

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
CME ASSOCIATES TO PROVIDE  
LANDSCAPE ARCHITECTURAL SERVICES**

**WHEREAS**, the Township of North Brunswick has a need for Landscape Architectural Services for 2024; and

**WHEREAS**, on October 2, 2023, the Township Council approved Resolution #308-10.23, 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 9, 2023, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of one (1) proposal in response to PRO24026; 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 CME Associates (3141 Bordentown Avenue Parlin, NJ 08859) to provide Landscape Architectural Services; and

**WHEREAS**, Township Attorney has reviewed the proposals submitted and determined the proposal submitted by CME Associates 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 CME Associates to provide Landscape Architectural Services for calendar year 2024; and

**WHEREAS**, CME Associates 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 4-01-26-310-000-200 for services ending June 30, 2024 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2025.

**NOW, THEREFORE, BE IT RESOLVED** on this 2<sup>nd</sup> day of January 2024, 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 CME Associates to provide Landscape Architectural Services, with an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects, for calendar year 2024, in accordance with RFP PRO24026.

**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 4-01-21-165-000-200, for services ending June 30, 2024 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2025. Contract PRO24026.

\_\_\_\_\_  
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 |
|----------------|-----|----|---------|-------|
| MEHTA          |     |    |         |       |
| GUADAGNINO     |     |    |         |       |
| ANDREWS        |     |    |         |       |
| DAVIS          |     |    |         |       |
| SOCIO          |     |    |         |       |
| HUTCHINSON     |     |    |         |       |
| 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 2, 2024.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



## **TOWNSHIP OF NORTH BRUNSWICK**

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### **EVALUATION REPORT 2024 LANDSCAPE ARCHITECT - REQUEST FOR PROPOSAL DECEMBER 27, 2023**

The Township of North Brunswick seeks a qualified vendor to provide Landscape Architect services for 2024. One (1) proposal was received, 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

Steve Bloyed, 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 following proposal was received by the submission deadline:

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

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 scored a total of 272 points, with demonstrated success in traditional landscape architecture.

Accordingly, it is the Evaluation Committee's recommendation to appoint CME Associates as Landscape Architect.

**RECEIPT OF PROPOSALS**

**November 9, 2023**

Results from the receipt of proposals on Thursday, November 9, 2023, at 11:45 a.m., by way of virtual <https://meet.goto.com/712637181>

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

Resolution #308-10.23 was adopted on October 2, 2023 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:

|   | <b>Bond</b>             | <b>Total</b>    |
|---|-------------------------|-----------------|
| <b>PRO24026 – Landscape Architect</b>                                 | <b>No Bond required</b> |                 |
| <b>CME Associates<br/>3141 Bordentown Avenue<br/>Parlin, NJ 08859</b> |                         | <b>Set Fees</b> |

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

**Lisa Russo  
Municipal Clerk**