

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
STANTEC CONSULTING SERVICES, INC. TO PROVIDE
WASTEWATER COLLECTION SYSTEM OVERSIGHT SERVICES
FOR THE NORTH BRUNSWICK WASTEWATER SYSTEM**

WHEREAS, the Township of North Brunswick has a need to acquire Wastewater Collection System Oversight services for the municipally owned and operated wastewater system 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 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 PRO25019; 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 Stantec Consulting Services, Inc. (1971 Route 34, Wall Township, New Jersey 07719) to provide for Wastewater Collection System Oversight Services; and

WHEREAS, proposals have been reviewed and the response submitted by Stantec Consulting Services, Inc. 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 Stantec Consulting Services, Inc., for Wastewater Collection System Oversight services for calendar year 2025; and

WHEREAS, Stantec Consulting Services, Inc. shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$20,000.00 for general services, exclusive of special projects that may be requested by the Director of Public Works; and

WHEREAS, the Chief Financial Officer has certified that \$10,000.00 is available for this purpose in account 5-07-55-502-000-200 for general 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 Stantec Consulting Services, Inc. to provide for Wastewater Collection System Oversight services, with an authorization not-to-exceed \$20,000.00, exclusive of special projects, for calendar year 2025, in accordance with RFP PRO25019.

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 \$10,000.00 is available for this purpose in account 5-07-55-502-000-200 for services ending June 30, 2025 and the balance of funds shall be certified upon the appropriation of funds in FY2026. Contract PRO25019

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

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EVALUATION REPORT

2025 WASTEWATER COLLECTION SERVICES – REQUEST FOR PROPOSAL

DECEMBER 30, 2024

North Brunswick Department of Public Works desires the services of a professional firm to assist in the wastewater collection oversight. This service will be used by the North Brunswick Public Works Sewer Division.

The Township Council passed a resolution authorizing the solicitation of proposals for this 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 “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three-person committee comprised of the following individuals:

Steve Bloyed, Director of Public Works

Salvatore Georgianna, Sewer Repairer Supervisor

Bryan Bazydlo, Assistant Supervisor

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 reviewed the proposal evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each area. The established weighting criterion was as follows:

- History and 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.

CME Associates
3141 Bordentown Avenue
Parlin, NJ 08859

Remington and Vernick Engineers II, Inc.
2059 Springdale Road
Cherry Hill, NJ 08003

Stantec Consulting Services, Inc.
1971 Route 34
Wall Township, NJ 07719

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

It was determined that Stantec and CME Associates have participated in Township Public Work Sewer Meetings in the past and understand the township's history. Stantec scored the highest at 277 and CME Associates scored 241 points. Remington and Vernick scored third highest at 206 points.

As a result of its evaluation on December 30, 2024, the committee recommended that Stantec Consulting Services, Inc. be awarded the contract 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=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:

PRO25019 –Wastewater Collection Oversight Consulting Services	No Bond required	Total
CME Associates 3141 Bordentown Avenue Parlin, NJ 08859		Set Fees
Remington and Vernick Engineers II, Inc. 2059 Springdale Road Cherry Hill, NJ 08003		Set Fees
Stantec Consulting Services Inc. 159 Route 34, Suite 3 Wall Township, NJ 07727		Set Fees

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

**Lisa Russo
Municipal Clerk**