



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION 25-121

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES IN CONNECTION WITH A 2025 OPEN SPACE GRANT
APPLICATION FOR RECREATIONAL INFRASTRUCTURE IMPROVEMENTS**

WHEREAS, the Borough of Highlands has a need for professional services in connection with the submission of a 2025 grant application to the Monmouth County Open Space Grant Program for recreational infrastructure improvements at a location 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 scope of work associated with submission of the final grant application includes coordinating with the County and Borough as needed; coordination of the public hearing notice and holding of a hearing; completion of the application; and compilation of all required attachments including the concept plan, project agreement, use agreement (if applicable), arial map, tax map, natural resource map, deed restrictions (if applicable), and letters of support.

WHEREAS, the proposed amount of the contract with Colliers Engineering & Design is \$6,700.00, consisting of preparing and submitting a grant application to the Monmouth County Municipal Open Space Grant Program for the purpose of requesting funds to support recreational infrastructure improvements; 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 2025 Open Space Grant for recreational infrastructure improvements as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$6,700.00 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



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 2025 Monmouth County Open Space Grant Program for recreational infrastructure improvements as described above, and in their proposal dated May 15, 2025, for an amount not to exceed \$6,700.00.
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 25-121:

	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

Nancy Tran, Municipal Clerk
Borough of Highlands