

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
STANTEC CONSULTING SERVICES, INC. TO PROVIDE
WASTEWATER COLLECTION SYSTEM OVERSIGHT SERVICES
FOR THE NORTH BRUNSWICK WASTEWATER SYSTEM**

WHEREAS, the Township of North Brunswick has a need to acquire Wastewater Collection System Oversight services for the municipally owned and operated wastewater system 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 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 PRO24019; 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 Stantec Consulting Services, Inc. (1971 Route 34, Wall Township, New Jersey 07719) to provide for Wastewater Collection System Oversight Services; and

WHEREAS, proposals have been reviewed and the response submitted by Stantec Consulting Services, Inc. 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 Stantec Consulting Services, Inc., for Wastewater Collection System Oversight services for calendar year 2024; and

WHEREAS, Stantec Consulting Services, Inc. shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$20,000.00 for general services, exclusive of special projects that may be requested by the Director of Public Works; and

WHEREAS, the Chief Financial Officer has certified that \$10,000.00 is available for this purpose in account 4-07-55-502-000-200 for general 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 2nd 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 Stantec Consulting Services, Inc. to provide for Wastewater Collection System Oversight services, with an authorization not-to-exceed \$20,000.00, exclusive of special projects, for calendar year 2024, in accordance with RFP PRO24019.

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 \$10,000.00 is available for this purpose 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 PRO24019

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

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 435

Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT

WASTEWATER COLLECTION OVERSIGHT SERVICES

REQUEST FOR PROPOSAL PRO24019

DECEMBER 27, 2023

North Brunswick Department of Public Works desires the services of a professional firm to assist in the wastewater collection oversight. This service will be used by the North Brunswick Public Works Sewer Division.

The Township Council passed a resolution authorizing the solicitation of proposals for this through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in 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-person committee comprised of the following individuals:

Steve Bloyed, Director of Public Works

Salvatore Georgianna, Sewer Repairer Supervisor

Bryan Bazydlo, Assistant Supervisor

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 reviewed the proposal evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each area. The established weighting criterion was as follows:

- History and 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 #308-12.23 authorizing the solicitation of proposals for said service. The following two (2) proposals were received by the submission deadline of November 9, 2023.

Stantec Consulting Services, Inc.
1971 Route 34
Wall Township, NJ 07719

CME Associates
3141 Bordentown Avenue
Parlin, NJ 08859

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

It was determined that Stantec and CME Associates have participated in Township Public Work Sewer Meetings in the past and understand the township's history. Stantec scored the highest at 255 and CME Associates scored 251 points.

As a result of its evaluation on December 27, 2023, the committee recommended that Stantec Consulting Services, Inc. be awarded the contract 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:

PRO24019 –Wastewater Collection Oversight Consulting Services	Bond No Bond required	Total
CME Associates 3141 Bordentown Avenue Parlin, NJ 08859		Set Fees
Stantec Consulting Services Inc. 159 Route 34, Suite 3 Wall Township, NJ 07727		Set Fees

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

**Lisa Russo
Municipal Clerk**