



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 23-212**

### **AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH CONSTRUCTION PHASE SERVICES TO BAYSIDE DRIVE AND MARIE AVENUE**

**WHEREAS**, the Borough of Highlands has a need for professional engineering services in connection with Construction Phase Services to Bayside Drive and Marie Avenue, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, Colliers Engineering & Design has set forth its proposed services in a written proposal dated October 17, 2023, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the scope of work for the project encompasses the resurfacing of Bayside Drive and Marie Avenue including curb, sidewalk, drainage improvements and other associated improvements; and

**WHEREAS**, the Construction Phase Services contained in the proposal consists of the following:

1. Coordinate and attend a project pre-construction meeting, prepare meeting minutes and the Notice to Proceed;
2. Provide minor plan changes, discussions and/or negotiations with authoritative agencies based upon actual field conditions;
3. Provide site visits at a frequency necessary to ensure Contractor's compliance with the Contract Documents;
4. Provide photographs of work in progress;
5. Review shop drawings provided by the Contractor and/or provide engineering redesign if needed to adapt to actual field conditions;
6. Review and monitor the construction schedule provided by the Contractor. Coordinate progress meetings as necessary with all stakeholders;
7. Prepare inspection reports and regular progress reports;
8. Project Closeout, including punchlists, final submittals, project certifications, etc.;
9. Prepare change orders and invoice review; and,
10. Provide Grant Closeout with NJDOT Local Aid; and

**WHEREAS**, the proposed amount of the contract with Colliers Engineering & Design is \$31,650.00; and

**WHEREAS**, such professional engineering services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, 101 Crawfords Corner Rd., Ste. 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 for the proposed professional engineering services in connection with Bayside Drive and Marie Avenue Improvement Project as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$31,650.00 for professional engineering services as stated in Colliers Engineering & Design's proposal dated October 17, 2023; and

**WHEREAS**, Colliers Engineering & Design 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 Colliers Engineering & Design from making any reportable contributions through the term of the contract; and

**WHEREAS**, Colliers Engineering & Design 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#: C-04-23-101-000-201

  
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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. Colliers Engineering & Design is hereby retained to provide professional engineering services in connection with construction phase services to the Bayside Drive and Marie Avenue Improvements Project as described above and in their proposal dated October 17, 2023, for an amount not to exceed \$31,650.00.
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 23-212:

	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: October 18, 2023

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Nancy Tran, Municipal Clerk  
Borough of Highlands