



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 25-122**

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR  
PROFESSIONAL SERVICES IN CONNECTION WITH THE FISCAL YEAR 2026  
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

**WHEREAS**, the Borough of Highlands has a need for professional services in connection with submission of a grant application to the FY 2026 Monmouth County Community Development Block Grant (CDBG) Program for a project to be determined at a later date; and

**WHEREAS**, Colliers Engineering & Design has set forth its proposed services in a written proposal dated May 15, 2025, a copy of which is available at the office of the Borough Clerk; and

**WHEREAS**, the said proposal encompasses preparation and submission of the final grant application as detailed in the proposal; and

**WHEREAS**, the proposed scope of work includes the following tasks: Coordinate and attend a pre-application meeting with the County; application form, narratives, and attachments (maps, cost estimate, concepts), preparation and submission of additional project presentation materials to the County CDBG committee for review; and

**WHEREAS**, the proposed amount of the contract with Colliers Engineering & Design is \$5,200.00, consisting of preparing and submitting a grant application to the FY 2026 Monmouth County Community Development Block Grant (CDBG) Program for a project to be determined at a later date; and

**WHEREAS**, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, 101 Crawfords Corner Road, Holmdel, NJ 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 services in connection with the application for the FY 2026 Monmouth County Community Development Block Grant (CDBG) Program for services as set forth in its proposal; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$5,200.00 for professional services as stated in Colliers Engineering & Design's proposal dated May 15, 2025; 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: #5-01-20-165-000-244

  
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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 services in connection with the application for the FY 2026 Monmouth County Community Development Block Grant (CDBG) Application for services as set forth in its proposal as described above, and in their proposal dated May 15, 2025, for an amount not to exceed \$5,200.00.
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 25-122:

	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: May 21, 2025

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Nancy Tran, Municipal Clerk  
Borough of Highlands