

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AGREEMENTS WITH
BRB VALUATION AND CONSULTING SERVICES AND
SOCKLER REALTY SERVICES GROUP INC. FOR APPRAISAL SERVICES**

WHEREAS, the Township of North Brunswick has a need to acquire Appraisal Services for calendar year 2023; and

WHEREAS, on October 11, 2022, the Township Council approved Resolution #298-10.22, 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 Thursday, November 10, 2022, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO23013; 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: BRB Valuation and Consulting Services (22 Windham Drive, Eastampton, New Jersey 08536) and Sockler Realty Services Group, Inc. (299 Ward Street, Suite C Hightstown, New Jersey 08520); and

WHEREAS, proposals have been reviewed and the responses submitted by BRB Valuation and Sockler Realty Services Group, Inc. 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 BRB Valuation and Consulting Services, and Sockler Realty Services Group, Inc.; and

WHEREAS, BRB Valuation and Consulting Services, serving as the lead, shall be compensated at an hourly rate of \$110.00 for principal appraisal services, at an hourly rate of \$85.00 for senior appraisal consultant services, and reimbursable expenses in an amount not-to-exceed \$25,000.00 for services rendered; and

WHEREAS, the Chief Financial Officer has certified that \$15,000.00 is available for this purpose in account 3-01-20-150-000-200 for services ending June 30, 2023 and the balance of funds shall be certified upon the appropriation of funds in FY2024.

WHEREAS, Sockler Realty Services Group, Inc., serving as the conflict appraisal firm, 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 by Sockler Realty Services Group, Inc.

NOW, THEREFORE, BE IT RESOLVED on this 3rd day of January, 2023, 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 BRB Valuation and Consulting Services and Sockler Realty Services Group, Inc. to provide Appraisal Services for calendar year 2023 in accordance with RFP PRO23013.

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 \$15,000.00 is available for this purpose in account 3-01-20-150-000-200 for services ending June 30, 2023 and the balance of funds shall be certified upon the appropriation of funds in FY2024. Contract PRO23013

In addition, I shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by Sockler Realty Services Group, Inc. Contract PRO23029

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
HUTCHINSON				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MEHTA				
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, 2023.

Lisa Russo
Township Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD

NORTH BRUNSWICK, NJ 08902

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Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report

Tax Appraisal Services - Request for Proposal PRO23013

December 30, 2022

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appraisal 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, Tax Assessor

Dianne Walker, Deputy Assessor

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. Three (3) proposals were received by the submission deadline.

The three (3) vendors who submitted were as follows:

Potential Vendors:

BRB Valuation & Consulting Services LLC
22 Windham Drive
Easthampton, NJ 08060

Sockler Realty Services Group Inc.
299 Ward Street, Suite C
Hightstown, NJ 08520

Martin Appraisal Associates, Inc.
3525 Quakerbridge Road, Ste 5200
Hamilton NJ 08619

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:

All three firms received maximum points for agreement to the Pricing Models. BRB Valuation & Consulting received maximum points for Scope of service, Company History/Experience and Experience/Qualifications. Martin Appraisal also received high marks in Company History/Experience and Scope of Service, but scored the lowest in Experience/Qualifications. Sockler Realty scored well in Scope of service and Experience/Qualifications, however scored lower in Company History/Experience when compared to BRB Valuation.

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

BRB Valuation & Consulting	300
Martin Appraisal Associates, Inc.	272
Sockler Realty Services Group	291

The proposals submitted by BRB Valuation & Consulting and Sockler Realty Services Group ranked the highest when all scores were tabulated. Both firms have the competency and knowledge to be effective in valuation of North Brunswick Township's unique properties and issues.

The committee therefore recommends appointment of both appraisal firms: BRB Valuation & Consulting, to serve as the lead firm, and Sockler Realty Services Group for supplemental services.

RECEIPT OF PROPOSALS

November 10, 2022

Results from the receipt of Requests for Proposals on Thursday, November 10, 2022 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.

**Present: Justine Progebin, Business Administrator/Purchasing Agent
Samantha Sickles, Assistant Purchasing Agent
Lisa Russo, Municipal Clerk
Nellie Sowell, Clerk 3**

Resolution #298-10.22 was adopted on October 11, 2022 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
PRO23013 – Appraisal Services	No Bond required	
BRB Valuation & Consulting Services LLC 22 Windham Drive Eastampton, NJ 08060		Set Fees
Martin Appraisal Associates, Inc. 3525 Quakerbridge Road, Suite 5200 Hamilton, NJ 08619		Set Fees
Sockler Realty Services Group Inc. 299 Ward Street, Suite C Hightstown, NJ 08520		Set Fees

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

**Lisa Russo
Municipal Clerk**