



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 22-100

### RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH IMPROVEMENTS TO SNUG HARBOR PARK

**WHEREAS**, the Borough of Highlands has a need for professional engineering services in connection with the improvements to Snug Harbor Park, 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 March 25, 2022, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal encompasses construction phase services; and

**WHEREAS**, the proposed amount of the contract with CME Associates is \$29,200.00, consisting of the following:

1. Contract preparation including review of bonds, insurance certificates and project workforce reports.
2. Attend preconstruction meeting.
3. Prepare and distribute preconstruction meeting minutes.
4. Provide assistance with interpretation of contract documents.
5. Review shop drawings for site-related items.
6. Facilitate coordination between the general contractor and state contractors regarding playground equipment, site amenities, and playground surface delivery and installation.
7. Coordinate and attend site meetings as necessary with the contractor and Borough to monitor construction progress.
8. Provide soil removal and soil cap installation as required to address site remediation.
9. Provide construction observation services.
10. Prepare contractor punch lists.
11. Review and approve monthly progress pay estimates; and

**WHEREAS**, such professional engineering 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 engineering services in connection with improvements to Snug Harbor Park as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$29,200.00 for professional engineering services as stated in CME Associates' proposal dated March 25, 2022; and

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that it 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:

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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 engineering services in connection with improvements to Snug Harbor Park as described above and in their proposal dated March 25, 2022, for an amount not to exceed \$29,200.00.
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.