

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
RONALD GORDON, ESQ. OF THE FIRM  
RAINONE COUGHLIN MINCHELLO LLC  
TO SERVE AS MUNICIPAL ATTORNEY**

**WHEREAS**, the Township of North Brunswick has a need for a professional to perform the duties as Municipal Attorney 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 three (3) proposals in response to PRO25003; 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 Ronald Gordon, Esq. of the firm Rainone Coughlin Minchello, LLC (555 U.S. Highway One South, Suite 440, Iselin, NJ 08830) and determined them responsive in all respects and qualified for the position; and

**WHEREAS**, proposals have been reviewed and the response submitted by Rainone Coughlin Minchello, LLC 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 \$280,000.00 for calendar year 2025; and

**WHEREAS**, the Chief Financial Officer has certified that \$70,000.00 is available for this purpose in FY2025 Legal OE budget account 5-01-20-155-000-981 for general legal, excluding special services which shall be charged to the related accounts as certified by the Chief Financial Officer, 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 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 an agreement with Ronald Gordon, Esq. of the firm Rainone Coughlin Minchello, LLC to serve as Township Attorney for calendar year 2023, with a contract authorization not-to-exceed \$280,000.00 for general legal matters, exclusive of special project services.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, certify that \$70,000.00 is available for this purpose in FY2024 Legal OE budget account 5-01-20-155-000-981 for general legal, excluding special services which shall be charged to the related accounts as certified by the Chief Financial Officer, for services ending June 30, 2025 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2026. Contract PRO25003

\_\_\_\_\_  
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

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NORTH BRUNSWICK, NJ 08902

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### EVALUATION REPORT

### 2025 TOWNSHIP ATTORNEY - 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 Attorney for calendar year 2025.

The Township Council authorized the solicitation of proposals for said 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:

Justine Progebin, Business Administrator

Joseph Battaglia, Police Chief

Michael C. Hritz, Director of Community Development

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 three (3) proposals received by the submission deadline:

DeCotiis, Fitzpatrick, Cole & Gibling LLP

61 South Paramus Road, Suite 250

Paramus, NJ 07652

Rainone Coughlin Minchello

555 U.S. Highway One South - Suite 440

Iselin, New Jersey 08830

Wilentz, Goldman & Spitzer, PA

90 Woodbridge Center Drive, Suite 900

Woodbridge, NJ 07095

The committee members individually reviewed the proposals.

Rainone Coughlin Minchello was established in 2017, and longtime township attorney Ronald Gordon is affiliated with the firm along with one of its partners, Louis Rainone, who also has served the township. The firm also scored a total of 300 points in recognition of the long tenure and the experience of their lead attorneys with our municipality.

Decotiis, Fitzpatrick, Cole & Giblin earned 270 total points; Wilentz, Goldman & Spitzer, PA earned 240 total points.

The committee therefore recommends the award of contract to Rainone Coughlin Minchello for submitting a proposal that is most responsive to the township's needs.

**RECEIPT OF PROPOSALS**

November 14, 2024

Results from the receipt of Requests for Proposals on Thursday, November 14, 2024 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:

<b>PRO25003 – Municipal Legal Counsel</b>	<b>No Bond required</b>	<b>Total</b>
<b>Decottis, FitzPatrick, Cole &amp; Giblin, LLP 61 South Paramus Road, Suite 250 Paramus, NJ 07652</b>		<b>Set Fees</b>
<b>Lady Liberty Flag &amp; Flagpole 6001 W. William Cannon Drive Austin, TX 78749</b>		<b>No Bid</b>
<b>Rainone Coughlin Minchello 555 US Highway One South Iselin, NJ 08830</b>		<b>Set Fees</b>
<b>Wilentz, Goldman &amp; Spitzer, P.A. 90 Woodbridge Center Drive, Suite 900 Woodbridge, NJ 07095</b>		

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

**Lisa Russo  
Municipal Clerk**