

CLARIFICATION ACKNOWLEDGEMENT

PROJECT ENTITLED:

**ARCHITECTURAL SERVICES  
FOR  
NEW BOROUGH HALL  
IN THE  
BOROUGH OF LAKE COMO  
MONMOUTH COUNTY, NEW JERSEY**

Dated November 20, 2023

Acknowledgment is hereby made of the receipt of CLARIFICATION No. 1 containing information for the above referenced project.

This acknowledgment is made by the Bidder, if an individual; by a partner, if a partnership; or by an officer of the corporation, if a corporation.

Firm Name: \_\_\_\_\_

BY: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: THIS ACKNOWLEDGMENT MUST BE EMAILED BACK TO OUR OFFICE AND ATTACHED TO THE PROPOSAL AT THE TIME OF BIDDING. FAILURE TO DO SO WILL RESULT IN IMMEDIATE BID REJECTION.

**CLARIFICATION NO. 1**

**ARCHITECTURAL SERVICES  
FOR  
NEW BOROUGH HALL  
IN THE  
BOROUGH OF LAKE COMO  
MONMOUTH COUNTY, NEW JERSEY**

Dated November 20, 2023

**General Questions:**

1. Can the referenced needs assessment report that was previously secured by the borough be provided to prospective respondents?

**Response: Yes, please see attached.**

2. Are civil engineering services to be included in the architectural services proposal, or will the civil engineering services be retained under a separate RFP/provided by the borough engineer?

**Response: Civil engineering services will be retained separately.**

UPON RECEIPT, PLEASE EMAIL CLARIFICATION ACKNOWLEDGEMENT TO OUR  
OFFICE AND ATTACH ORIGINAL TO PROPOSAL.



6018.0001  
March 3, 2023

Andrew Huisman  
Borough Administrator  
1740 Main Street  
Lake Como, NJ 07719

**Re: 703 18<sup>th</sup> Ave  
Lake Como, New Jersey**

Dear Andrew:

After meeting with you and your staff and taking a tour of your facility, the following is a summary of the needs for your future borough hall building.

**A. DEPARTMENTS**

The existing building comprises several separate departments that share space, but work independently. There are instances where separation of records is vital, and other times where services are shared. Many of the Borough employees serve multiple roles.

1. **Borough Administrator (Andrew Huisman):** The current Borough Administrator shares an office with the Assistant Administrator. This is often convenient and facilitates communication, but also limits privacy. Sensitive phone calls and meetings require separation. He is also the Director of Public Works and is often out of the office. Needs a large L-shaped desk with computer and space to store documents. Monitor for camera system. Table & chairs for visitors. Lockable office.
  - a. Current shared office: 17'-5" x 12' – too big for one person, too small for two.
  - b. Desk: 30x60 – too small. Needs L-shape.
  - c. Lateral files: 42x19x53 – needs 2
  - d. Side Table 30x24: could eliminate if has larger desk
  - e. Needs printer & monitor for security system.
2. **Acting Borough Clerk (Amy Boney):** The assistant administrator is also the Secretary for Mayor and Council, and as such handles contracts, resolutions, ordinances, and prepares agendas for meetings, and registrar. Needs a large U-shaped desk with computer and built-in storage space for documents. Needs access to the Borough Administrator and the Mayor. Needs fireproof filing cabinets for vital records and minute books. Lockable office.
  - a. Current shared office: 17'-5" x 12' – can be smaller
  - b. Desk: 30x66 main desk, 47x24 side, 24x66 rear
  - c. Tall cabinet: 43x19x67 – needs two
  - d. Lateral files: 42x19x53 – needs 1
  - e. Needs locked fireproof cabinet for vital statistics.
  - f. 1 monitor for computer, printer, TV for security.

3. **Tax Collector & CFO (Toni Mullen):** Duties include bill folding & mailing of bills, collection of tax & water payments. Needs a safe, large desk, computer, table for bills, access & direct line of sight to public window, space for records retention – some permanent, some for 7 years. Uses separate software. 2 printers, only needs large capacity printer. Uses postage meter.
  - a. Current Office: 12'-5"x9'-10" – slightly bigger would be better, needs a lockable office.
  - b. Desk: 24x62 w/ 24x48 L 29" h – would like 30" surface U-shaped to hold 2 monitors
  - c. Table: 24x48x29 – could eliminate if part of desk
  - d. Lateral files: 36x19x53 – needs another
  - e. Cabinet: 38x18x72 – doesn't need
  - f. Printer stand: 24x15x17 w/ color printer – doesn't need
  - g. Cabinet: 24x20x30.5 w/ high-capacity printer
  - h. Shelves: 4 @ 10x36; 1 @ 10x24; 5@ 24x16
4. **Tax Assessor (Mark Fitzpatrick):** No office in borough hall, works with Tax Collector & building department
5. **Building & Zoning (John Rowe):** Both Zoning Officer & Construction Official. John needs a large office and access to storage of documents, short term & long term. Needs a public window w/ desk & access to computer for plan drop-off and payments. Wall hanging space.
  - a. Current office: 12'x11' – could be bigger
  - b. Desk: 30x60 – too small – needs L-shape & drafting table.
  - c. Tall files: records by lot 18x26.5x60 (2), 15x26.5x60 (2)
  - d. Bankers boxes for permit jackets: 12.5x16 (6)
  - e. Lateral file: 36x19x28.25
  - f. Shelves for code books
  - g. Computer.
  - h. Side table: 30x60 – full of boxes.
  - i. Bulletin board.
6. **Inspectors Fire subcode official/inspector (Ted Bianchi), Building subcode official/inspector (Chuck Gimbel), and Electrical subcode official/inspector (Jean Verrier):** They need a shared work area with table & computer, but not separate offices. Central area for plan review coordination with cubbies & white board, and separate entrance. Moving to electronic submissions, so need a large TV for plan review.
7. **Building/zoning Secretary (Vivica Graham - retiring):** needs space for 2 years of records (about 350 permits a year), and storage for permanent records. Desk, computer & filing cabinets. She works the window and prepares the packets for planning & zoning board applications. Currently in large cubicle. Needs large work surface for assembly of planning/zoning board packets.
  - a. Cubicle: 8x10x68 – crowded
  - b. U-shaped desk – 70x20 side w/ cubby above, 41x24 middle desk, 70x20 side w/ shelves above
  - c. Lateral files for plan storage: 36x19x41 needs 2
  - d. Cabinet: 42x19x67 – doors over drawers

8. Purchasing (Dawn Dayton): Works with John for rental certificates & Toni for finance. Needs a desk w/ computer & access to both departments. Collects daily revenue, payroll, purchase orders, & bank reconciliation. Access to safe. Needs 3 tall teller-size file cabinets, standing desk & sitting desk. Works window in finance, so needs direct line of sight to window. Currently in large cubicle. Uses postage meter.
  - a. Cubicle: 8x10x68
  - b. Lateral file: 36x19x41
  - c. Tall file: 26.5x18x60
  - d. Cabinet: 36x19x66.25 – doors over drawers – needs lockable fireproof cabinet for check book.
  - e. Desk: 30x60 w/ 24x51 side, 60x13.5x21 hutch
  - f. Printer, adding machine, check scanner, phone.
9. Mayor & Council: Need a conference room for 10-12 people. Mayor doesn't have an office now but could have a separate desk in the Council conference room. Works with Borough Administrator & Deputy Borough Clerk.

## B. FACILITY

1. General office areas for administration:
  - a. Break room with full kitchen – stove, microwave, refrigerator, sink, water cooler, counter space & table for 6.
  - b. Shared conference room - 6 seats – with technology hook ups, monitor for plan review, computer with internet, phone system.
  - c. Server closet
  - d. Mail room area w/ standing desk (like a kitchen island w/ drawers below), floor copier, postage meter, shredder, recycling bin, mailing supplies, paper cutter, time clock & cards
  - e. Employee bathroom (single use unisex)
  - f. Supply closet
  - g. Copier & scanner
  - h. Camera system
  - i. Computer at customer window for processing payments
  - j. Coat closets
2. Council Room - accessible
  - a. Raised dais with 10 chairs
  - b. 3 tables at front for experts – 30x72
  - c. Seating for 50
  - d. Large walk-in storage closet for toys at Christmas
  - e. Computer & AV closet
3. Public bathrooms
  - a. Men: 1 wc, 3 urin, 3 sinks
  - b. Women: 3 wc, 3 sinks

4. Lobby area:
  - a. access to windows
  - b. elevator
5. Tax window:
  - a. 42x50 roll-up shutter, 34.5x35.5 window w/ sliding glass doors
  - b. Intercom
  - c. Phone, calculator, DAP base
  - d. Counter: 7'-2"x13"x43.5"
  - e. Side shelves: 48x12
  - f. Safe: 21.75x18.5x37.5
6. Building window:
  - a. 42x50 roll up shutter, 34.5x35.5 window w/ sliding glass doors
  - b. Desk: 52x24x42
  - c. Drawers: 15x23x28 – needs cabinet below for forms.
  - d. Trash can, recycling bin, phone, bulletin board, office supplies
  - e. T-shirt shelf: 36x17x7'-1"
7. General:
  - a. Parking – currently 16 spots
  - b. Large electric load - need generator
  - c. LED lighting
  - d. Geothermal heat pump
  - e. Solar power
  - f. High energy efficiency
  - g. 2 ½ stories with basement for storage & mechanicals
  - h. Security camera: cover exterior on all sides, parking lot, lobby, public windows inside and in lobby, council meeting room, and safe.

Should you have any questions or need further information, please let me know.

Sincerely,



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Verity L Frizzell, FAIA