

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
CME ASSOCIATES TO PROVIDE  
MECHANICAL ENGINEERING SERVICES**

**WHEREAS**, the Department of Public Works is responsible for providing maintenance and upgrades to municipal buildings; and

**WHEREAS**, it has been determined there is a need to solicit proposals for Mechanical Engineering Services for potential general and specialized projects; and

**WHEREAS**, municipal structures within the scope of this contract include the following: parks facilities, the Senior Center, the Municipal Complex, the Public Library, and Public Works facilities; 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 four proposals in response to PRO22018; 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 a contract with CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) to provide Mechanical Engineer Services; and

**WHEREAS**, proposals have been reviewed and the response submitted by CME Associates has 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 an agreement with CME Associates to provide Mechanical Engineer Services for calendar year 2022; and

**WHEREAS**, CME Associates shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects; and

**WHEREAS**, the Chief Financial Officer has certified that \$10,000.00 is available for general matters in account 2-01-26-310-000-200 for services ending June 30, 2022 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2023.

**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 an agreement with CME to provide Mechanical Engineer Services, with an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects, for calendar year 2022, in accordance with RFP PRO22018.

**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, Cavell Gallimore, the Chief Financial Officer of the Township of North Brunswick certify that \$10,000.00 is available for general matters in account 2-01-26-310-000-200 for services ending June 30, 2022 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2023. PRO22018

\_\_\_\_\_  
Cavell 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.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT  
MECHANICAL ENGINEER  
REQUEST FOR PROPOSAL PRO22018  
DECEMBER 26, 2021

The Township of North Brunswick seeks a qualified firm to serve as mechanical engineer for the Township of North Brunswick. Pursuant to N.J.A.C 5:34-4.3, the Township established a three-person committee comprised of the following individuals:

Andrei Alexeev, Senior Engineering Aide

Michael Hritz, Director of Community Development

Eric Chaszar, Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to reviewed proposals submitted for legal compliance.

Each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

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- 0-30 points
- Prior Experience similar projects- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing mode- 0-20points

On September27,2021, the Township Council passed resolution 278- 9.21 authorizing the solicitation of proposals for said service. The following Three (4) proposals were received by the submission deadline of November 10, 2021.

CME Associates  
3141 Bordentown Ave.  
Parlin, NJ 08859

Keystone Engineering Group  
3836 Quakerbridge Rd.  
Hamilton, NJ 08619

Remington & Vernick Engineers  
232 Kings Highway East  
Haddonfield, NJ 08033

T&M Associates  
11 Tindall Road  
Middletown, NJ 07748

The committee members all individually reviewed each proposal and filled out Committee Evaluation Forms, assigning numerical scores.

It was noted CME Associates has been involved in several projects and has an overall better understanding of the Townships interests. CME Associates scored the highest with an overall score of 280 and Remington Vernick tied with T&M Associates for second with 255.

As a result of its evaluation on December 26, 2021, the committee recommends that CME Associates be awarded the 2022 contract based upon overall scoring on the criteria established and review of the proposal.

**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>PRO22018 –Mechanical Engineer</b>	<b>No Bond required</b>	<b>Total</b>
<b>CME Associates 3141 Bordentown Avenue Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>Keystone Engineering Group 3836 Quakerbridge Road, Suite 103 Hamilton, NJ 08619</b>		<b>Set Fees</b>
<b>Remington &amp; Vernick Engineers 232 Kings Highway East Haddonfield, NJ 08033</b>		<b>Set Fees</b>
<b>T&amp;M Associates 11 Tindall Road Middletown, NJ 07748</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**