

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING PROFESSIONAL SERVICE AGREEMENTS WITH  
T&M ASSOCIATES AND CME ASSOCIATES TO PROVIDE  
MECHANICAL ENGINEERING SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Mechanical Engineering Services for 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 three (3) proposals in response to PRO25018; 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 contracts with the following two firms: CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) and T&M Associates (11 Tindall Road Middletown, NJ 07748) to provide Mechanical Engineer Services for calendar year 2025; and

**WHEREAS**, proposals have been reviewed and the responses submitted by CME Associates and T&M Associates 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 T&M Associates to provide Mechanical Engineer Services for calendar year 2025; and

**WHEREAS**, CME Associates shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects; and

**WHEREAS**, the Chief Financial Officer has certified that \$5,000.00 is available for general matters in account 5-01-26-310-000-200 for services ending June 30, 2025 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2026; and

**WHEREAS**, T&M Associates shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects; and

**WHEREAS**, the Chief Financial Officer has certified that \$5,000.00 is available for general matters in account 5-01-26-310-000-200 for services ending June 30, 2025 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2026.

**NOW, THEREFORE, BE IT RESOLVED** on this 2<sup>nd</sup> 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 agreements with CME Associates and T&M Associates to provide Mechanical Engineer Services for calendar year 2025, in accordance with RFP PRO25018.

**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, the Chief Financial Officer of the Township of North Brunswick certify that \$5,000.00 is available for general matters in account 5-01-26-310-000-200 for services ending June 30, 2025 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2026. PRO25018

In addition, I shall certify that \$5,000.00 is available for general matters in account 5-01-26-310-000-200 for services ending June 30, 2025 and the balance of funds shall be certified upon the appropriation of funds in FY2026. PRO25033

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

\_\_\_\_\_  
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>
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

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 435  
Website: WWW.NORTHBRUNSWICKNJ.GOV

### **EVALUATION REPORT** **MECHANICAL ENGINEER SERVICES - REQUEST FOR PROPOSAL** **DECEMBER 30, 2024**

The Township of North Brunswick seeks a qualified firm to serve as mechanical engineer for the Township of North Brunswick. Pursuant to N.J.A.C 5:34-4.3, the Township established a three-person committee comprised of the following individuals:

Salvatore Profaci, Zoning Offiver

Michael Hritz, Director of Community Development

Steve Bloyed, Director of Public Works

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 agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service- 0-30 points
- Prior Experience similar projects- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing mode- 0-20points

On September 16, 2024 the Township Council passed resolution 289-9.24 authorizing the solicitation of proposals for said service. The following three (3) proposals were received by the submission deadline of November 14, 2024.

CME Associates

3141 Bordentown Ave.

Parlin, NJ 08859

Keystone Engineering Group

3836 Quakerbridge Rd.

Hamilton, NJ 08619

T&M Associates

11 Tindall Road

Middletown, NJ 07748

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

It was noted that both CME Associates and T&M Associates have been involved in several projects and has an overall better understanding of the Townships' interests. CME Associates and T&M Associates both had an overall score of 275 out of possible 300. Keystone Engineering Group scored 233 points.

As a result of its evaluation on December 30, 2024, the committee recommends award of Mechanical Engineer to both T&M Associates and CME Associates.

**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=QOv013ROZABbcWdZ9SqEOMY9liwyl9.1>

**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:

<b>PRO25018 –Mechanical 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>Keystone Engineering Group 3836 Quakerbridge Road, Suite 103 Hamilton, NJ 08619</b>		<b>Set Fees</b>
<b>T&amp;M Associates 11 Tindall Road Middletown, NJ 07748</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**