



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 23-056**

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT  
FOR PROFESSIONAL CONSTRUCTION OBSERVATION SERVICES IN CONNECTION WITH  
THE CONSTRUCTION OF SNUG HARBOR SKATEPARK**

**WHEREAS**, the Borough of Highlands has a need for professional Construction Observation Services in connection with part-time oversight of the construction of Snug Harbor Skatepark pursuant to the provisions of 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 January 24, 2023, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal is for Snug Harbor Skatepark Construction Observation Services; and

**WHEREAS**, the said proposed services include the following:

Phase 1.0 – Construction Observation Services

- Provide part-time inspections six (6) hours per week over a period of ten (10) weeks for a total of sixty (60) hours.
- Provide site visits twice a week to ensure Contractor's compliance with the Contract Documents;
- Provide photographs of work in progress;
- Review and monitor the construction schedule provided by the Contractor and coordinate progress meetings;
- Prepare inspection reports for each site visit;
- Project Closeout, including detailed punch lists outlining any items which require repair and/or correction.

Total Fee Estimate: \$11,900.000; and

**WHEREAS**, such professional Construction Observation Services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, Inc., 331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701 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 the proposed professional Construction Observation Services in connection with the construction of Snug Harbor Skatepark; and

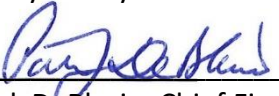
**WHEREAS**, this contract is to be awarded for an amount not to exceed \$11,900.00 for professional services as stated in Colliers Engineering & Design, Inc.'s proposal dated January 24, 2023; and

**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: Engineering 3-01-20-165-000-244

  
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 Construction Observation Services in connection with the construction of Snug Harbor Skatepark as outlined above for an amount not to exceed \$11,900.00.
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 23-056:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

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

DATE OF VOTE: February 1, 2023

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Nancy Tran, Municipal Clerk  
Borough of Highlands