

REQUEST FOR SEALED PROPOSALS
FOR
PROFESSIONAL SERVICES UNDER A FAIR
AND OPEN PROCESS

Calendar Year 2026

CITY OF WOODBURY
33 DELAWARE STREET
WOODBURY
GLOUCESTER COUNTY
NEW JERSEY, 08096

Proposal acceptance & opening date:
Thursday, December 11, 2025, at 10:00 A.M.

INFORMATION TO RESPONDENTS

Sealed qualifications shall be received in accordance with Public Advertisement as required by law, a copy of said notice being attached hereto and made part of these specifications.

Submission of Proposals

All proposals must be submitted in sealed envelopes bearing on the outside the name of the proposer, his address and the name of the professional service for which the proposal is submitted. Bids must be addressed to the attention of:

Mayor and City Council of City of Woodbury
c/o Qualified Purchasing Agent
33 Delaware Street
Woodbury, NJ 08096

All Proposals shall include the following fully completed and executed documents:

Non-Collusion Affidavit, Affirmative Action Compliance Statement, American with Disabilities Acknowledgment Statement and Stockholder Disclosure Certification.

Proposals Forwarded through the Mail

Must contain the following statement on the envelope:

“THIS IS A SEALED PROPOSAL AND SHALL NOT BE OPENED AND READ UNTIL THURSDAY,
DECEMBER 11 AT 10:00 AM BY THE QUALIFIED PURCHASING AGENT OR HIS DESIGNEE.”

The City will not assume responsibility for proposals not delivered in person to the Qualified Purchasing Agent prior to the opening.

Receipt of Proposals

All proposals must be received before or at the time and date specified in the Notice for Qualifications for Professional Services. No proposal will be received after the specified time.

Reservations

The City Council reserves the right to reject any or all proposals, to waive irregularities and technicalities, to request re-submissions, and to award proposals as the City Council deems will best serve the interest of the City.

Questions regarding this Request for Qualifications may be directed to the Qualified Purchasing Agent at (856) 845-1300 ext. 129 or to the City Clerk at ext. 146.

NOTICE FOR THE SOLICITATION OF PROPOSALS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS

Notice is hereby given that sealed proposals for professional services in accordance with *N.J.S.A. 19:44A-24, et seq.*, and P.L. 2005 c.271, will be received by the Qualified Purchasing Agent of the City of Woodbury on Thursday, December 11, 2025, no later than 10:00 am, at which time the sealed proposals will be opened and recorded at the City Hall, 33 Delaware Street, Woodbury, New Jersey, by the Qualified Purchasing Agent and witnessed and recorded by the City Clerk.

Proposals for the following professional services will be accepted for the calendar year 2025:

- Bond Counsel
- City Actuary
- City Auditor
- City Solicitor
- Computer Consultant
- Computer Consultant Police Department
- Economic Development Consultant
- Employee Assistance Program
- Engineer – General
- Environmental Consultant
- Financial Advisor
- Grant Consultant
- Health Insurance Broker
- Labor Counsel
- Municipal Services Consultant
- Planning Board Engineer
- Planning Board Planner
- Planning Board Solicitor
- Special Council
- Special OPRA Council
- Redevelopment Counsel
- Redevelopment Planner
- Risk Management Consultant & Insurance Broker
- Water Control Specialist Services

Each sealed proposal to be considered shall be returned with one (1) original and two (2) copies of the submission and shall provide hourly rates, and/or other terms and conditions, and qualifications. **Each sealed proposal shall also include (1) flash drive of the electronic copy of the submission.** The sealed proposal shall comport to the criteria set forth in the specification packets, and as found in the Code of the City of Woodbury. The specification packets may be obtained online at www.woodbury.nj.us or in the Office of the City Clerk, 33 Delaware St, Woodbury, (856) 845-1300 ext. 146 or via email at cswanson@woodbury.nj.us. The Municipal Appointing Authority shall thereafter publicly select the professional or business entity for the position so advertised, which shall thereafter be confirmed or approved as required by law, Resolution or Ordinance.

Cassidy L. Swanson, RMC
City Clerk