

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
CME ASSOCIATES AND COLLIERS ENGINEERING & DESIGN, INC.  
TO PROVIDE TRAFFIC ENGINEERING SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Traffic Engineering Services for 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 two proposals in response to PRO24024; 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 following two firms: CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959 and Colliers Engineering & Design, Inc. (331 Newman Springs Road Suite 203 Red Bank, NJ 07701) to provide Traffic Engineering Services for calendar year 2024; and

**WHEREAS**, proposals have been reviewed and the responses submitted by CME Associates and Colliers Engineering & Design, Inc. 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 Colliers Engineering & Design, Inc. to provide Traffic Engineering Services for calendar year 2024; and

**WHEREAS**, CME Associates and Colliers Engineering & Design, Inc. shall be compensated for said services as outlined within the contract rate schedule; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered.

**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 CME Associates and Colliers Engineering & Design, Inc. to provide Traffic Engineering Services, as requested by the Township, for calendar year 2024.

**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, Cavell Gallimore, Chief Financial Officer, shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered. Contracts PRO24024 – CME Associates / PRO24034 – Colliers Engineering & Design, Inc.

\_\_\_\_\_  
Cavell 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**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x435

[WWW.NORTHBRUNSWICKNJ.GOV](http://WWW.NORTHBRUNSWICKNJ.GOV)

### **EVALUATION REPORT**

### **2024 TRAFFIC ENGINEERING SERVICES - REQUEST FOR PROPOSAL**

### **DECEMBER 29, 2023**

The Township of North Brunswick seeks a qualified vendor to provide Traffic Engineering Services for the municipality for 2024. Two (2) proposals were received, 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

Justine Progebin, Business Administrator

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 following two (2) proposals were received by the submission deadline:

CME Associates

3141 Bordentown Ave.

Parlin, NJ 08859

Colliers Engineering & Design Inc

331 Newman Springs Road Suite 203

Red Bank, N.J. 07701

Both firms received high scores for both their team experience and overall company history. Colliers Engineering & Design Inc. received a total score of 290 points. CME Associates total score was 271 points.

Colliers Engineering & Design Inc. has performed favorably in terms of their scope, staffing, and quality of work. Given their respective expertise and prior service to the township, the Evaluation Committee recommends that both Colliers Engineering & Design Inc and CME Associates be retained to provide Traffic Engineering Services in 2024.

**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>PRO24024 –Traffic Engineer</b>	<b>No Bond required</b>	<b>Total</b>
<b>CME Associates 3141 Bordentown Avenue Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>Colliers Engineering &amp; Design, Inc. 331 Newman Springs Road, Suite 203 Red Bank, NJ 07701</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**