

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
COLLIERS ENGINEERING & DESIGN, INC. TO PROVIDE
LANDSCAPE ARCHITECTURAL SERVICES**

WHEREAS, the Township of North Brunswick has a need for Landscape Architectural 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 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 two (2) proposals in response to PRO23026; 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 Colliers Engineering & Design, Inc. (331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701) to provide Landscape Architectural Services; and

WHEREAS, Township Attorney has reviewed the proposals submitted and determined the proposal submitted by Colliers Engineering & Design, Inc. 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 Colliers Engineering & Design, Inc. to provide Landscape Architectural Services for calendar year 2023; and

WHEREAS, Colliers Engineering & Design, Inc. shall be compensated for services as outlined within their contract for an authorization not-to-exceed \$10,000.00 for general services, exclusive of special projects; and

WHEREAS, the Chief Financial Officer has certified that \$5,000.00 is available for general matters in account 3-01-26-310-000-200 for services ending June 30, 2023 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2024.

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 Colliers Engineering & Design, Inc. to provide Landscape Architectural Services, with an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects, for calendar year 2023, in accordance with RFP PRO23026.

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 \$5,000.00 is available for general services in account 3-01-21-165-000-200, for services ending June 30, 2023 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2024. Contract PRO23026.

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



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EVALUATION REPORT

2023 LANDSCAPE ARCHITECT - REQUEST FOR PROPOSAL

DECEMBER 29, 2022

The Township of North Brunswick seeks a qualified vendor to provide Landscape Architect services for 2023. Two (2) 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

Tom Vigna, Planner

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 following two (2) proposals were received by the submission deadline:

CME Associates
3141 Bordentown Avenue
Parlin, N.J. 08859

Colliers Engineering & Design, Inc.
331 Newman Springs Road, Suite 203
Red Bank, NJ 07701

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.

Colliers Engineering received the highest points overall at 285, demonstrating a structured landscape architecture team with experience in Green Streets, Greenway, and other non-traditional park improvement projects of interest. CME Associates placed second with a total of 280 points, with demonstrated success in traditional landscape architecture.

Accordingly, it is the Evaluation Committee's recommendation to appoint Colliers Engineering & Design, Inc. as Landscape Architect.

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
PRO23026 – Landscape Architect	No Bond required	
CME Associates 3141 Bordentown Avenue Parlin, NJ 08859		Set Fees
Colliers Engineering & Design, Inc. 331 Newman Springs Road, Suite 203 Red Bank, NJ 07701		Set Fees

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

**Lisa Russo
Municipal Clerk**