

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING PROFESSIONAL SERVICE AGREEMENT WITH
T&M ASSOCIATES TO PROVIDE
ENVIRONMENTAL ENGINEERING SERVICES**

WHEREAS, the Township of North Brunswick has a need to acquire Environmental Engineering Services for 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 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 five (5) proposals in response to PRO23016; 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 T&M Associates (Eleven Tindall Road, Middletown, New Jersey 07748) for Environmental Engineering Services; and

WHEREAS, proposals have been reviewed and the response submitted by T&M 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 T&M Associates to provide Environmental Engineering services, as requested by the Township, for calendar year 2023; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered of which T&M Associates shall be compensated in accordance with the rate scheduled provided within the RFP.

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 an agreement with T&M Associates to provide Environmental Engineering services, for calendar year 2023, in accordance with RFP PRO23016.

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, Chief Financial Officer, hereby certify that funds will be made available from various budget or capital improvement authorizations and/or as assigned from relating account(s) for services rendered. Contract PRO23016

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
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

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EVALUATION REPORT

2023 ENVIRONMENTAL ENGINEERING SERVICES - REQUEST FOR PROPOSAL

DECEMBER 29, 2022

The Township of North Brunswick seeks a qualified vendor to provide Environmental Engineering services for 2023. Five (5) proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three-person committee evaluated the proposals comprised of the following individuals:

Michael C. Hritz, Director of Community Development

Eric Chaszar, Director of Public Works

Salvatore Profaci, Zoning Officer

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 reviewed and discussed 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:

1. Understanding and Prior Experience with the township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Agreement to the Pricing Model – 20 points

The Township Council authorized the solicitation of proposals for said service and the following five (5) proposals were received by the submission deadline:

Carroll Engineering of NJ LLC
105 Raider Blvd. Suite 206
Hillsborough, NJ 08844

D&B Engineer and Architects of NJ, PC
220 Davidson Avenue, Suite 401
Somerset, NJ 08873

CM Associates
3141 Bordentown Avenue
Parlin, NJ 08859

Prestige Environmental Inc.
220 Davidson Avenue, Suite 307
Somerset, NJ 08873

T&M Associates
11 Tindall Road
Middletown, NJ 07748

The committee discussed the proposals sharing observations including: experience, knowledge of professionals and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

CME Associates and T&M Associates tied and received the highest scores overall at 280 points. CME has managed environmental matters as municipal engineer, and T&M has been highly engaged by the Township over several years in a continuing role managing the renovation of Veterans Park associated with the high school soil contamination project, improvements to the Roosevelt Avenue Extension, and the Water Main Replacement Project.

D&B Engineer and Architects placed third with a total of 235 points, followed by Prestige Environmental with 220 points and Carroll Engineering with 215 points. These firms demonstrated experience and success with environmental engineering contracts.

The scoring for both CME Associates and T&M Associates is reflective of their prior engagement, responsiveness, and exceptional service to the township. Accordingly, it is the Evaluation Committee's recommendation to appoint both CME Associates and T&M Associates as Environmental Engineers.

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
PRO23016 –Environmental Engineer	No Bond required	
Carroll Engineering of NJ LLC 105 Raider Blvd. Suite 206 Hillsborough, NJ 08844		Set Fees
CME Associates 3141 Bordentown Avenue Parlin, NJ 08859		Set Fees
D&B Engineer and Architects of NJ, PC 220 Davidson Avenue, Suite 401 Somerset, NJ 08873		Set Fees
Prestige Environmental Inc. 220 Davidson Avenue, Suite 307 Somerset, NJ 08873		Set Fees
T&M Associates 11 Tindall Road Middletown, NJ 07748		Set Fees

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

**Lisa Russo
Municipal Clerk**