



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-108

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL CONSTRUCTION ADMINISTRATION
SERVICES REGARDING PHASE I SANITARY SEWER IMPROVEMENTS**

WHEREAS, the Borough of Highlands has a need for professional construction administration services in connection with Phase I Sanitary Sewer Improvements, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, CME Associates has set forth its proposed services in a written proposal dated November 5, 2021, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the said proposal is for Phase I Sanitary Sewer Improvements including replacing deteriorated sanitary sewer mains, replacing sanitary laterals within the Borough right-of-way, extending force main from the Waterwitch Pump station, replacing deteriorated drainage pipe and resurfacing affected roadways; and

WHEREAS, the proposed services include the following:

Construction Administration:

1. Provide general communication with the Borough and Contractor.
2. Provide communication and correspondence with NJDEP.
3. Maintain project files.
4. Conduct pre-construction meeting, establish agenda, issue minutes and notice to proceed.
5. Review and approve Progress Schedule, Schedule of Submittals, Schedule of Values.
6. Review shop drawings and other submittals.
7. Review laboratory, shop and mill tests reports.
8. Coordinate with contractor to establish baselines and benchmarks for locating work.
9. Prepare monthly progress reports.
10. Prepare record drawings at the completion of project.
11. Directing the operation of the treatment works, revising O&M Manual, advise Borough whether treatment works is meeting project performance standards, certify project performance standards after one year of operation and undertake corrective actions.

Construction Inspection/Observation Services:

1. Provide full time construction observation services during periods when the Contractor is on site.
2. Conduct bi-weekly (or as agreed to by the Borough, Contractor and CME) construction meeting with Contractor and Borough.
3. Prepare daily inspection reports.

4. Review monthly payment requests including final payment request.
5. Participate in review and evaluation of potential change orders, including detailed review of cost proposals.
6. Participate in resolution of issues involving unforeseen field conditions.
7. Witness testing and startup of equipment and systems.
8. Prepare punchlist of remaining work items.
9. Evaluate substantial and final completion and issue certificates of substantial or final completion.
10. One year after initiation of operation, recipient shall certify to the Department the performance record of the project.

Total Fee Estimate: \$578,400.00; and

WHEREAS, such professional construction administration services can only be provided by licensed professionals and the firm of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain CME Associates for the proposed construction administration services in connection with Phase I Sanitary Sewer Improvements; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$578,400.00 for professional construction administration services as stated in the CME Associates proposal dated November 5, 2021; and

WHEREAS, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that CME Associates 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 CME Associates from making any reportable contributions through the term of the contract; and

WHEREAS, CME Associates 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:

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. CME Associates is hereby retained to provide construction administration services in connection with Phase I Sanitary Sewer Improvements as outlined above for an amount not to exceed \$578,400.00.
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.