

**NOTICE OF  
AVAILABILITY OF REQUEST FOR QUALIFICATIONS AND  
PROPOSALS FOR 2016 PLANNING BOARD ENGINEER CONTRACT**

**CITY OF WILDWOOD PLANNING BOARD  
4400 New Jersey Avenue  
Wildwood, New Jersey 08260  
(609) 522-2444 x2235**

**PLEASE TAKE NOTICE** that the City of Wildwood Planning Board is requesting qualifications and proposals from individuals and/or from firms for the following professional service contract for the year 2016: Board Engineer.

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.*

Sealed qualifications and proposals will be received by the Planning Board Secretary in the Zoning & Planning Office, City Hall, 2<sup>nd</sup> Floor, 4400 New Jersey Avenue, Wildwood, New Jersey, 08260 on Wednesday, December 30, 2015 at 2:00 p.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 Planning Board Secretary and may be obtained therefrom between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. The proposal documentation for the contracts and contract descriptions also are available by clicking on the links provided at [www.wildwoodnj.org](http://www.wildwoodnj.org).

Qualifications and Proposals must be enclosed in a sealed envelope and plainly marked with the identity of the contract (*e.g.*, “Qualifications and Proposal for 2016 Planning Board Engineer Contract”) and the envelope shall contain the name and address of the prospective contractor.

The Contractor 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 contract by reference. 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 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 prospectively contracting partnership who own 10% or greater interest therein, as the case may be. For the purpose of this requirement, a limited liability company will be deemed a partnership.

Prospective contractors to whom a contract is 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 Planning Board Secretary shall transmit copies of each proposal to a review committee consisting of the Planning Board Chairman and Planning Board Vice-Chairman and such other members of Board as the Chairman may designate. 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 City of Wildwood, issues that are unique to Wildwood and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the City of Wildwood Planning Board;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the City of Wildwood Planning Board.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Planning Board which may award the subject contract on or about January 4, 2016 by resolution.

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 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

The Planning Board reserves 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 CITY OF  
WILDWOOD PLANNING BOARD

Dated: December 16, 2015

/s/ Kate Dunn, Board Secretary