure (mandatory)	<u>MSD</u>
• Non-Collusion Affidavit	<u>MSD</u>
• Proposal Form	<u>MSD</u>
• Receipt of Addenda (Mandatory)	<u>MSD</u>
• Pay to Play (required prior to award)	<u>MSD</u>
• W-9	<u>MSD</u>

Please provide one additional copy of your proposal which should be on an external storage device (example USB flash drive/or CD).

P R O P O S A L

TO THE TOWNSHIP COUNCIL, TOWNSHIP OF WEST ORANGE, NEW JERSEY

Dear Council Members:

In accordance with and subject to all stipulations, conditions, requirements, and instructions to bidders, specifications so far as they relate to this proposal are made part of it, submit a bid from:

This contract shall be for one (1) year with an option to extend two (2) additional one (1) year periods.

In consideration for any and all services which the Company shall render to the Township pursuant to this Agreement

Flat fee per month: \$12,500.00

Amount in words: Twelve Thousand Five Hundred Dollar

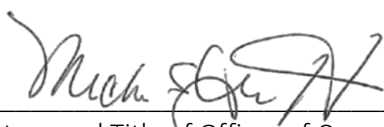
COMPANY
NAME Nishuane Group, LLC

ADDRESS 105 Grove Street, Suite 3,
Montclair, NJ 07042

DATE 2/1/2024

PHONE 973-954-2677

BY



(Signature and Title of Officer of Company authorized to execute a contract)

Michele S. Delisfort, PP, AICP - Principal & Managing Partner

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

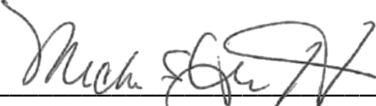
The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
N/A		

☒

No addenda received. (please check off if no addenda received)

Acknowledged for: Nishuane Group, LLC
(Company Name)

By: 
(Signature of Authorized Representative)

Name: Michele S. Delisfort, PP, AICP
(Print)

Title: Principal & Managing Partner

Date: 2/1/2024

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Township of West Orange is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized. During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State.

Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml. Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses. Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency. Emergency Purchases or Contracts For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

TOWNSHIP OF WEST ORANGE

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: Nishauane Group, LLC

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal: Must check appropriate boxes

- ☒ Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and
- ☒ Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days, or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

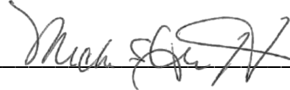
You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____	

Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer Contact Name: _____	Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this

certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Michele S. Delisfort, PP, AICP Signature: 

Title: Principal & Managing Partner Date: 2/1/2024

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Nishuane Group, LLC		
Address:	105 Grove Street, Suite 3		
City:	Montclair	State: NJ	Zip: 07042

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature Michele S. Delisfort Printed Name Michele S. Delisfort, PP, AICP Title Principal & Managing Partner

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

☐ Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Essex

State: Governor

Legislative District #s: 26, 27, 28, 29, 34, & 40

State Senator and two members of the General Assembly per district.

County:

County Commissioners County Clerk

Sheriff

County Executive

Surrogate

Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

Belleville Township

Irvington Township

Orange City

Bloomfield Township

Livingston Township

Roseland Borough

Caldwell Borough

Maplewood Township

South Orange Village

Cedar Grove Township

Millburn Township

Verona Township

East Orange City

Montclair Township

West Caldwell Township

Essex Fells Township

Newark City

West Orange Township

Fairfield Township

North Caldwell Borough

Glen Ridge Borough

Nutley Township

Boards of Education (Members of the Board):

Belleville Town

Glen Ridge Borough

Nutley Town

Bloomfield Township

Irvington Township

Roseland Borough

Caldwell-West Caldwell

Livingston Township

South Orange-Maplewood

Cedar Grove Township

Millburn Township

Verona Borough

Essex Fells Borough

Newark City

West Essex Regional

Fairfield Township

North Caldwell Borough

West Orange Town

Fire Districts (Board of Fire Commissioners):

NONE

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: Nishuane Group, LLC

Organization

Address: 105 Grove Street, Suite 3, Montclair, NJ 07042

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☒ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address
Michele S. Delisfort	

George Wheatle Williams	

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

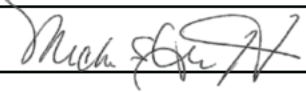
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address
Michele S. Delisfort	
George Wheatle Williams	

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***Township of West Orange*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***Township of West Orange*** to notify the ***Township of West Orange*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Township of West Orange*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Michele S. Delisfort, PP, AICP	Title:	Principal & Managing Partner
Signature:		Date:	February 1, 2024

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

- A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.
- B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.
- C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

Nishuane Group, LLC

(Name of Business Entity)

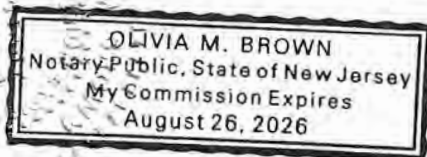
Subscribed and sworn to before me

this day of Feb 1st, 2024.

Olivia Brown

Notary Public of New Jersey

My Commission expires 8/26/26
(Seal)



Michele S. Delisfort
(Signature)

Michele S. Delisfort, PP, AICP
Principal & Managing Partner

(Print Name of affiant)

(REVISED 4/10)

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, 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 targeted 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, race, 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 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A.C. 17:27)

If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:531, et seq., and N.J.A.C. 17:27. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

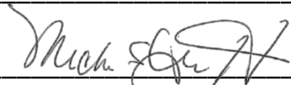
NO BIDDER MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?
Yes _____ (If yes, submit a copy of such approval.) No ☒
2. Do you have a State Certificate of Employee Information Report approval?
Yes _____ (If yes, submit a copy of such approval.) No ☒

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY: Nishuane Group, LLC NAME: Michele S. Delisfort, PP, AICP

SIGNATURE:  TITLE: Principal & Managing Partner

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within the time frame stipulated.

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the Township of West Orange, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 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 owner 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 owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, 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 owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner 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 owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner 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 owner pursuant to this paragraph.

It is further agreed and understood that the owner 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 owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

VENDOR INFORMATION

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: Nishuane Group, LLC
Print

Name of Contact Person: Michele S. Delisfort
Print

Correspondence Address (including zip code):

105 Grove Street, Suite 3, Montclair, NJ 07042

Purchase Order Address (including zip code):

105 Grove Street, Suite 3, Montclair, NJ 07042

Payment Address (including zip code):

105 Grove Street, Suite 3, Montclair, NJ 07042

Telephone Number: 973-954-2677

Fax Number: N/A

E-mail Address MDelisfort@nishuanegroup.com

Employer I.D. or S.S. # 74-3234172

*PLEASE ALSO PROVIDE A COPY OF YOUR W-9



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: NISHUANE GROUP, LLC

Trade Name:

Address: 105 GROVE STREET
MONTCLAIR, NJ 07042-2461

Certificate Number: 1340466

Effective Date: July 17, 2007

Date of Issuance: April 06, 2015

For Office Use Only:
20150406175107109

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-Jul-2022 to 15-Jul-2029**

NISHUANE GROUP LLC**105 GROVE STREET - SUITE 1****MONTCLAIR****NJ****07042**

A handwritten signature in black ink, reading "Elizabeth Maher Muoio".

ELIZABETH MAHER MUOIO

State Treasurer



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026

PHIL MURPHY
Governor

SHEILA OLIVER
Lt. Governor

TRENTON, NJ 08625-026
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
State Treasurer

1st YEAR PROVISIONAL CERTIFICATION

APPROVED

under the

Small Business Set-Aside Act and Minority and Women Certification Program

This certificate acknowledges NISHUANE GROUP, LLC DBA:N/A as a Provisionally Certified Minority Women Business Enterprise (MWBE) that has met the criteria established by N.J.A.C. 17:46.

This registration will remain in effect for one year. The business must submit, not more than 60 days prior to the anniversary of the certification approval, a recertification application.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists certified minority and women-owned businesses. If the business seeks to be certified again, it will have to reapply for a provisional certification.



Peter Lowicki
Deputy Director

Issued: 6/1/2023
Certification Number: A0345-57

Expiration: 6/1/2024

The expiration date is contingent on the proper and on-time filing of all Annual Verifications for non-provisional certificates. Please see above for more detail.



State of New Jersey

PHIL MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026

SHEILA OLIVER
Lt. Governor

TRENTON, NJ 08625-034
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
State Treasurer

APPROVED

under the
Small Business Set-Aside Act

This certificate acknowledges NISHUANE GROUP, LLC as a Category 4 Approved Small Business Enterprise (SBE) that has met the criteria established by N.J.A.C. 17:13 and/or 17:14.

This certification will remain in effect for three years. Annually the business must submit, not more than 60 days prior to the anniversary of the certification approval, an annual verification statement in which it shall attest that there is no change in the ownership, control, or any other factor of the business affecting eligibility for certification as a minority or women-owned business.

If the business fails to submit the annual verification statement by the anniversary date, the certification will lapse and the business will be removed from the system (SAVI) that lists certified minority and women-owned businesses. If the business seeks to be certified again, it will have to reapply provisionally.



Peter Lowicki
Deputy Director

Issued: 7/19/2021
Certification Number: A0165-41

Expiration: 7/19/2024

The expiration date is contingent on the proper and on-time filing of all Annual Verifications for non-provisional certificates. Please see above for more detail.

**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Nishuane Group, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

105 Grove Street

6 City, state, and ZIP code

Montclair, NJ

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Nishuane Group, LLC

Date ►

9/27/23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Tab 9: Addendum Detailed Scope of Work

This section includes information on Nishuane Group proposed approach and scope of work to undertake as the Economic Development Consultant for the Township of West Orange.



Scope of Work

Introduction:

Our intention is to provide professional consulting and support services in all areas involving economic development. Our goal is to contribute towards the economic revitalization and consequent success of West Orange, including such as job growth, business attraction and a flourishing local economy.

Our approach is designed to be responsive, innovative, and considerate based on our deep knowledge and understanding of the Township of West Orange economic development and planning needs, and our drive to use state-of-the-art tools, best practices, and practitioner techniques to engage municipal and public stakeholders throughout various processes. We will connect private stakeholders, including developers and investors, with the Township's Administration to coordinate development that is desirable and sustainable. Our extensive experience in both planning and economic development matches seamlessly with the Township's needs.

Craig Sawyer, who Nishuane Group has collaborated with on numerous projects over the past 10 years, on our team will spearhead the development of a thorough economic analysis to assess existing conditions and potential economic development opportunities. The economic analysis will include a market evaluation for the Township of West Orange. We will provide a clear picture of the existing economic climate, as it relates to the Township's ability to thrive. Mr. Sawyer's extensive economic development experience including holding an Economic Development Finance Professional (EDFP) designation and Main Street Downtown Revitalization certification offers a unique vantage point for the Township as it embarks on implementing economic strategies for development and redevelopment.

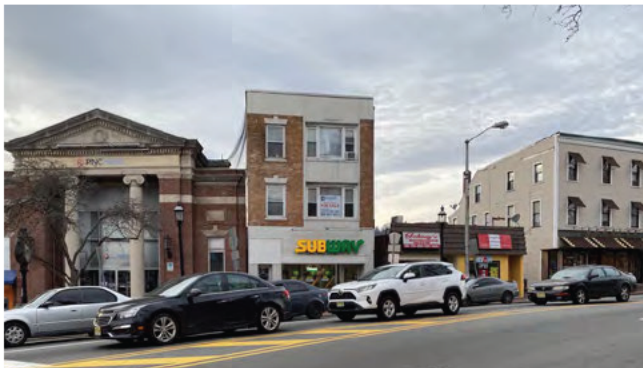
This professional experience in community economic development will serve the Township well as we to help the municipality identify and forge new partnership opportunities to spur economic development catalytic projects throughout the West Orange. The entire project team will be engaged in strategizing new economic opportunities. Whether it is assessing tourism strategies to make West Orange a premier designation of Essex County and the North Jersey region or evaluating placemaking opportunities at shopping centers, we will utilize our collective toolbox to leverage West Orange as 'The Place' to conduct business.

Scope of Work

Specific Economic Development Task Responsibilities:

The following is a brief list of tasks that Nishuane Group will provide expertise in completing. Tasks assigned by the Township shall not be limited to this list; this list serves as a primary items that we will assess and prepare on behalf of the Township:

- Economic Development strategies and analysis
- 5-Year Economic Development Strategic Plan
- Economic Development Action Plan
- Demographic/economic data research
- Maintain database of businesses/employers
- Business retention and expansion
- Attraction of new business
- Serve as a liaison for partnerships with the Mayor, Administration, Developers and Investors
- Retail gap analysis
- Planning Assistance and Master Plan review
- Smart Growth / Redevelopment tools
- On-going oversight and coordination of development projects
- Transportation and infrastructure
- Collaboration with grant writers



Scope of Work

Economic Development Specific Tasks:

- **5-Year Economic Development Strategic Plan:**
 - As a collective team, we will coordinate the preparation of a 5-Year Economic Development Strategic for West Orange. This strategic plan will outline the existing economic conditions of the Township, analyze the issues that West Orange faces. Many of the tasks and responsibilities of the scope will inform this plan:
 - **Economic Development Action Plan:**
 - As a key part of the 5-Year Plan, our team will prepare a short term (one year) Action Plan. This action plan will propose incremental goals and activities to augment West Orange's economic vitality. These goals and activities shall consist of brief events and easily implementable objectives, such as fairs and festivals to feature local entrepreneurs, 'pop-up' events at vacant commercial spaces and ongoing activities that contribute towards the 5-Year Plan.
 - **Demographic and economic data research and analysis:**
 - Using Claritas-Envionics Analytics by Spotlight, Census and other sources, we will gather the most recent data regarding housing, demographic and socio-economic status, and workforce data.
 - **Establish a database of businesses and major employers in the Township:**
 - Steven Martini will be assigned to prepared a comprehensive data of businesses and significant employers in West Orange. Through the development of this database, we will evaluate if there are any clusters of industries within the business community, and further, recommend ancillary businesses that will continue to grow those high performing industry clusters.
 - **Business Retention and Expansion:**
 - Our team will utilize the review of the business and employer database, as well as the industry cluster analysis, to determine the economic health of businesses in West Orange. Further, with businesses suffering from financial losses and lack of patrons, we will conduct outreach to assess their needs and weaknesses. For businesses experience success and growth, we will assist in determine appropriate and market-competitive locations for new, larger spaces or satellite establishments. This will be vetted via a thorough site selection and due diligence process.
 - **Attract new business to West Orange:**
 - Based on the analysis and synthesis of the data collected, we will identify recommendations of types of businesses that should be located in the Township.
- **Serve as a liaison for partnerships with the Mayor, Administration, Developers and Investors**
 - We will advise the Mayor and Administration in engaging and maintaining existing partnerships of stakeholders and real estate development professionals, and facilitate new partnerships, and determine strategies to bolster the local workforce and hire locally.
 - Our teams will recommend the highest and best uses of specific sites, while simultaneously act on behalf of West Orange to ensure that appropriate, attractive, and sustainable development will transpire from these agreements.
 - We will provide our municipal technical experience network

Scope of Work

Economic Development Specific Tasks (continued):

- **Retail Gap Analysis:**

- In order to understand Township-wide needs regarding retail goods and services, we will conduct a retail gap analysis. In this analysis, we will evaluate the types goods and services in which residents leave West Orange to purchase (also known as "leakages") and the types that have a stronger presence in the Township (also known as "surpluses"). These findings will demonstrate the missing retail categories that the Township should attract to keeping those consumer spending dollars within West Orange.

- **Planning Assistance and Master Plan Review:**

- In supporting the economic development initiatives in the Township, we will provide planning assistance services. This shall consist of reviewing and implementing goals and objectives from the Township Master Plan, and if necessary, prepare a re-examination of the Master Plan that will address issues related to local economic growth, sustainability, and community development. In further working to streamline and facilitate business growth in the Township, We will review and recommend new land uses to introduce into certain zoning districts and craft regulations to ease the process to bring in and attract new businesses while streamlining processes in making West Orange an easy place to do business

- **Smart Growth and Redevelopment Tools:**

- Our team will evaluate strategies in promoting Smart Growth Planning Principles in West Orange. Further, in efforts to removing any blighting conditions or underutilized sites, and consequently, achieve desirable redevelopment projects, we will identify any sites that should be investigation as a potential 'area in need of redevelopment'. For example, obsolete underutilized areas (such as underperforming golf courses, underutilized industrial areas or vacant office parks) in efforts to catalyze the highest and best uses of prime land in the Township. Lastly, he will research make recommendations regarding incentives to bring new business into West Orange.

- **On-going oversight and coordination of development projects:**

- We will provide project management services for oversight and coordination of development projects as directed by the Mayor or Business Administrator.

- **Transportation and infrastructure support:**

- Our team will work close with the Township to provide support services in determining any initiatives related to transportation, accessibility, mobility, and other infrastructural needs that will assist in spurring new economic growth and activity.

- **Collaboration with grant writers:**

- As needed, our team will assist grant writers in preparing proposals for grants of economic opportunities and programs as release by the New Jersey Economic Development Authority (NJEDA) and other state and national agencies.



Nishuane Group, LLC.
105 Grove Street, Suite 3
Montclair, New Jersey 07042