

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
CME ASSOCIATES TO SERVE AS  
MUNICIPAL CONSULTING ENGINEER**

**WHEREAS**, the Township of North Brunswick has a need to acquire Municipal Consulting Engineering Services for calendar year 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 three proposals in response to PRO24009; 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, New Jersey 08959) to provide Municipal Consulting Engineering Services for calendar year 2024; and

**WHEREAS**, proposals have been reviewed and the response submitted by CME Associates 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 CME Associates to provide Municipal Consulting Engineering 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 \$80,000.00 for general engineering services, excluding developer and applicant billing, \$10,000.00 for water related matters, and \$10,000.00 for wastewater related matters and \$20,000.00 for stormwater related matters; and

**WHEREAS**, the Chief Financial Officer has certified that \$50,000.00 is available for general engineering matters in account 4-01-21-165-000-200, \$5,000.00 is available for water related matters in account 4-05-55-502-000-200, and \$10,000.00 is available for wastewater and stormwater related matters in account 4-07-55-502-000-200 for services ending June 30, 2024 and the balance of 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 Municipal Consulting Engineering Services, with a contract authorization not-to-exceed \$120,000.00, exclusive of developer and applicant billing, for calendar year 2024 in accordance with RFP PRO24009.

**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 \$50,000.00 is available for general engineering matters in account 4-01-21-165-000-200, \$5,000.00 is available for water related matters in account 4-05-55-502-000-200, and \$10,000.00 is available for wastewater and stormwater related matters in account 4-07-55-502-000-200 for services ending June 30, 2024 and the balance of funds shall be certified upon the appropriation of funds in FY2025. Contract PRO24009.

\_\_\_\_\_  
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 CONSULTING ENGINEERING SERVICES- REQUEST FOR PROPOSAL**

**DECEMBER 27, 2023**

The Township of North Brunswick seeks a qualified vendor to serve as the Consulting Engineer for the municipality for 2024. Two (2) proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three (3) 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 that provide engineering services. 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 on a 100-point scale 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 Township Council passed resolution 308-10.23 authorizing the solicitation of proposals for said service and the following two (2) proposals were received by the submission deadline:

CME Associates  
3141 Bordentown Ave.  
Parlin, NJ 08859

T&M Associates  
11 Tindall Road  
Middletown, NJ 07748

CME Associates has served as the Township's Consulting Engineer for more than 25 years. They received high scores for both their team experience and overall company history. Their total score was 281 points. T&M Associates has also provided engineering services to the township and received a total score of 258 points.

CME Associates has performed favorably in terms of their scope, staffing, and quality of work.

Accordingly, it is the Evaluation Committee's recommendation to appoint CME Associates as the 2024 Municipal Engineer.

**RECEIPT OF PROPOSALS**

**November 9, 2023**

Results from the receipt of Requests for Proposals on Thursday, November 9, 2023 y 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>PRO24009 – Consulting Engineers</b>	<b>No Bond required</b>	
<b>CME Associates</b> 3141 Bordentown Ave. Parlin, NJ 08859		<b>Set Fees</b>
<b>T&amp;M Associates</b> 11 Tindal Road Middletown, NJ 07748		<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