



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-180

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES IN
CONNECTION WITH THE PORTLAND ROAD DRAINAGE IMPROVEMENTS PROJECT**

WHEREAS, the Borough of Highlands has a need for professional services in connection with the Portland Road Drainage Improvements Project pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated September 10, 2024, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the scope of work includes coordination and attendance at pre-construction meetings, preparation of meeting minutes and the notice to proceed, providing minor plan changes, site visits to ensure contractors compliance with the contract, providing photographs of progress, review of shop drawings provided by the Contractor and/or providing engineering redesign if necessary to adapt to actual field conditions, review and monitoring of the construction schedule, preparing inspection and progress reports, project closeout, including punch lists and project certifications, and the preparation of change orders/invoice review; and

WHEREAS, this project is tied to a NJDOT Local Aid Grant and Colliers will assist in Grant Management and Grant Closeout of this project; and

WHEREAS, the said proposed services includes the following lump sum fee:

	<u>Fee</u>
Phase 1.0 – Construction Administration & Inspection Services	\$65,500.00
Reimbursable Expenses	<u>\$ 250.00</u>
	<u>Total</u> \$65,750.00

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, Inc., 101 Crawford's Corner Road, Suite 3400, Holmdel, New Jersey 07733 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Colliers Engineering & Design, Inc. for professional services in connection with the Portland Road Drainage Improvements Project; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$65,750.00 as stated in Colliers Engineering & Design, Inc.'s proposal dated September 10, 2024; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Colliers Engineering & Design, Inc. has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows: Acct #C04-10-120-000-555



Patrick DeBlasio, Chief Financial Officer

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

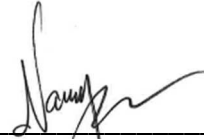
1. Colliers Engineering & Design, Inc. is hereby retained to provide professional services in connection with the Portland Road Drainage Improvements Project in the Borough of Highlands as outlined above for an amount not to exceed \$65,750.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 24-180:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						X
CHELAK			X			
MELNYK			X			
OLSZEWSKI		X	X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: October 2, 2024



Nancy Tran, Municipal Clerk
Borough of Highlands