

**TOWNSHIP OF WYCKOFF
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
PROFESIONAL PLANNER
FOR THE 2025 CALENDAR YEAR**

NOTICE TO RESPONDENTS

Pursuant to the provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and in accordance with the "Fair and Open Process" under N.J.S.A. 19:44A-20.4 et seq., the Township of Wyckoff is soliciting qualifications for the following professional services for the 2025 calendar year:

- Municipal Planner

Submission Requirements:

Respondents are requested to submit a proposal providing the Township Committee with information to evaluate the firm based on the following factors:

- A) Experience and reputation in the field.
- B) Knowledge of the subject matter.
- C) Availability for required meetings.
- D) Resources available (personnel, facilities, equipment).
- E) Qualifications and experience of personnel and major projects.
- F) Any other factors for the Township Committee's evaluation.

Response Instructions:

Identify which position(s) you are applying for. Submit one (1) original proposal; no copies are necessary.

Addenda and Proposal Responsibility:

Pursuant to N.J.S.A. 40A:11-23c, an addenda may be issued. It is the respondent's responsibility to be informed of any addenda. Check the Township website (www.WyckoffNJ.gov) for updates before submission.

Deadline and Submission Address:

All proposals must be submitted to the Municipal Clerk's Office, Memorial Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481, by **Tuesday, May 13, 2025 at 11:00 a.m.** Proposals will be opened publicly and evaluated thereafter by the Township Committee.

Compliance:

Bidders must comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. (Affirmative Action requirements), and N.J.S.A. 19:44A-20.4 et seq., P.L. 2004, Chapter 19 (amended by P.L. 2005, c.51).

Evaluation and Rights:

The Township Committee will evaluate proposals based on the Township's best interests and reserves the right to reject any and all proposals.

Contact Information:

For inquiries, contact Matthew Cavallo, Township Administrator/Qualified Purchasing Agent, at mcavallo@wyckoffnj.gov.

FOR THE TOWNSHIP OF WYCKOFF

Matthew Cavallo, MPA, CMFO, QPA
Township Administrator

Posted: April 29, 2025