

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING PROFESSIONAL SERVICE AGREEMENTS WITH
T&M ASSOCIATES AND CME ASSOCIATES TO PROVIDE
MECHANICAL ENGINEERING SERVICES**

WHEREAS, the Department of Public Works is responsible for providing maintenance and upgrades to municipal buildings; and

WHEREAS, it has been determined there is a need to solicit proposals for Mechanical Engineering Services for potential general and specialized projects; and

WHEREAS, municipal structures within the scope of this contract include the following: parks facilities, the Senior Center, the Municipal Complex, the Public Library, and Public Works facilities; 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 four (4) proposals in response to PRO24018; 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 contracts with the following two firms: CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) and T&M Associates (11 Tindall Road Middletown, NJ 07748) to provide Mechanical Engineer Services for calendar year 2024; and

WHEREAS, proposals have been reviewed and the responses submitted by CME Associates and T&M Associates 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 T&M Associates to provide Mechanical Engineer Services for calendar year 2024; and

WHEREAS, CME Associates shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects; and

WHEREAS, the Chief Financial Officer has certified that \$10,000.00 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; and

WHEREAS, T&M Associates shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects; and

WHEREAS, the Chief Financial Officer has certified that \$10,000.00 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 2nd 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 agreements with CME Associates and T&M Associates to provide Mechanical Engineer Services for calendar year 2024, in accordance with RFP PRO24018.

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, the Chief Financial Officer of the Township of North Brunswick certify that \$10,000.00 is available for general matters in account 4-01-26-310-000-200 for services ending June 30, 2024 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2025. PRO24018

In addition, I shall certify 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 funds shall be certified upon the appropriation of funds in FY2025. PRO24033

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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NORTH BRUNSWICK, NJ 08902

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EVALUATION REPORT
MECHANICAL ENGINEER
REQUEST FOR PROPOSAL PRO24018
DECEMBER 27, 2023

The Township of North Brunswick seeks a qualified firm to serve as mechanical engineer for the Township of North Brunswick. Pursuant to N.J.A.C 5:34-4.3, the Township established a three-person committee comprised of the following individuals:

Salvatore Profaci, Zoning Offiver

Michael Hritz, Director of Community Development

Steve Bloyed, 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 agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service- 0-30 points
- Prior Experience similar projects- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing mode- 0-20points

On October 2, 2023 the Township Council passed resolution #308-10.23 authorizing the solicitation of proposals for said service. The following four (4) proposals were received by the submission deadline of November 9, 2023.

CME Associates

3141 Bordentown Ave.

Parlin, NJ 08859

Keystone Engineering Group

3836 Quakerbridge Rd.

Hamilton, NJ 08619

Remington & Vernick Engineers

232 Kings Highway East

Haddonfield, NJ 08033

T&M Associates

11 Tindall Road

Middletown, NJ 07748

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

It was noted that both CME Associates and T&M Associates have been involved in several projects and has an overall better understanding of the Townships' interests. CME Associates and T&M Associates both had an overall score of 270 out of possible 300. Remington Vernick Engineers scored 250 and Keystone Engineering Group scored 233 points.

As a result of its evaluation on December 27, 2023, the committee recommends award of Mechanical Engineer to both T&M Associates and CME Associates.

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:

	Bond	
PRO24018 –Mechanical Engineer	No Bond required	Total
CME Associates 3141 Bordentown Avenue Parlin, NJ 08859		Set Fees
Keystone Engineering Group 3836 Quakerbridge Road, Suite 103 Hamilton, NJ 08619		Set Fees
Remington & Vernick Engineers 232 Kings Highway East Haddonfield, NJ 08033		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**