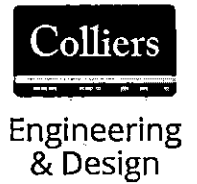


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June 12, 2026

VIA EMAIL

Michael Muscillo, Borough Administrator
Borough of Highlands
151 Navesink Avenue
Highlands, NJ 07732

Proposal for Professional Services
South Peak Drainage Improvements Project
Borough of Highlands, Monmouth County, New Jersey
Proposal No.: HIBC-0064P

Dear Mr. Muscillo,

Colliers Engineering & Design, Inc. (CED) is pleased to submit this proposal to provide Professional Engineering Design Services for the South Peak Drainage Improvements Project located in the Borough of Highlands, Monmouth County, NJ.

This project will consist of construction improvements from Highland Avenue along South Peak to the intersection of Grand Tour and Oak Street. The Borough received an FY 2025 NJDOT Municipal Local Aid grant in the amount of \$217,456.00 for the roadway project. At the time of this proposal, it is estimated that this project would cost in the vicinity of \$300,000.00 based on the current market. As CED goes through the design process, we will update the proposal and alert the Borough if any alternates should be established for a more competitive bidding process.

There is also a need to evaluate some improvements along two paper streets that are Borough Right of Ways where improvements are needed. Our team will get topographic survey for those limits as part of this project and evaluate improvements that are needed. These improvements could be advertised separately.

Five percent (5%) of the grant allotment can be designated towards design, while fifteen percent (15%) of the contract can be reimbursed towards construction inspection and material testing. It is unlikely that design, inspection, and material testing will be reimbursed due to the size of the project area and the estimated construction budget exceeds the grant amount.

Currently, Grand Tour Road consists of a major artery of the Borough which leads to the Regional High School. The road has a very steep profile and there are currently little to no drainage structures or piping in place within the proposed project limits. The Borough experiences flooding and icing due to rainwater and snow melt. The water during rain events accumulates rapidly to a volume that bypasses the downstream drainage structures and overwhelms the existing drainage system.



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The proposed project includes installation of improved drainage structures and piping that will intercept the stormwater runoff and reduce the volume of overland flow. Other proposed project improvements includes limited curb and sidewalk replacement, driveway restoration, cleaning of any existing drainage structures, upgrades that will include new bicycle safe grates, and reconstructed drainage structures within the project limits will be established. Upon completion of these items, the entire road will be milled and paved in a manner to facilitated drainage to the new structures.

Future drainage improvements will be installed along Grand Tour in the next phase of the project.

Our team will also coordinate our proposed improvements with local utilities, such as New Jersey Natural Gas and New Jersey American Water, to confirm if any of their utilities need to move in order to facilitate our new drainage system.

Once the Borough approves our design, we will seek approval from the NJDOT Local Aid team through their PRMS system prior to bidding. The goal of this project would be to have it designed and authorized for summer construction.

This proposal is divided into four sections as follows:

Section I – Scope of Services

Section II – Business Terms and Conditions

Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses

Section IV – Client Contract Authorization

The following scope of services has been separated into phases so that it may be more easily reviewed. The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

PHASE 1.0 SURVEY SERVICES

Colliers Engineering & Design will perform a roadway topographic survey of areas in and around South Peak Street and Hillside Avenue located within the Borough of Highlands, Monmouth County, New Jersey in accordance with the standards set forth in the Laws of the State of New Jersey Statutory Reference NJSA 45:8-28(e) and more specifically, the administrative rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors and contained in N.J.A.C. 13:40-5.1.

The limits of the survey are depicted in the Survey Limits image below, and consists of approximately 1,100 feet of roadway:

SURVEY LIMITS



Our office will prepare a topographic survey map that is a graphic pictorial representation of existing site features observed at the time of the field survey such as curbs, sidewalks, roadways, driveways, retaining walls, fences, and utility hardware. The topographic map will depict existing spot elevations and contours at a one-(1) foot contour interval. GPS surveying techniques will be used to control the survey with the resulting horizontal datum being New Jersey State Plane Coordinate System NAD83 and the vertical datum being North American Vertical Datum NAVD88.

Visible and accessible utilities and/or utility structures within the survey limits as described above will be surveyed and shown on the plan to include rim, grate and invert elevations, and pipe sizes entering and/or exiting the structures. For the purposes of this contract, accessible utilities shall be defined as those utilities that are visible to the naked eye at ground level and are safely accessible by foot by Colliers Engineering & Design field survey personnel without the need for additional safety measures and/or assistance with making pipes visible, open and clear for inspection and measuring.

We will survey visible evidence of existing utilities within the survey limits, but may not be able to confirm the existence, or actual position of all underground utilities which may be running through or servicing the subject property. The NJ One Call System prohibits the use of its service for surveying and mapping of subsurface utilities for engineering design purposes. If requested, we can enlist the services of our in-house subsurface utility engineers to investigate and mark the approximate location of subsurface utilities that may exist on the site. The fee for this additional service can be provided upon request.

Included in this phase of service are the following tasks:

- Establish on-site survey control;
- Field traverse, topographic survey and data collection;
- Field measure inverts of accessible gravity structures;
- Field survey data reduction and computation;
- Preparation of topographic survey map in AutoCAD Civil 3D format.

Traffic safety protection for field survey crew and cleaning of clogged or obstructed drain and sewer structures is **not** included in the fee for this survey. If it is determined that safety protection is required for any of the survey services performed under this proposal, we will advise you of the approximate cost prior to moving forward. Such additional cost would be invoiced as a reimbursable expense pursuant to prior authorization.

Property boundaries/ROW lines will not be surveyed but will be shown on the plan based on GIS and/or Tax Map information.

Phase 1.0 Estimated Fee **\$9,900.00**

PHASE 2.0 DESIGN SERVICES

2.1 Engineering Design & Construction Documents

Colliers Engineering & Design will prepare construction plans for the project scope previously described above.

An initial site investigation will be performed prior to the preparation of the construction documents. The existing site conditions, including the conditions of the curbing, sidewalk, driveway locations, roadways and drainage structures will be analyzed. Based upon discussion with Borough officials, the roadway improvements shall include curb removal and replacement, handicap ramp improvements (if applicable), milling, limited base repair, paving and striping, new signage, and site restoration. As previously discussed, a new drainage system will be established to reduce nuisance flooding and will tie into the existing downstream system.

Our team will coordinate with the Borough's DPW to determine what sanitary improvements will be addressed in this project. Our team will discuss any ongoing sanitary issues within the project area and coordinate to have the necessary improvements included in this project prior to paving.

As this project develops, and an engineer's estimate is closer to completion during the design phase, the Borough of Highlands will be updated with the status of design and if Alternate bids are required. Colliers Engineering & Design will also coordinate with the local utility companies in the area to be paved.

The project will be designed with the intent of handling it as one contract, but depending on the availability of budget this project may be phased. If this was to occur, the lower half of Grand Tour would be constructed in 2026 followed by a second phase to account for summer construction work in 2027.

Colliers Engineering & Design shall prepare the supplemental and technical specifications for the site improvement items, estimate of quantities, and construction details. The specifications will be prepared in the latest NJDOT format, as amended.

On behalf of the Borough, we shall submit bid documents to the NJDOT Local Aid offices for review and approval. Upon acceptance of the project by the NJDOT Local Aid representatives and the Borough, Colliers Engineering & Design will coordinate bidding services through our Holmdel office.

2.2 Bidding Services

Colliers Engineering & Design will coordinate with the Borough regarding the bidding period services; specifically, the following shall be conducted:

- Schedule the advertisement for bid;
- Development of addendum(s) to clarify or review the bid documents, as required;
- Attend bid opening and reading of bids in order to tabulate them; and,
- Review the proposals from the responsive bidders and make recommendations to the Borough regarding the selection and evaluation of the bids, and coordinate approval of award from outside funding sources as necessary.

Prior to award of the construction contract, Colliers Engineering & Design will prepare a separate proposal to provide on-site Construction Administration services during construction. These services are excluded from the current proposal.

Phase 2.0 Estimated Fee **\$24,500.00**

REIMBURSABLE EXPENSES

A number of reimbursable/out-of-pocket expenses may be required and will be invoiced monthly in accordance with the fee schedule on file with the Borough. These costs may include courier, delivery, mileage, printing, reproduction, overnight mail service and postage costs, figures and graphics. **These costs have been incorporated into the various estimated fees listed below for each phase.**



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Schedule of Fees

For your convenience, we have broken down the total estimated fee of the project into each task within the scope of services. Each of these tasks have an estimated fee that is associated with the expected effort required to bring the task as described above to completion. Should the tasks deviate during the design process, our team may need to request additional effort to accomplish anything that would be considered unforeseen.

Phase Name	Fee
PHASE 1.0 SURVEY SERVICES	\$ 9,900.00
PHASE 2.0 DESIGN SERVICES	\$24,500.00
TOTAL ESTIMATED FEE	\$34,400.00

This Contract and Fee Schedule are based upon the acceptance of CED's Business Terms and Conditions in accordance with our yearly Contract. **Payment terms are NET30 of receipt of invoice.**

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined above in Section I;
- Modifications of or additions to the completed survey map after it has been distributed. If additional survey requirements or other form of survey certification is requested, a separate fee will be negotiated for performing such service;
- Boundary survey;
- Construction stakeout services;
- Wetland delineation, reports or surveys;
- Tree Location Plan and/or surveys;
- Subdivision or Consolidation Plans and/or Parcel Maps;
- Security clearance protocol; and,
- Structural Engineering for any Retaining walls.

If an item not listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

Section II – Business Terms and Conditions

Our Business Terms and Conditions are in accordance with our yearly contract.

