



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-175

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH HILLSIDE AVENUE DRAINAGE IMPROVEMENTS-CONSTRUCTION ADMINISTRATION

WHEREAS, the Borough of Highlands has a need for professional engineering services in connection with Hillside Avenue Drainage Improvements-Construction Administration, 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 July 5, 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 \$8,600.00, 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. Coordinate and attend site meetings as necessary with the contractor and Borough to monitor construction progress.
7. Provide construction observation services.
8. Prepare contractor punch lists.
9. 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 Hillside Avenue Drainage Improvements-Construction Administration as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$8,600.00 for professional engineering services as stated in CME Associates' proposal dated July 5, 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: Acct #2-01-20-165-000-245



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 Hillside Avenue Drainage Improvements-Construction Administration as described above, and in their proposal dated July 5, 2022, for an amount not to exceed \$8,600.00.
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 22-175:

	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:

Nancy Tran, Municipal Clerk
Borough of Highlands