

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

WHEREAS, the Township of North Brunswick has a need to acquire Traffic 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 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 proposals in response to PRO23024; 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 the following two firms: CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959 and Colliers Engineering & Design, Inc. (331 Newman Springs Road Suite 203 Red Bank, NJ 07701) to provide Traffic Engineering Services for calendar year 2023; and

WHEREAS, proposals have been reviewed and the responses submitted by CME Associates and Colliers Engineering & Design, 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 CME Associates and Colliers Engineering & Design, Inc. to provide Traffic Engineering Services for calendar year 2023; and

WHEREAS, CME Associates and Colliers Engineering & Design, Inc. shall be compensated for said services as outlined within the contract rate schedule; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered.

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 CME Associates and Colliers Engineering & Design, Inc. to provide Traffic Engineering Services, as requested by the Township, for calendar year 2023.

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, shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered. Contracts PRO23024 – CME Associates / PRO23033 – Colliers Engineering & Design, Inc.

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, 2022.

Lisa Russo
Township Clerk



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EVALUATION REPORT

2023 TRAFFIC ENGINEERING SERVICES - REQUEST FOR PROPOSAL

DECEMBER 29, 2022

The Township of North Brunswick seeks a qualified vendor to provide Traffic Engineering Services for the municipality for 2023. Three (3) proposals were received, demonstrating general experience and meeting the fundamental qualifications of the services required. A three (3) 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 that provide engineering services. 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 on a 100-point scale 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 three (3) proposals were received by the submission deadline:

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

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

CME Associates
3141 Bordentown Avenue
Parlin, NJ 08859

Familiarity with North Brunswick and Specific Experience in North Brunswick Township

The maximum number of points that could be accumulated for this category is 90, as each member on the evaluation committee could assign up to 30 points for this category. Both Colliers Engineering and CME Associates scored 90 points, each reflective of their respective familiarity with the township. Carroll Engineering scored 80 points.

Prior Experience of the Individual/Team Assigned to the Project

The maximum number of points that could be accumulated for this category is 60, as each member on the evaluation committee could assign up to 20 points for this category. CME Associates scored 60 points in this category, followed by Colliers Engineering with 55 points and Carroll Engineering with 40 points.

Respondent's Overall Company History and Experience with Similar Services

The maximum number of points that could be accumulated for this category is 90, as each member on the evaluation committee could assign up to 30 points for this category. CME Associates scored a high total of 90 points, followed by Colliers Engineering with 80 points and Carroll Engineering with 40 points.

Agreement to the Pricing Model

The maximum number of points that could be accumulated for this category is 60, as each member on the evaluation committee could assign up to 20 points for this category. Colliers Engineering received a perfect score of 60 for this category. Carroll Engineering earned a score of 55 points, followed by CME Associates with 45 points.

Evaluation Report Summary/Recommendation for Hiring

Both Colliers Engineering and CME Associates scored a total of 285 points and Carroll Engineering scored a total of 215 points. Given their respective expertise and prior service to the township, the Evaluation Committee recommends that both Collier Engineering and CME Associates be retained to provide Traffic Engineering Services in 2023.

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
PRO23024 –Traffic Engineer	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**