



**SOLICITATION FOR REQUEST
FOR PROPOSALS (RFP'S)
FAIR & OPEN PROCESS**

Date: 10/7/16 **Department** PW / Engineering

1. Service (detailed description): The Inspection of Two Dams
2. Estimated amount for this project: \$ 10,000.00
3. AMOUNT BUDGETED FOR THIS RFP: \$ _____
4. BUDGETED ITEM: YES NO
(If no, is it an ordinance authorized material, service or supply?)
YES NO ORDINANCE NO.: _____

(B) Please identify the page number and line item appropriation sub-account:
Budget Page No. _____ Account No. 001-0-12-30-3002-0-5023044

5. Check here if:
Federal Funds State Funds
UEZ Funds Davis Bacon Requirements
(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date you want to receive proposals by: 12/06/2016
7. Special conditions or instructions: _____

Attachments:

- Technical Requirements
- List of vendors

Send copies to:
Purchasing Division
Business Administration

SCOPE OF WORK

The scope of work described below indicates one biddable package. Numbers 1-3 are directly related to the inspection of the dams. All work is specific to both dams, Burnt Mill Pond Park Dam and Veteran's Memorial Park Dam. Both are currently classified as Class II dams.

1. Provide required biennial inspection of the two regulated dams for the 2016 inspection cycle. This will include providing inspection reports for submission to NJDEP. A digital copy of any submission items shall be provided.
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2. Provide construction cost estimates for needed maintenance and repairs of the dams. The estimates shall be broken into two parts: annual maintenance and repairs.
3. Provide updated Emergency Action Plans for both dams. This may be provided in a digital format only.

CONTRACT TERMS

1. The contract to perform the project will be awarded on a not-to-exceed basis.
2. The price quoted shall remain valid for a minimum of 60 days.
3. The Consultant's quoted not-to-exceed cost shall remain firm for one year commencing with date of contract award.
4. The City shall retain 2% of the payment amounts until all work is completed.
5. Any agreement resulting from this solicitation shall be limited only to the performance of the work described herein. It will not obligate the City to award the consultant any additional or follow-up work resulting from its performance, nor does it obligate the consultant to perform any additional work beyond the scope of this work.

CITY'S RESPONSIBILITIES

1. Access to all City Property.
2. Access to required information.
3. Access to the City decision-making authorities and engineering staff in order to complete the project.