



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 20-229

**A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL CONSTRUCTION ADMINISTRATION
SERVICES REGARDING THE IMPROVEMENTS TO LOCUST STREET**

WHEREAS, the Borough of Highlands has a need for professional construction administration services in connection with improvements to Locust Street, 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 October 15, 2020, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the proposed services and the amount of the contract with CME Associates is \$36,400.00, consisting of the following:

1. Attend preconstruction meeting.
2. Prepare and distribute preconstruction minutes.
3. Provide assistance with interpretation of contract documents.
4. Review shop drawings for site-related items.
5. Provide construction observation services.
6. Coordinate testing of new sanitary sewer system.
7. Manage project for NJDOT funding requirements.
8. Prepare contractor punch lists.
9. Review and approve monthly progress estimates.

Total Fee Estimate: \$36,400.00; and

WHEREAS, such professional construction administration 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 construction administration services in connection with the improvements to Locust Street; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$36,400.00 for professional construction administration services as stated in the CME Associates proposal dated October 15, 2020; 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:



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 construction administration services in connection with the improvements to Locust Street as outlined above for an amount not to exceed \$36,400.00.
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.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA		X	X			
RYAN	X		X			
VALKOS			X			
BROULLON			X			

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This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: October 21, 2020



Michelle Hutchinson, Acting Municipal Clerk