

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A CHANGE IN SCOPE TO  
THE PROFESSIONAL SERVICE AGREEMENT WITH CME ASSOCIATES  
APPOINTED AS THE 2024 TOWNSHIP CONSULTING ENGINEERING FIRM TO  
INCLUDE SERVICES ASSOCIATED WITH THE  
DPW FUELING FACILITY PROJECT**

**PREAMBLE:**

**WHEREAS**, in January of 2024, pursuant to Resolution 10-1.24, CME Associates, of 3141 Bordentown Avenue, Parlin, NJ 08959, was authorized to provide engineering consulting services for calendar year 2024, as awarded under a fair and open contract process, pursuant to the provisions of N.J.S.A. 19:44A-20.1 et seq.; and

**WHEREAS**, CME Associates current agreement includes the following:

→ General engineering services in an amount not-to-exceed \$120,000.00, and

Amendment 1 → Professional services associated with Supplemental Design through Bid Phase for the 2024 Road Improvements Program / Seneca Road in the amount of \$166,038.00; and

Amendment 2 → Professional services associated with assistance in the Tier A MS4 Stormwater Permit renewal application, requiring mapping outlined within the proposal, in the amount of \$25,000.00, for a revised contract authorization amount of \$311,038.00.

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**WHEREAS**, the Township owns and operates a Fueling Facility located at the Public Works Facility on Quarry Lane, which dispenses gas and diesel fuel for municipal operations (vehicles, equipment, generators), as well as servicing the Board of Education, local Volunteer Fire Departments, and the North Brunswick First Aid and Rescue Squad; and

**WHEREAS**, the station is approaching 30 years old and in need of upgrades to the underground storage tanks, equipment, and related software; and

**WHEREAS**, municipal officials have requested CME Associates to provide a proposal for professional services relating to site work, preliminary design, and bid phase for proposed improvements that generally includes; the design of a Fueling Facility that is anticipated will include transitioning to aboveground fuel storage tanks in accordance with New Jersey Department of Environmental Protection (“NJDEP”) regulations, fuel dispensing equipment, the canopy for the dispensing equipment, monitoring equipment and site work. In addition, the scope of the improvements will include the removal of the existing underground fuel storage tanks; and

**WHEREAS**, compensation for said services shall be based upon the May 2, 2024 proposal submitted by CME Associates, to be paid upon submission of monthly invoices, for an amount not-to-exceed \$127,433.00, with a revised contract amount of \$438,471.00.

**NOW, THEREFORE, BE IT RESOLVED** on this 20th day of May 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 amendment to the current agreement with CME Associates. This amendment includes professional services related to the Design and Bid Phase Services for the DPW Fueling Facility Project outlined within the attached proposal. The amount authorized for these services is not-to-exceed \$127,433.00, resulting in a revised contract amount of \$438,471.00.

**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 of the Township of North Brunswick, hereby certify that funds in the following account totaling \$127,433.00 are available under Contract PRO24048:

\$\_\_\_\_\_ are available in Buildings and Grounds OE 4-01-26-310-000-183.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

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Steven Bloyed  
Director of Public Works

\_\_\_\_\_  
Justine Progebin  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
MEHTA				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
HUTCHINSON				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of North Brunswick at a meeting duly held on May 20, 2024.

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Lisa Russo  
Township Clerk

JOHN H. ALLGAIR, PE, PP, LS (1983-2001)  
DAVID J. SAMUEL, PE, PP, CME  
JOHN J. STEFANI, PE, LS, PP, CME  
JAY B. CORNELL, PE, PP, CME  
MICHAEL J. McCLELLAND, PE, PP, CME  
GREGORY R. VALES, PE, PP, CME



BRUCE M. KOCH, PE, PP, CME  
LOUIS J. PLOSKONKA, PE, CME  
TREVOR J. TAYLOR, PE, PP, CME  
BEHRAM TURAN, PE, LSRP  
LAURA J. NEUMANN, PE, PP  
DOUGLAS ROHMEYER, PE, CFM, CME  
ROBERT J. RUSSO, PE, PP, CME  
JOHN J. HESS, PE, PP, CME  
KEITH CHIARAVALLLO, PE, CME

**DRAFT**

## GENERAL ENGINEERING AUTHORIZATION FOR PROFESSIONAL SERVICES

**OWNER:** Township of North Brunswick  
**PROJECT:** DPW Fuel Facility  
**CME FILE NO.:** PNO00524.01  
**DATE OF REQUEST:** May 2, 2024

### Design and Bid Phase

In accordance with your request, we are submitting an estimate of the Project costs associated with the Design and Bid Phase Services for the DPW Fueling Facility Project.

### INTRODUCTION

We understand that the scope of the proposed improvements generally includes professional services related to the design of a Fueling Facility at the Township of North Brunswick Department of Public Works (DPW) Building. We anticipate the Fuel Facility will include aboveground fuel storage tanks, fuel dispensing equipment, canopy for the dispensing equipment, monitoring equipment and site work. In addition, the scope of the improvements will include the removal of the existing buried fuel storage tanks.

The projected construction cost of the above referenced scope of work is approximately **\$1,300,000.00 to \$1,700,000.00**. The costs will be further refined during the Design Phase of the Project based on the final scope of work for the rehabilitation.

Our proposal has considered all the elements of the work outlined above, and our Firm has the capabilities of providing the necessary engineering services associated with the Project.



Ms. Justine Progebin, Business Administrator  
Township of North Brunswick  
Re: DPW Fuel Facility

May 2, 2024  
Our File No. PNO00521.01  
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## PHASE I - DESIGN PHASE SERVICES

With regard to the Design Phase for the Project, we anticipate meeting with representatives of the Township prior to commencing the design phase in order to review the Project schedule and other preliminary issues.

In addition, we anticipate the design work in this phase will include the preparation of the necessary Plans and Bid Documents required for the specified Scope of Work and will include, but not be limited to, the following:

- Perform a field investigation to confirm existing site conditions;
- Review alternatives for the location of the new Fuel Facility to maintain operation of the existing Facility during construction;
- Performance of soil boring to evaluate the existing soil conditions as required for the design of the proposed facility;
- Survey and base mapping of the site and proposed location of the facility as required for the Project;
- Evaluation of sizing and number of proposed fuel storage tanks based on proposed usage. It is anticipated that the Township will provide information regarding their anticipated fueling demands;
- Design, plan, engineer's cost estimate and specification preparation for fuel facility including, but not limited to, above ground fuel storage tanks, dispensing equipment, fuel storage monitoring systems as required by the regulatory authorities;
- Design-build plans and calculations for a canopy structure over the fueling lanes and dispensing equipment;
- Plans for the removal of the existing buried fuel storage tanks;
- Coordination with vendors as needed for Fuel Facility equipment.



Ms. Justine Progebin, Business Administrator  
Township of North Brunswick  
Re: DPW Fuel Facility

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Our office has considered all the elements of the work, and our Firm has the capabilities of providing the engineering related services associated with the project. We also intend to utilize the services of our in-house electrical and structural engineering Staff and an outside soils boring contractor, where required, for the applicable components of the Project.

A separate proposal for environmental services required for the Project will be provided.

#### PHASE I - COST PROPOSAL

Accordingly, based upon the above outlined Scope of Services, we find that the necessary Design Phase Services can be provided for the estimated not to exceed fee of **\$134,268.00**.

#### PHASE II - BID PHASE SERVICES

We anticipate that bid phase services will generally include the preparation of the bid documents for advertising, advertising for bids, preparing and administering a pre-bid meeting and site walk through if required, reviewing bid phase requests for information from bidders, issuing contract clarifications and/or addenda, attending the bid opening, tabulation and analysis of the bid results, furnishing recommendations on the award of construction contracts and assistance in the preparation of formal contract documents for the award of contracts.

#### PHASE II COST PROPOSAL

Accordingly, based upon the above outlined Scope of Services, we find that the necessary Bid Phase Services can be provided for the estimated not to exceed fee of **\$6,835.00**.

#### SUMMARY

Our hourly rates shall be firm until January 1, 2025 after which they may be subject to re-negotiation. Invoices shall be paid within 30 days of presentation of same. In accordance with State requirements the Township has our Affirmative Action Statement and Business Registration Certificate on file.



Ms. Justine Progebin, Business Administrator  
Township of North Brunswick  
Re: DPW Fuel Facility

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Our contract documents will include wording that requires the Contractor to be responsible for all applicable OSHA and other regulatory agency requirements, as well as safety, construction means and methods, and the usual other requirements that are normally included in our Standard Specifications.

Our proposal does not include establishing property lines, right-of-way lines or easements.

Our proposal does not include construction phase services. A proposal for construction phase services will be submitted at the completion of the Design Phase.

**Approved:**

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**Date**

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**CME Associates**

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**Date**