

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING PROFESSIONAL SERVICE AGREEMENTS WITH  
MCCARTER & ENGLISH, LLP AND  
MCMANIMON, SCOTLAND & BAUMANN, LLC  
TO PROVIDE BOND COUNSEL SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Bond Counsel Services for calendar year 2022; and

**WHEREAS**, on September 27, 2021, the Township Council approved Resolution 278-9.21, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 10, 2021, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO22008; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing contracts with the following two firms: McCarter & English, LLP (Four Gateway Center, 100 Mulberry Street, Newark, NJ 07102) and McManimon, Scotland & Baumann, LLC (75 Livingston Avenue, Second Floor, Roseland, NJ 07068) to provide Bond Counsel services for calendar year 2022; and

**WHEREAS**, proposals have been reviewed and the responses submitted by McCarter & English, LLP and McManimon, Scotland & Baumann, LLC have been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into agreements with McCarter & English, LLP and McManimon, Scotland & Baumann, LLC to provide Bond Counsel services for calendar year 2022; and

**WHEREAS**, McCarter & English, LLP, serving as the lead counsel, shall be compensated for these services as outlined within their contract; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered; and

**WHEREAS**, McManimon, Scotland & Baumann, LLC, serving as the conflict counsel, shall be compensated for these services as outlined within their contract; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered.

**NOW, THEREFORE, BE IT RESOLVED** on this 3<sup>rd</sup> day of January, 2022, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness agreements with McCarter & English, LLP and McManimon, Scotland & Baumann, LLC to provide Bond Counsel services for calendar year 2022 in accordance with RFP PRO22008.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, hereby certify that funds will be made available from funds from the budgeted and capital improvement authorizations relating to services rendered by McCarter & English, LLP. Contract PRO22008

In addition, I shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by McManimon, Scotland & Baumann, LLC. Contract PRO22028

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Justine Progebin  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
MEHTA				
LOPEZ				
GUADAGNINO				
ANDREWS				
SOCIO				
DAVIS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 3, 2022.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



**TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268  
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report  
Request for Proposal – PRO22008  
December 20, 2021

As part of its professional service agreements in accordance with “Fair and Open” procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for Bond Council for calendar year 2022.

On September 27th, 2021, the Township Council passed resolution #278-9.21 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C. 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Cavel Gallimore, Chief Financial Officer  
Marrissa Tacinelli, Supervising Account Clerk  
Joseph Maimone, Sr. Account Clerk

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: 30 points
- Prior Experience of Individual/Team Identified: 20 points
- Overall Company History with Similar Services: 30 points
- Agreement to Pricing Model: 20 points
- Total: 100 possible points

Three (3) proposals were received by the submission deadline of November 10<sup>th</sup>, 2021:

McCarter & English  
Four Gateway Center, 100 Mulberry Street  
Newark, NJ 07102

McManimon, Scotland & Baumann LLC  
75 Livingston Ave  
Roseland, NJ 07068

Decotiis, FitzPatrick, Cole & Giblin, LLP  
61 Paramus Rd. Suite 250  
Paramus, NJ 07652

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation forms, assigning numerical scores for each criterion.

When the scoring was added for all vendors, the firms were ranked as follows:

McCarter & English, LLP	300
McManimon, Scotland & Baumann	298
Decotiis, FitzPatrick, Cole & Giblin	259

The committee therefore recommends appointment of both Bond Counsel firms: McCarter & English and McManimon, Scotland & Baumann to serve as Bond Counsel.

**RECEIPT OF PROPOSALS**

**November 10, 2021**

**Results from the receipt of Requests for Proposals on Wednesday, November 10, 2021 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #278-9.21 was adopted on September 27, 2021 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	
<b>PRO22008 – Bond Counsel</b>	<b>No Bond required</b>	<b>Total</b>
<b>DeCotiis, Fitzpatrick, Cole &amp; Giblin LLP 61 South Paramus Road, Suite 250 Paramus, NJ 07202</b>		<b>Set Fees</b>
<b>McCarter &amp; English 100 Mulberry Street, Four Gateway Center Newark, NJ 07102</b>		<b>Set Fees</b>
<b>McManimon, Scotland &amp; Baumann LLC 75 Livingston Avenue Roseland, NJ 07068</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the Reorganization Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**