

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING PROFESSIONAL SERVICE AGREEMENTS WITH
ARCARI AND IOVINO ARCHITECTS, LLC AND
USA ARCHITECTS, PLANNERS AND INTERIOR DESIGNERS LTD.
TO PROVIDE ARCHITECTURAL SERVICES**

WHEREAS, the Township of North Brunswick has a need to acquire Architectural 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 PRO25017; 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: Arcari and Iovino, P.C. (1 Katherine Street, Little Ferry, New Jersey 07643) and USA Architects, Planners and Interior Designers, Ltd. (20 N Doughty Avenue Somerville, NJ 08876) to provide Architectural Services for calendar year 2025; and

WHEREAS, proposals have been reviewed and the response submitted by Arcari and Iovino, P.C. and USA Architects, Planners and Interior Designers Ltd. 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 Arcari and Iovino, P.C. and USA Architects, Planners and Interior Designers Ltd. to provide Architectural Services for calendar year 2025; and

WHEREAS, Arcari and Iovino, P.C., shall be compensated for these services as outlined within the rate schedule within the contract, with 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.

WHEREAS, USA Architects, Planners and Interior Designers Ltd., shall be compensated for these services as outlined within the rate schedule within the contract, with 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 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 agreements with Arcari and Iovino, P.C. and USA Architects, Planners and Interior Designers Ltd. to provide Architectural Services, to provide Architectural Services for calendar year 2025 in accordance with RFP PRO25017.

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 shall be certified upon the appropriation of funds in FY2026. PRO25017

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. PRO25032

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

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

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

EVALUATION REPORT MUNICIPAL ARCHITECT – REQUEST FOR PROPOSAL DECEMBER 30, 2024

The Township of North Brunswick seeks a qualified firm to serve as municipal architect for the municipality in 2024. Three (3) 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:

Sal Profaci, Zoning Officer

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 of Individual/ Team Identified- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing model- 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:

Arcari & Iovino Architects

One Katherine Street

Little Ferry, NJ 07643

DMR Architects PC

777 Terrace Avenue, Suite 607

Hasbrouck Heights, NJ 07604

USA Architects

1 Katherine Street

Little Ferry, NJ 07643

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

USA Architects received the highest points overall at 282. Arcari & Iovino Architects scored a 264 and there were no exceptions noted on either proposal. DMR Architects scored the lowest at 255 points. Arcari and Iovino Architects and USA Architects are both engaged in projects for the Township. It was noted that both companies have expertise in their fields.

As a result of the evaluation on December 30, 2024, the committee recommends that USA Architects and Arcari & Iovino Architects be awarded the 2025 contact based upon overall scoring on the criteria established and review of the proposal.

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:

PRO25017 –Municipal Architect	No Bond required	Total
Arcari + Iovino Architects 1 Katherine Street Little Ferry, NJ 07643		Set Fees
DMR Architects PC 777 Terrace Avenue, Suite 607 Hasbrouck Heights, NJ 07604		Set Fees
USA Architects, Planners + Interior Designers 20 N Doughty Avenue Somerville, NJ 08876		Set Fees

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

**Lisa Russo
Municipal Clerk**