

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
RONALD GORDON, ESQ. OF THE FIRM
RAINONE COUGHLIN MINCHELLO LLC
TO SERVE AS MUNICIPAL ATTORNEY**

WHEREAS, the Township of North Brunswick has a need for a professional to perform the duties as Municipal Attorney 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 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 PRO23003; 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 Ronald Gordon, Esq. of the firm Rainone Coughlin Minchello, LLC (555 U.S. Highway One South, Suite 440, Iselin, NJ 08830) and determined them responsive in all respects and qualified for the position; and

WHEREAS, proposals have been reviewed and the response submitted by Rainone Coughlin Minchello, LLC 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, compensation for these services shall be billed at an hourly rate of \$175.00 for partners and associates, a blended hourly rate of \$95.00 for clerks and paralegals, travel, and reimbursable expenses as described within the contract for a total authorization not-to-exceed \$280,000.00 for calendar year 2023; and

WHEREAS, the Chief Financial Officer has certified that \$100,000.00 is available for this purpose in FY2023 Legal OE budget account 3-01-20-155-000-981 for general legal, excluding special services which shall be charged to the related accounts as certified by the Chief Financial Officer, for services ending June 30, 2023 and the balance 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 Ronald Gordon, Esq. of the firm Rainone Coughlin Minchello, LLC to serve as Township Attorney for calendar year 2023, with a contract authorization not-to-exceed \$280,000.00 for general legal matters, exclusive of special project services.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune within 10 (ten) days after its passage.

CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, certify that \$100,000.00 is available for this purpose in FY2023 Legal OE budget account 3-01-20-155-000-981 for general legal, excluding special services which shall be charged to the related accounts as certified by the Chief Financial Officer, for services ending June 30, 2023 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2024. Contract PRO23003

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

2024 TOWNSHIP ATTORNEY - REQUEST FOR PROPOSAL

DECEMBER 29, 2023

As part of its annual award of professional service agreements in accordance with "Fair and Open" procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for Township Attorney for calendar year 2024

The Township Council authorized the solicitation of proposals for said service. The process under a formal RFP allows for factors other than price to be taken into consideration when 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 (3) person committee comprised of the following individuals:

Justine Progebin, Business Administrator

Joseph Battaglia, Police Chief

Michael C. Hritz, Director of Community Development

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 with potential vendors. 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

There were three (3) proposals received by the submission deadline:

Rainone Coughlin Minchello
555 U.S. Highway One South - Suite 440
Iselin, New Jersey 08830

Saco Schalk Law Offices
56 E Main Street Suite 301
Somerville, NJ 08876

Wisniewski & Associates, LLC
17 Main Street
Sayreville, NJ 08872

The committee members individually reviewed the proposals.

Rainone Coughlin Minchello was established in 2017, and longtime township attorney Ronald Gordon is affiliated with the firm along with one of its partners, Louis Rainone, who also has served the township. The firm also scored a total of 295 points in recognition of the long tenure and the experience of their lead attorneys with our municipality.

Saco Schalk Law Offices earned 260 total points; Wisniewski & Associates, LLC earned 255 total points.

The committee therefore recommends the award of contract to Rainone Coughlin Minchello for submitting a proposal that is most responsive to the township's needs.

RECEIPT OF PROPOSALS

November 9, 2023

Results from the receipt of Requests for Proposals on Thursday, November 9, 2023 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	
PRO24003 – Municipal Legal Counsel	No Bond required	Total
Rainone Coughlin Minchello 555 US Highway One South Iselin, NJ 08830		Set Fees
Saco Schalk Law Offices 56 E Main Street Suite 301 Somerville, NJ 08876		Set Fees
Wisniewski & Associates, LLC 17 Main Street Sayreville, NJ 08872		Set Fees

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

**Lisa Russo
Municipal Clerk**