

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
STANTEC CONSULTING SERVICES, INC. TO PROVIDE
WASTEWATER COLLECTION SYSTEM OVERSIGHT SERVICES
FOR THE NORTH BRUNSWICK WASTEWATER SYSTEM**

WHEREAS, the Township of North Brunswick has a need to acquire Wastewater Collection System Oversight services for the municipally owned and operated wastewater system 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 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 PRO23019; 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 Stantec Consulting Services, Inc. (1971 Route 34, Wall Township, New Jersey 07719) to provide for Wastewater Collection System Oversight Services; and

WHEREAS, proposals have been reviewed and the response submitted by Stantec Consulting Services, Inc. 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 Stantec Consulting Services, Inc., for Wastewater Collection System Oversight services for calendar year 2023; and

WHEREAS, Stantec Consulting Services, Inc. shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$20,000.00 for general services, exclusive of special projects that may be requested by the Director of Public Works; and

WHEREAS, the Chief Financial Officer has certified that \$10,000.00 is available for this purpose in account 3-07-55-502-000-200 for general services ending June 30, 2023 and the balance of 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 Stantec Consulting Services, Inc. to provide for Wastewater Collection System Oversight services, with an authorization not-to-exceed \$20,000.00, exclusive of special projects, for calendar year 2023, in accordance with RFP PRO23019.

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 \$10,000.00 is available for this purpose in account 3-07-55-502-000-200 for services ending June 30, 2023 and the balance of funds shall be certified upon the appropriation of funds in FY2024. Contract PRO23019

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

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EVALUATION REPORT

WASTEWATER COLLECTION OVERSIGHT SERVICES

REQUEST FOR PROPOSAL PRO23019

DECEMBER 30, 2022

North Brunswick Department of Public Works desires the services of a professional firm to assist in the wastewater collection oversight. This service will be used by the North Brunswick Public Works Sewer Division.

The Township Council passed a resolution authorizing the solicitation of proposals for this 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 “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three-person committee comprised of the following individuals:

Steve Bloyed, Superintendent of Sewer
Salvatore Georgianna, Sewer Supervisor
Eric Chaszar, Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to reviewed proposals submitted for legal compliance.

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 the proposal evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each area. The established weighting criterion was as follows:

- History and Understanding of Service- 0-30 points
- Prior Experience of Individual/ Team Identified- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing model- 0-20points

On October 11, 2022, the Township Council passed resolution #298-10.22 authorizing the solicitation of proposals for said service. The following three (3) proposals were received by the submission deadline of November 10, 2022.

Stantec Consulting Services, Inc.
1971 Route 34
Wall Township, NJ 07719

CME Associates
3141 Bordentown Avenue
Parlin, NJ 08859

Remington & Vernick Engineers
232 Kings Highway East
Haddonfield, NJ 08033

The committee members individually reviewed each proposal and filled out Committee Evaluation Forms, assigning numerical scores for each firm.

It was determined that Stantec and CME Associates have participated in Township Public Work Sewer Meetings in the past and understand the township's history. It was noted that Remington & Vernick has performed work in the Township, though not related to Wastewater collection. Stantec scored the highest at 287, CME 284, Remington & Vernick 207.

As a result of its evaluation on December 30, 2022, the committee recommended that Stantec Consulting Services, Inc. be awarded the contract based upon overall scoring on the criteria established and review of the proposal.

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:

PRO23019 –Wastewater Collection Oversight Consulting Services	Bond No Bond required	Total
CME Associates 3141 Bordentown Avenue Parlin, NJ 08859		Set Fees
Remington & Vernick Engineers 232 Kings Highway East Haddonfield, NJ 08033		Set Fees
Stantec Consulting Services Inc. 159 Route 34, Suite 3 Wall Township, NJ 07727		Set Fees

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

**Lisa Russo
Municipal Clerk**