

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING PROFESSIONAL SERVICE AGREEMENTS WITH  
ARCARI AND IOVINO ARCHITECTS, LLC AND  
USA ARCHITECTS, PLANNERS AND INTERIOR DESIGNERS LTD.  
TO PROVIDE ARCHITECTURAL 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 Architectural 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 three proposals in response to PRO24017; 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: Arcari and Iovino, P.C. (1 Katherine Street, Little Ferry, New Jersey 07643) and USA Architects, Planners and Interior Designers, Ltd. (20 N Doughty Avenue Somerville, NJ 08876) to provide Architectural Services for calendar year 2024; and

**WHEREAS**, proposals have been reviewed and the response submitted by Arcari and Iovino, P.C. and USA Architects, Planners and Interior Designers Ltd. 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 Arcari and Iovino, P.C. and USA Architects, Planners and Interior Designers Ltd. to provide Architectural Services for calendar year 2024; and

**WHEREAS**, Arcari and Iovino, P.C., shall be compensated for these services as outlined within the rate schedule within the contract, with an authorization not-to-exceed \$10,000.00 for general matters, 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.

**WHEREAS**, USA Architects, Planners and Interior Designers Ltd., shall be compensated for these services as outlined within the rate schedule within the contract, with an authorization not-to-exceed \$10,000.00 for general matters, 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 agreements with Arcari and Iovino, P.C. and USA Architects, Planners and Interior Designers Ltd. to provide Architectural Services, to provide Architectural Services for calendar year 2021 in accordance with RFP PRO24017.

**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 \$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. PRO24017

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. PRO24032

---

Cavel Gallimore  
Chief Financial Officer

---

Justine Progebin  
Business Administrator

---

Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
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

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 435  
Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT  
MUNICIPAL ARCHITECT  
REQUEST FOR PROPOSAL PRO24017  
DECEMBER 27, 2023

The Township of North Brunswick seeks a qualified firm to serve as municipal architect for the municipality in 2024. Three (3) 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:

Sal Profaci, Zoning Officer

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

On October 2, 2023, the Township Council passed resolution #308-10.23 authorizing the solicitation of proposals for said service. The following three (3) proposals were received by the submission deadline of November 9, 2023:

Arcari & Iovino Architects  
One Katherine Street  
Little Ferry, NJ 07643

DMR Architects PC  
777 Terrace Avenue, Suite 607  
Hasbrouck Heights, NJ 07604

USA Architects  
1 Katherine Street  
Little Ferry, NJ 07643

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

USA Architects received the highest points overall at 272. Arcari & Iovino Architects scored a 269 and there were no exceptions noted on either proposal. DMR Architects scored the lowest at 255 points. Arcari and Iovino Architects and USA Architects are both engaged in projects for the Township. It was noted that both companies have expertise in their fields.

As a result of the evaluation on December 27, 2023, the committee recommends that USA Architects and Arcari & Iovino Architects be awarded the 2024 contact based upon overall scoring on the criteria established and review of the proposal.

**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>PRO24017 –Municipal Architect</b>	<b>No Bond required</b>	<b>Total</b>
<b>Arcari + Iovino Architects 1 Katherine Street Little Ferry, NJ 07643</b>		<b>Set Fees</b>
<b>DMR Architects PC 777 Terrace Avenue, Suite 607 Hasbrouck Heights, NJ 07604</b>		<b>Set Fees</b>
<b>USA Architects, Planners + Interior Designers 20 N Doughty Avenue Somerville, NJ 08876</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**