



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-097

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES IN CONNECTION WITH THE WASHINGTON AVENUE IMPROVEMENTS PROJECT

WHEREAS, the Borough of Highlands has a need for professional construction administration and inspection services in connection with the Washington Avenue Improvements Project pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, Colliers Engineering & Design, Inc. has set forth its proposed services in a written proposal dated March 24, 2025, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the scope of work to be performed by Colliers Engineering and Design Inc. includes the following tasks as a part of the construction administration and construction inspection services for the project:

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

WHEREAS, the proposed professional services includes the following schedule of fees:

Phase 1.0 – Construction Administration & Construction Inspection Services	<u>\$23,500.00</u>
Total Fee	\$23,500.00

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Colliers Engineering & Design, Inc., 101 Crawfords Corner Road, Suite 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, Inc. for professional construction administration and inspection services in connection with the Washington Avenue Improvements Project; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$23,500.00 as stated in Colliers Engineering & Design, Inc.'s proposal dated March 24, 2025; and

WHEREAS, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Colliers Engineering & Design, Inc. 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, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Colliers Engineering & Design, Inc. 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:

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, Inc. is hereby retained to provide professional construction administration and inspection services in connection with the Washington Avenue Improvements Project in the Borough of Highlands as outlined above for an amount not to exceed \$23,500.00.
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 25-097:

	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: April 2, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands