

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP  
TO SERVE AS MUNICIPAL LABOR COUNSEL**

**WHEREAS**, the Township of North Brunswick has a need for a professional to perform the duties as Municipal Labor Counsel 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 28, 2023, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three (3) proposals in response to PRO24007; 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 the firm DeCotiis, Fitzpatrick, Cole & Giblin, LLP (61 South Paramus Road Suite 250 Paramus, NJ 07020) and determined them responsive in all respects and qualified for the position; and

**WHEREAS**, proposals have been reviewed and the response submitted by DeCotiis, Fitzpatrick, Cole & Giblin, LLP 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 \$60,000.00 for calendar year 2024; and

**WHEREAS**, the Chief Financial Officer has certified that \$25,000.00 is available for this purpose in FY2024 budget account 4-01-20-155-000-983 for services ending June 30, 2024 and the balance 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 firm DeCotiis, Fitzpatrick, Cole &

Giblin, LLP to serve as Labor Counsel, with a contract authorization not-to-exceed \$60,000.00 for calendar year 2024, in accordance with RFP PRO24007.

**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, certify that \$25,000.00 is available for this purpose in FY2023 budget account 4-01-20-155-000-983 for services ending June 30, 2024 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2025. Contract PRO24007

\_\_\_\_\_  
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

#### 2024 TOWNSHIP LABOR COUNSEL - 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 Labor Counsel for calendar year 2024.

On October 2, 2023 the Township Council passed Resolution #308-10.23 authorizing the solicitation of proposals for this 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:

Joseph Battaglia	Chief of Public Safety
William Lovas	Police Lieutenant
Samantha Sickles	Personnel 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 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:

Apruzzese, McDermott, Mastro & Murphy, P.C.  
25 Independence Boulevard, 3<sup>rd</sup> Floor, Suite 300  
Warren, NJ 07059

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

DeCotiis, FitzPatrick, Cole & Giblin, LLP  
61 South Paramus Road  
Suite 250  
Paramus, NJ 07652

The committee members individually reviewed the proposal. The committee then met to discuss the proposal including: experience, proposed methodology and other factors.

DeCotiis, Fitzpatrick, Cole & Giblin, LLP received a total score of 298 out of a possible 300.; Rainone, Coughlin Minchello received a total score of 275 out of a possible 300; Apruzzese, McDermott, Mastro & Murphy, P.C. received a total score of 253 out of a possible 300.

DeCotiis, Fitzpatrick, Cole & Giblin, LLP has served as the Township's Labor Counsel for several years now. They received high scores in all areas. Evaluators ranked their experience high based on past performance in 2023 dealing with labor related matters.

The committee therefore recommends the award of contract PRO24007 to DeCotiis, Fitzpatrick & Cole LLP for submitting a proposal that is responsive to the Township's needs and in accordance with the pre-established weighting criteria.

**RECEIPT OF PROPOSALS**

November 28, 2023

Results from the receipt of proposals on Tuesday, November 28, 2023, at 11:00 a.m., by way of virtual <https://meet.goto.com/929278565>

**Present:** Samantha Sickles, Assistant Purchasing Agent  
Lisa Russo, Municipal Clerk  
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>PRO24007 – Municipal Labor Counsel</b>	<b>No Bond required</b>	
<b>Apruzzese, McDermott, Mastro &amp; Murphy, P.C. 25 Independence Boulevard, 3<sup>rd</sup> Floor, Suite 300 Warren, NJ 07059</b>		<b>Set Fees</b>
<b>DeCotiis, Fitzpatrick, Cole &amp; Giblin LLP 61 South Paramus Road, Suite 250 Paramus, NJ 07202</b>		<b>Set Fees</b>
<b>Rainone Coughlin Minchello 555 US Highway One South Iselin, NJ 08830</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**