

**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 2025; and

WHEREAS, on September 16, 2024 the Township Council approved Resolution #289-9.24, 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 14, 2024, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of four (4) proposals in response to PRO25007; 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 2025; and

WHEREAS, the Chief Financial Officer has certified that \$25,000.00 is available for this purpose in FY2024 budget account 5-01-20-155-000-983 for services ending June 30, 2025 and the balance shall be certified upon the appropriation of funds in FY2026.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January 2025, 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 2025, in accordance with RFP PRO25007.

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 FY2025 budget account 5-01-20-155-000-983 for services ending June 30, 2025 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2026. Contract PRO25007

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
CHEIDID				
HUTCHINSON				
MEHTA				
DAVIS				
SOCIO				
GUADAGNINO				
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, 2025.

Lisa Russo
Township Clerk



TOWNSHIP OF NORTH BRUNSWICK

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EVALUATION REPORT

2025 TOWNSHIP LABOR COUNSEL - REQUEST FOR PROPOSAL

DECEMBER 30, 2024

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 2025.

On September 16, 2024 the Township Council passed Resolution #289-9.24 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
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 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 four (4) proposals received by the submission deadline:

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

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

Hatfield Schwartz Law Group LLC
240 Cedar knolls Road, Suite 303
Cedar Knolls, NJ 07927

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

The committee members individually reviewed the proposals.

DeCotiis, Fitzpatrick, Cole & Giblin, LLP received a total score of 285 out of a possible 300.; Rainone, Coughlin Minchello received a total score of 281 out of a possible 300; Apruzzese, McDermott, Mastro & Murphy, P.C. received a total score of 259 out of a possible 300; and Hatfield Schwartz Law Group LLC received a total score of 242 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 performances dealing with labor related matters.

The committee therefore recommends the award of contract PRO25007 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 14, 2024

Results from the receipt of proposals on Thursday, November 14, 2024, at 11:00 a.m., by way of virtual:

<https://us02web.zoom.us/j/86923261108?pwd=QOv013RQZABbcWdZ9SqEOMY9liwy19.1>

Present: Justine Progebin, Business Administrator/Purchasing Agent
Samantha Sickles, Purchasing Agent
Emma Von Thun, Purchasing Agent
Nellie Sowell, Clerk 3

Resolution #289-9.24 adopted on September 16, 2024 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:

PRO25007 – Municipal Labor Counsel	No Bond required	Total
Apruzzese, McDermott, Mastro & Murphy, P.C. 25 Independence Boulevard, 3 rd Floor, Suite 300 Warren, NJ 07059		Set Fees
DeCotiis, Fitzpatrick, Cole & Giblin LLP 61 South Paramus Road, Suite 250 Paramus, NJ 07202		Set Fees
Hatfield Schwartz Law Group, LLC 240 Cedar Knolls Road Cedar Knolls, NJ 07927		Set Fees
Rainone Coughlin Minchello 555 US Highway One South Iselin, NJ 08830		Set Fees

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

Lisa Russo
Municipal Clerk