



Borough of Lake Como

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Brian T. Wilton
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

REQUEST FOR PROPOSALS FOR THE PROFESSIONAL SERVICE OF ENGINEERING FOR THE CALENDAR YEAR 2017

1. The Borough of Lake Como is soliciting proposals for the professional services of Engineering to the Borough for the year 2017. Proposals will be accepted for the specific professional services as set forth in the Public Notice, a copy of which is attached hereto.
2. All proposals shall be submitted to Louise A. Mekosh, Borough Clerk/Administrator, 1740 Main Street, Lake Como, NJ 07719, no later than 10:00 a.m., Tuesday, December 20, 2016. Five (5) copies of the proposal shall be submitted.
3. All proposals should include, at a minimum: the name, address and all contact information of the person or firm making the proposal; a statement of qualification, including all applicable professional licenses held; a statement of experience in rendering such professional services to public entities; references; and a proposal for compensation or a schedule of fees to be charged for such professional services.
4. All proposals will be evaluated by the Mayor and Borough Administrator of the Borough of Lake Como.
5. Proposals will be evaluated by the Mayor and Borough Administrator of the Borough of Lake Como and its agencies on the basis of the proposals deemed to be most advantageous, price and other factors considered. The evaluation will consider:
 - a. Experience and reputation in the field;
 - b. Knowledge of the Borough of Lake Como and the subject matter to be addressed under the contract;
 - c. Availability to accommodate any required meetings of the agency;
 - d. Compensation proposal;

REQUEST FOR PROPOSALS:ENGINEERING SERVICES

PAGE TWO

- e. Other factors, if determined to be in the best interest of the Borough of Lake Como and its agencies.
6. A description of the professional services of Engineering required by the Borough of Lake Como is as follows:
- a. Borough Engineer.
 - (1) Term. The Borough Engineer shall be appointed by the Mayor and Council for a term not exceeding one year from the time of the appointment until a successor has been appointed and has qualified.
 - (2) Qualifications. The person to be appointed to the position of Borough Engineer shall be a duly qualified professional engineer who has been licensed by the State Board of Professional Engineers and Land Surveyors.
 - (3) Functions and duties. The Borough Engineer shall, from time to time, provide the following services, as directed by the Borough Clerk/Administrator.
 - (a) Prepare, review and approve specifications for municipal work contracts, supervise and inspect the execution of such contracts and certify satisfactory completion of work with reference to authorized progress payments pursuant to the contract.
 - (b) Provide engineering services to the various departments, boards and agencies of the Borough.
 - (c) Attend meeting of the Borough Council and other Borough Boards when directed to do so.
 - (d) Prepare such special reports, surveys and drawings as may be authorized.
 - (e) Make engineering inspections, prepare bond estimates, prepare and maintain current tax maps, conduct feasibility studies, make surveys and topographical maps, engage in design work and perform such other professional engineering functions as shall be referred to the Engineer.

REQUEST FOR PROPOSALS:ENGINEERING SERVICES
PAGE THREE

- (4) Compensation. For the performance of the service described herein, the Borough Engineer shall be paid such fees as may be deemed reasonable and proper by the Mayor and Council for the services actually rendered and set forth on vouchers properly executed and furnished to the Borough Clerk/Administrator.
- (5) Consulting engineers. Any provision contained herein to the contrary notwithstanding, the Mayor and Council may retain other licensed professional engineers for projects determined to be beyond the scope or capacity of the Borough Engineer or where it shall be determined in the best interest of the Mayor and council to do so.