

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
SHAIN SCHAFFER PC TO SERVE AS
TAX APPEAL COUNSEL**

WHEREAS, the Township of North Brunswick has a need to acquire professional services for Tax Appeal 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 two (2) proposals in response to PRO25012; 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 Shain Schaffer PC (150 Morristown Road, Suite 105 Bernardsville, NJ 07924) to serve as Tax Appeal Counsel for calendar year 2025; and

WHEREAS, proposals have been reviewed and the response submitted by Shain Schaffer PC 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 Shain Schaffer PC to serve as of Tax Appeal Counsel for calendar year 2025; and

WHEREAS, Shain Schaffer PC shall be compensated for these services at a blended hourly rate of \$120.00 for partners and associates, a blended hourly rate of \$75.00 for law clerks and paralegals, and reimbursable expenses in an amount not-to-exceed \$60,000.00; and

WHEREAS, the Chief Financial Officer has certified that \$30,000.00 is available for this purpose in account 5-01-20-150-000-181 for services ending June 30, 2025 and the balance of 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 an agreement with Shain Schaffer PC to serve as Tax Appeal Counsel, with an authorization not-to-exceed \$60,000.00 for calendar year 2025, in accordance with RFP PRO25012.

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, hereby certify that \$30,000.00 is available for this purpose in account 5-01-20-150-000-181 for services ending June 30, 2025 and the balance of funds shall be certified upon the appropriation of funds in FY2026. Contract PRO25012

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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NORTH BRUNSWICK, NJ 08902
Tel.: (732) 247-0922 ext. 435
Website: WWW.NORTHBRUNSWICKNJ.GOV

Evaluation Report
Tax Appeal Counsel - Request for Proposal PRO25012
December 30, 2024

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appeal Counsel Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a “weighted” criterion 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:

Cavel Gallimore, Chief Financial Officer
Alaina Wysocke, Tax Assessor
Dianne Walker, Deputy Assessor

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. 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: 30 points
- Prior Experience of Individual/Team on similar projects: 20 points
- Overall Company History with Similar Services: 30 points
- Agreement to Pricing Model: 20 points
- Total: 100 possible points

Competitive contracting proposals were solicited. Two (2) proposals were received by the submission deadline.

Potential Vendors:

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

Shain Schaffer PC
150 Morristown Road, Suite 105
Bernardsville, NJ 07924

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

When the scoring was added for all vendors, the firms were ranked as follows:

Shain Schaffer, PC	300
DeCotiis, Fitzpatrick, Cole & Giblin LLP	265

The proposals submitted by Shain Schaffer, PC ranked the highest when all scores were tabulated. They have demonstrated a better understanding of the needs of North Brunswick Township's properties with their past experiences and knowledge.

Therefore, the committee recommends the award of contract Shain Schaffer, PC as the 2025 Tax Appeal Counsel.

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:

	Bond	
PRO25012 – Tax Appeal Counsel	No Bond required	Total
DeCotiis, FitzPatrick, Cole & Giblin, LLP 61 South Paramus Road, Suite 250 Paramus, NJ 07652		Set Fees
Shain Schaffer PC 150 Morristown Road Bernardsville, NJ 07924		Set Fees

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

Lisa Russo
Municipal Clerk