

**GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE  
CONTRACTORS SUBMITTING QUALIFICATIONS AND PROPOSALS FOR  
CONTRACT FOR POSITION OF BOROUGH ENGINEER**

- I. **Invitation to Submit Qualifications and Proposal.** The Borough of West Wildwood is requesting qualifications and proposals from individuals and/or firms for the following contract for either a one-year appointment or a three-year appointment for Borough Engineer, pursuant to N.J.S.A. 40A:9-140. The qualifications and proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, *et. seq.*
  
- II. **Submitting and Delivery of Qualifications and Proposals.** Qualifications and proposals must be submitted on or before December 23, 2025, and may be submitted either by mail or in person by the prospective contractor or his agent. Qualifications and proposals must be enclosed in a sealed envelope and plainly marked “Qualifications and Proposal for Borough Engineer Contract” and the envelope also shall have plainly marked on it the name and address of the prospective contractor.
  
- III. **Time and Place for Acceptance of Qualifications and Proposals.** The West Wildwood Borough Clerk has been designated as the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted in sealed envelopes to the Borough Clerk, Borough of West Wildwood, 701 W. Glenwood Avenue, West Wildwood, New Jersey, 08260, either by mail or in person by the prospective contractor or his agent on or prior to December 23, 2025 at 10:00 a.m., prevailing time. The Borough Clerk will record the date and time of receipt of all proposals on the sealed envelope. No proposal will be received after the time designated for receipt.
  
- IV. **Contract Description; Qualifications; Proposal.**
  - a. **Contract Description.** The Borough Engineer shall perform all of the services customarily performed by a Borough Engineer of a Borough the size of the Borough of West Wildwood (taking into account its permanent and seasonal population). Such services include, but are not necessarily limited to, the following:
    - i. Prepare feasibility studies as requested by the Borough;
    - ii. Perform all necessary field work and prepare drawings and surveys for Borough capital improvement projects;
    - iii. Prepare plans in sufficient detail to illustrate the work to be performed for subject projects;

- iv. Prepare plans and specifications in a form as required for public bidding and in such detail as is required to describe the work to be performed by the contractor for such projects as designated by the Borough.
- v. Assist the Borough or its representatives in the preparation of the necessary applications and/or permit forms as required by the nature of the work for submission to the proper agencies of government having jurisdiction over the work. The Borough Engineer shall not be responsible for any failure to issue, delay, or conditions imposed by such governmental agency.
- vi. Assist the Borough in the receiving, analyzing and tabulation of bids received with recommendations by the Engineer to the Borough or its authorized representative.
- vii. Compile sets of contracts for Borough projects; obtain performance bond and contract signatures from contractor; forward contracts to Borough for approval and following approval by Borough forward contracts to contractor along with proceed order.
- viii. Furnish observation of work as to progress and general quality; however, Borough Engineer is not responsible for supervising the Borough's contractors or commenting on, overseeing, or providing the means and methods of their work, including job site safety and Borough Engineer is not responsible for the failure of Borough's contractors to properly perform their work.
- ix. Review and approve or disapprove shop drawings prepared by contractors or manufacturer, but only for the limited purpose of checking for the design concept expressed in the drawings and specifications. Such review by Borough Engineer is not conducted for the purpose of determining the accuracy and completeness of other details, such as dimensions and quantities. The Borough Engineer's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences or procedures.
- x. Report on contractor's request for change orders and proposals to Borough, submit Borough Engineer's recommendation as to whether or not Borough should approve said change order, and prepare change orders as approved.
- xi. Prepare and submit monthly certificates for interim payments according to contract items as work progresses and prepare and submit a final

certificate upon completion, said certificate to state that to the best of Borough Engineer's knowledge, based upon the observations made, the Contractor has performed in accordance with the plans, specifications and change orders.

- xii. Furnish full time resident inspection of the work, if authorized by the Borough consisting of: (1) reporting on and making recommendations relating to the progress of the work and noting to Borough any observed defects, deficiencies and unnecessary delays in the work of the contractor (without in any way guaranteeing such work); and (2) approving of materials and equipment furnished.
- xiii. Furnish copies of plans and specifications as follows:
  - (a) One set for Borough during bidding;
  - (b) Three sets to City for preparing contracts;
  - (c) Two sets to State and/or Federal Agencies for approvals

All other copies as required by Borough or contractors shall be furnished at cost of reproduction to those requesting additional copies.

- xiv. Attend Borough meetings when contractor's proposals are to be accepted.
- xv. Perform other planning services for the benefit of the Borough upon authorization, such as the following: hydrographic surveys; property surveys; easement surveys and descriptions; assisting the Borough in connection with adjudication, litigation or negotiation; preparation of forms required by various agencies of government for permits or for grants or loans; preparation of "as built" drawings upon completion of a project from data furnished by contractor; preparation of maps; review of site plans and subdivision plans; attending meetings as requested by Borough; making drawings from field measurements of existing construction when required for planning additions, or alterations thereto; additional services due to significant changes in general scope of the project or its design, including but not limited to, changes to size, complexity or character of construction; revising previously approved studies, reports, design documents, and drawings or specifications during or after design phase; preparing documents for alternate bids requested by the Borough for work which is not executed; preparing detailed renderings; exhibits, or scale models for the project; investigations involving study of operation, maintenance and overhead expenses, and the preparation of rate schedules, earning and expense statements, feasibility studies, appraisals and evaluations; additional or extended services during construction made necessary by work damaged by fire or other cause

during construction, prolongation of the construction contract time by more than 25%, acceleration of the work schedule involving services and normal working hours, and contract default due to Contractor delinquency or insolvency; assistance or instruction in the start-up and continued operation of equipment or devices and the preparation of manuals of operation and maintenance.

xvi. Maintenance of all Borough maps.

- b. **Qualifications.** The contractor shall possess all required State of New Jersey licenses or certifications.

The Borough Engineer shall be a duly licensed professional engineer by the State of New Jersey in accordance with the provisions of N.J.S.A. 45:14A-1, *et. seq.*, and any administrative regulations promulgated thereunder.

The resume's or *curricula vitae* of all individuals who will perform services under the contract on behalf of the Borough of West Wildwood shall be submitted with the prospective contractor's proposal.

- c. **Proposal.** The prospective contractor's proposal shall clearly set forth the proposed financial compensation to be paid to the contractor under the contract.

**A PROPOSED CONTRACT SHALL BE SUBMITTED WITH THE CONTRACTOR'S PROPOSAL. THE BOROUGH RESERVES THE RIGHT TO AUTOMATICALLY REJECT ANY PROPOSAL THAT FAILS TO COMPLY WITH THIS REQUIREMENT.**

- V. **Selection Process & Award of Contract.** Upon receipt of qualifications and proposals, the Borough Clerk will transmit copies of each proposal to a review committee that consists of the Borough Administrator, one Commissioner and Borough Solicitor. Proposals will be evaluated on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation of the prospective contractor in the field that is the subject matter of the contract;
- b. Knowledge of the Borough of West Wildwood, issues that are unique to West Wildwood and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough of West Wildwood or its various departments;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the Borough of West Wildwood.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Board of Commissioners which may award the subject contract on or about January 2, 2026 by resolution.

- VI. **Obligation of Prospective Contractor.** At the time of receipt of proposals, each prospective contractor will be presumed to have read and to be thoroughly familiar with the contents of the Notice of Availability of Requests for Qualifications and Proposals that has been posted on the Borough of West Wildwood website and with the contents of this document. The failure or omission of any prospective contractor to receive or examine either document shall in no way relieve any prospective contractor from any obligation with respect to the proposal submitted.
- VII. **Investigation of Qualifications.** The Borough of West Wildwood will make such investigations as it deems necessary to determine the responsibility of the prospective contractor and the prospective contractor shall furnish the Borough of West Wildwood all such information as may be requested by the Borough of West Wildwood notwithstanding the fact that the release of such information to the Borough of West Wildwood may result in the disqualification of the prospective contractor and the proposal submitted.

The Borough of West Wildwood reserves the right to reject any proposal if the evidence submitted by, or the investigation of, such prospective contractor fails to satisfy the Borough of West Wildwood that such prospective contractor properly is qualified to carry out the obligations of the contract for the work as provided and as described in this document.

- VIII. **Signing of Proposal Documentation.** The qualification and proposal documentation that is submitted by the prospective contractor shall be signed by the individual or on behalf of the entity to be bound by the contract.

**IX. New Jersey Business Registration Certificate; Ownership Disclosure Statement; Disclosure of Investment Activities in Iran. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus.**

**a. New Jersey Business Registration Certificate.** Business organizations or individuals doing business in New Jersey are required to register with the Department of Treasury, Division of Revenue. Under the provisions of N.J.S.A. 52:32-44b(1), contractors shall provide the Borough of West Wildwood a copy of their New Jersey Business Registration Certification prior to award of a contract by Borough of West Wildwood. Therefore, it is strongly recommended that prospective contractors include with their proposal a copy of their New Jersey

Business Registration Certificate at the time that their proposal is submitted to the Borough.

**b. Ownership Disclosure Statement.** Prospective contractors are required to comply with the requirements of the Public Law, 1975, C.127 N.J.S.A. 34:11-56, 25 et. seq. as amended in Chapter 64 of the Laws of 1974 and P.L. 1977 Ch. 33, N.J.S.A. 52:25-24.2 which requires a statement setting forth the names and addresses of all stockholders in the corporation, partnership or limited liability company who own 10% or more of its stock, of any class, or of all individual partners in the partnership or members of the limited liability company who own 10% or greater interest therein, as the case may be. An Ownership Disclosure Statement is annexed.

**c. Disclosure of Investment Activities in Iran.** Prospective contractors are required to comply with the requirements of P.L. 2012, c.25 and N.J.S.A. 40A:11-2.1 which require that any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with a local contracting unit must complete a certification attesting, 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 or maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. A Certification is annexed.

**d. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus.** Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Certification is annexed.

## X. **Miscellaneous.**

a. Nothing herein shall be construed as an obligation on the part of the Borough of West Wildwood to award the subject contract under the fair and open procedures described above and the City of North Wildwood, after review of qualifications and proposals that have been submitted, if

deemed to be in the best interests of the Borough of West Wildwood, specifically reserves the right to award the subject contract by utilizing the non-fair and open procedures that are set forth at N.J.S.A. 19:44A-20.5, *et seq.*

- b. All contracts awarded by the Borough of West Wildwood shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.
- c. For additional information contact:

Donna L. Frederick, Administrator  
Borough of West Wildwood  
701 W. Glenwood Avenue  
West Wildwood, New Jersey, 08260  
Telephone: 609-522-4845  
Email: dfrederick@westwildwood.org

**XI. Proposal Documents Checklist.** Prospective Contractors are required to submit all of the following documents:

- \_\_\_\_\_ Proposal in the form described above.
- \_\_\_\_\_ Ownership Disclosure Statement
- \_\_\_\_\_ Disclosure of Investment Activities in Iran
- \_\_\_\_\_ Certification of Non-Involvement in Russia and Belarus
- \_\_\_\_\_ New Jersey Business Registration Certificate (Prior to award of contract)
- \_\_\_\_\_ Resume's or curricula vitae of all individuals who will perform services under the contract
- \_\_\_\_\_ Proposed contract

**Where a form is provided by the Borough of West Wildwood with these Specifications, prospective contractors are required to utilize the form supplied and substitutions will not be accepted. If more space is needed to complete any form that is supplied than has been provided in the form then extra pages are to be attached to the form for which extra space is needed.**

**Pursuant to the provisions of N.J.S.A. 52:32-44b(1), contractors shall provide to the Borough of West Wildwood a copy of their New Jersey Business Registration Certificate to the City prior to award of a contract.**



**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	Home Address (for Individuals) or Business Address

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**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 noncorporate 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	Home Address (for Individuals) or Business 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 **Borough of West Wildwood** 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 the **Borough of West Wildwood** to notify the **Borough of West Wildwood** 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 **Borough of West Wildwood** to declare any contract(s) resulting from this certification void and unenforceable.

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

STANDARD BID DOCUMENT REFERENCE						
<b>Name of Form</b>	<b>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN</b>					
<b>Statutory Reference</b>	N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
<b>Applicability</b>		<b>Y/N</b>		<b>Mandatory</b>	<b>Optional</b>	<b>N/A</b>
	<b>LPCL</b>	<b>Y</b>	Goods and Services	<b>X</b>		
	<b>PSCL</b>	<b>Y</b>	Construction			<b>X</b>
<b>Instructions Reference</b>						
<b>Description</b>	P.L. 2012, c.25 prohibits the awarding of State and local public contracts for goods and services with persons or entities engaging in certain investment activities in the energy and finance sectors of Iran. Prior to contract award, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List").					

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

Disclosure of Investment Activities in Iran			
<b>Person or Entity</b>			
<b>Part 1: Certification</b>			

COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or otherwise proposes to enter into or renew a contract, must complete the certification below to a penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is listed on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf)

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

*I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaging in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.*

**OR**

*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.*

**Part 2: Additional Information**

**PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES**

You must provide a detailed, accurate and precise description of the activities of the person or parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below a space is needed, on additional sheets provided by you.

**Part 3: Certification of True and Complete Information**

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am duly authorized to execute this certification on behalf of the above-referenced person or entity.*

*I acknowledge that the **Name of Contracting Unit** 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 **Reference to Contracting Unit** to notify the **Name of Contracting Unit** 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 prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **Name of Contracting Unit** and that the **Reference to Contracting Unit** at its option may deem any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([P.L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor"<sup>i</sup>) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is engaged in prohibited activities in Russia or Belarus<sup>ii</sup>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CERTIFICATION**

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the [Department of the Treasury's list](#) of Vendors engaged in prohibited activities in Russia or Belarus, and having done so certify:

*(Check the Appropriate Box)*

That the Vendor is not identified on the Department of the Treasury's list of Vendors engaged in prohibited activities in Russia or Belarus.

**OR**

That I am unable to certify as to "A" above, because the Vendor is identified on the Department of the Treasury's Vendors engaged in prohibited activities in Russia and/or Belarus.

**OR**

C.

That I am unable to certify as to "A" above, because the Vendor, though not identified on the Department of the Treasury's list of Vendors engaged in prohibited activities in Russia or Belarus, is engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the Vendor's activity in Russia and/or Belarus is set forth below.

**Description of Prohibited Activity** *(Attach Additional Sheets If Necessary.)*

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

**Definitions**

<sup>i</sup> Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

<sup>ii</sup> Engaged in prohibited activities in Russia or Belarus means: (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.