

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING PROFESSIONAL SERVICE AGREEMENT WITH
T&M ASSOCIATES TO PROVIDE
ENVIRONMENTAL ENGINEERING SERVICES**

WHEREAS, the Township of North Brunswick has a need to acquire Environmental 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 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 (2) proposals in response to PRO24016; 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 T&M Associates (Eleven Tindall Road, Middletown, New Jersey 07748) for Environmental Engineering Services; and

WHEREAS, proposals have been reviewed and the response submitted by T&M 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 T&M Associates to provide Environmental Engineering services, as requested by the Township, for calendar year 2024; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered of which T&M Associates shall be compensated in accordance with the rate scheduled provided within the RFP.

NOW, THEREFORE, BE IT RESOLVED on this 18th day of March 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 T&M Associates to provide Environmental Engineering services, for calendar year 2024, in accordance with RFP PRO24016.

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, hereby certify that funds will be made available from various budget or capital improvement authorizations and/or as assigned from relating account(s) for services rendered. Contract PRO24016

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 March 18, 2024.

Lisa Russo
Township Clerk



TOWNSHIP OF NORTH BRUNSWICK

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EVALUATION REPORT

2024 ENVIRONMENTAL ENGINEERING SERVICES - REQUEST FOR PROPOSAL

DECEMBER 27, 2023

The Township of North Brunswick seeks a qualified vendor to provide Environmental Engineering services for 2024. Two (2) proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three-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 in the field. 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

The Township Council authorized 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

Eleven Tindall Road

Middletown, NJ 07748

The committee discussed the proposals sharing observations including: experience, knowledge of professionals and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

T&M Associates received the highest score overall at 281 points. T&M has been highly engaged by the Township over several years in a continuing role managing the various projects within the rehabilitation of the Municipal Building since September of 2021. They have managed many projects over the past few years including the renovation of Veterans Park associated with the high school soil contamination project, improvements to the Roosevelt Avenue Extension, and the Water Main Replacement Project.

CME Associates placed second with a total of 273 points, having skilled experience and demonstrated success with environmental engineering contracts.

The scoring for T&M Associates is reflective of their prior engagement, responsiveness, and exceptional service to the township. Accordingly, it is the Evaluation Committee's recommendation to appoint T&M Associates as Environmental Engineer.

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 adopted on October 2, 2023 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law.

Receipt of proposals is closed.

The following receipt of proposals were received:

	Bond	Total
PRO24016 –Environmental Engineer	No Bond required	
CME Associates 3141 Bordentown Avenue Parlin, NJ 08859		Set Fees
T&M Associates 11 Tindall Road Middletown, NJ 07748		Set Fees

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

**Lisa Russo
Municipal Clerk**