

NOTICE OF AVAILABILITY OF REQUESTS FOR QUALIFICATIONS AND PROPOSALS FOR BOROUGH ENGINEER AND SURVEYING SERVICES

**BOROUGH OF WEST WILDWOOD
701 West Glenwood Avenue
West Wildwood, New Jersey 08260
(609) 522-4845**

PLEASE TAKE NOTICE that the Borough of West Wildwood is requesting qualifications and proposals from individuals and/or from firms for Borough Engineer and Surveying Services. The contract term would be either a one year or a three-year term awarded at the discretion of the Board of Commissioners. The contract term would commence January 2, 2026.

The qualifications and proposals are being solicited through a “fair and open” process in accordance with N.J.S.A. 19:33A-20.5, *et. seq.*

Sealed qualifications and proposals will be received by the Borough Clerk of the Borough of West Wildwood, Borough Hall, 701 West Glenwood Avenue, West Wildwood, New Jersey, 08260 on Tuesday, December 23, 2025, at 10:00 a.m., prevailing time. No prospective contractor may withdraw his, her or its bid within sixty (60) days after the actual date of the opening thereof.

The General Information for Prospective Contractors, Specifications and other proposal documents have been filed in the office of the Borough Clerk and may be obtained therefrom between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday and are posted on the Official Borough of West Wildwood website <https://www.westwildwood.org> home page BIDS/RFQP’s link.

Qualifications and Proposals must be enclosed in a sealed envelope and plainly marked with the identity of the contract (*e.g.*, “Qualifications and Proposals for Borough Engineer Contract”) and the envelope shall contain the name and address of the prospective contractor.

Contractors will be required to comply with the anti-discrimination laws of the State of New Jersey; in particular with the requirements of Chapter 127 of P.L. 1975. The statutory language required by N.J.S.A. 10:2-1 and 10:5-33 will be incorporated into the subject contracts by reference.

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 prospectively contracting corporation or partnership who own 10% or more of its stock, of any class, or of all individual partners in the partnership who own 10% or greater interest herein, as the case may be. For the purpose of this requirement, a limited liability company will be deemed a partnership.

Prospective contractors to whom contracts are awarded will be required to submit a New Jersey Business Registration Certificate pursuant to the requirements of N.J.S.A. 52:32-44 prior to award of the contract.

Upon receipt of qualifications and proposals, the Borough Clerk shall transmit copies of each proposal to a Proposal Review Committee consisting of the Borough Administrator, a Borough Commissioner and the 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 Proposal Review Committee shall transmit its findings and recommendations to the Borough Commissioners which may award the subject contract on or about January 2, 2026, by resolution. The Borough Commissioners reserve the right to award more than one contract.

Contractors will be required to comply with the requirements of N.J.S.A. 10:5-31, *et. seq.* and N.J.A.C. 17:27 (Contract Compliance and Affirmative Action for Public Contracts). The statutory and regulatory language of those statutes and administrative regulations are incorporated into the specifications and the contract with the successful bidder by reference.

Prospective contractors are required to comply with the requirements of N.J.S.A. 19:44A-20.27. Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at (609) 292-8700 or at www.elec.state.nj.us.

The Borough Commissioners reserve the right to reject any and all proposals or to waive any irregularities or informalities as may be permitted by law.

BY ORDER OF THE MAYOR AND
COMMISSIONERS

Dated: 12/04/2025

/s/ Donna L. Frederick, Borough Clerk