



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 22-208

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL  
ENGINEERING SERVICES REGARDING CDBG MARINE PLACE WALKWAY WEST-FINAL DESIGN  
AND CONSTRUCTION PHASE SERVICES**

**WHEREAS**, the Borough of Highlands has a need for professional engineering services in connection with CDBG Marine Place Walkway West-Final Design and Construction Phase Services 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 September 1, 2022, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal is for Final Design Phase Services which includes engineering work to complete the project, provide plan revisions, meeting attendance to address comments by the Borough and residents in close proximity to the project, and additional funding coordination; and

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

Final Design Phase Services: as referenced above.

Construction Phase Services:

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. Coordinate and attend site meetings as necessary with the contractor and Borough to monitor construction progress.
7. Provide construction observation services.
8. Coordination with CDBG as required.
9. Prepare contractor punch lists.
10. Review and approve progress pay estimates.

Final Design Phase Services..... \$ 7,300

Construction Phase Services..... \$37,400

Total Fee Estimate: \$44,700; 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 professional engineering services in connection with CDBG Marine Place Walkway West-Final Design and Construction Phase Services; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$44,700.00 for professional engineering services as stated in CME Associates' proposal dated September 1, 2022; 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: Acct #C-04-22-102-000-201 & G-02-41-856-000-202

  
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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 professional engineering services in connection with CDBG Marine Place Walkway West-Final Design and Construction Phase Services as outlined above for an amount not to exceed \$44,700.00.

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 22-208:

	INTRODUCED	SECOND	AYE	NAY	RECUSE	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: September 7, 2022

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Nancy Tran, Municipal Clerk  
Borough of Highlands