



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-192

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR GRANT WRITING SERVICES IN CONNECTION WITH THE FY24 FEMA ASSISTANCE TO FIREFIGHTERS GRANT

WHEREAS, the Borough of Highlands has a need for grant writing services to assist with the preparation and submission of the FY24 FEMA Assistance to Firefighters Grant through the FEMA GO system pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, the proposed project for funding is for the purchase of a new pump truck for the Borough of Highlands Fire Department; and

WHEREAS, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated October 22, 2024, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the scope of work for the project includes client project coordination; FEMA GO setup and completion of forms; narratives include: Critical Infrastructure, Financial Need, Organization, Community Description, Project Description, Statement of Effect and Cost/Benefit; as well as Funding Notification; and

WHEREAS, the Borough requires such professional services to assist with the preparation and submission of the aforesaid Grant application; and

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, Inc., 101 Crawfords 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 grant writing services for the FY24 FEMA Assistance to Firefighter Grant; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$6,800.00 as stated in Colliers Engineering & Design, Inc.'s proposal dated October 22, 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# G-02-41-815-000-002



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 Grant Writing Services for the FY24 FEMA Assistance to Firefighters Grant as outlined above for an amount not to exceed \$6,800.00.
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 Borough Administrator 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 24-192:

	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: November 6, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands