

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
SHAIN SCHAFFER PC TO SERVE AS  
TAX APPEAL COUNSEL**

**WHEREAS**, the Township of North Brunswick has a need to acquire professional services for Tax Appeal Counsel 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 four proposals in response to PRO22012; 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 Shain Schaffer PC (150 Morristown Road, Suite 105 Bernardsville, NJ 07924) to serve as Tax Appeal Counsel for calendar year 2022; and

**WHEREAS**, proposals have been reviewed and the response submitted by Shain Schaffer PC 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 Shain Schaffer PC to serve as of Tax Appeal Counsel for calendar year 2022; and

**WHEREAS**, Shain Schaffer PC shall be compensated for these services at a blended hourly rate of \$120.00 for partners and associates, a blended hourly rate of \$75.00 for law clerks and paralegals, and reimbursable expenses in an amount not-to-exceed \$75,000.00; and

**WHEREAS**, the Chief Financial Officer has certified that \$40,000.00 is available for this purpose in account 2-01-20-150-000-181 for services ending June 30, 2022 and the balance of 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 Shain Schaffer PC to serve as Tax Appeal Counsel, with an authorization not-to-exceed \$75,000.00 for calendar year 2022, in accordance with RFP PRO22012.

**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 \$40,000.00 is available for this purpose in account 2-01-20-150-000-181 for services ending June 30, 2022 and the balance of funds shall be certified upon the appropriation of funds in FY2023. Contract PRO22012

\_\_\_\_\_  
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. 435  
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report  
Tax Appeal Counsel - Request for Proposal PRO22012  
December 20, 2021

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appeal Counsel Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a “weighted” criterion 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  
Alaina Wysocke, Deputy Assessor  
Joe Maimone, Account Clerk

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. 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 on similar projects: 20 points
- Overall Company History with Similar Services: 30 points
- Agreement to Pricing Model: 20 points
- Total: 100 possible points

Competitive contracting proposals were solicited. Four (4) proposals were received by the submission deadline.

The four (4) vendors who submitted were as follows:

Potential Vendors:

Antonelli Kantor, PC  
354 Eisenhower Pkwy, Ste 1000  
Livingston, NJ 07039

Shain Schaffer, PC  
150 Morristown Road Ste 105  
Bernardsville, NJ 07924

Shamy, Shippers & Lonski PC  
334 Milltown Road  
East Brunswick NJ 08816

Rainone Coughlin Minchello  
555 US Highway One South  
Iselin, NJ 08830

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

Shain Schaffer, PC placed at the top, scoring maximum points in each category. Shamy, Shippers, & Lonski PC came in second, scoring maximum points in Experience & agreeing to the pricing model. Antonelli Kantor PC and Rainone Coughlin Minchello scored well in Pricing Model and Company History/Experience. However, they came in lowest in Scope of Service and Experience/Qualifications.

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

Shain Schaffer, Pc	300
Shamy, Shippers & Lonski PC	297
Rainone Coughlin Minchello	278
Antonelli Kantor PC	272

The proposals submitted by Shain Schaffer, PC and Shamy, Shipper, & Lonski PC ranked the highest when all scores were tabulated. They have demonstrated a better understanding of the needs of North Brunswick Township's properties with their past experiences and knowledge.

Therefore, the committee recommends the award of contract Shain Schaffer, PC lead firm and Shamy, Shipper, & Lonski PC as conflict 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:

	Bond	Total
PRO22012 – Tax Appeal Counsel	No Bond required	
Antonelli Kantor, PC 354 Eisenhower Parkway, Suite 1000 Livingston, NJ 07039		Set Fees
Shain Schaffer PC 150 Morristown Road, Suite 105 Bernardsville, NJ 07924		Set Fees
Shamy Shippers & Lonski PC 334 Milltown Road East Brunswick, NJ 08816		Set Fees
Rainone Coughlin Minchello 555 US Highway One South Iselin, NJ 08830		Set Fees

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

Lisa Russo  
Municipal Clerk