

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH CME ASSOCIATES
TO PROVIDE WATER AND WASTEWATER CONSULTING SERVICES**

WHEREAS, the Township of North Brunswick has a need to acquire Water and Wastewater Consulting Services 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 PRO25014; 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 CME Associates (3141 Bordentown Avenue Parlin, NJ 08859) to provide Water and Wastewater Consulting Services; and

WHEREAS, proposals have been reviewed and the response submitted by CME Associates 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 CME Associates to provide Water and Wastewater Consulting Services for calendar year 2025; and

WHEREAS, CME Associates shall be compensated for these services and reimbursable expenses as described within the contract for a total authorization not-to-exceed \$60,000.00 for calendar year 2025; and

WHEREAS, the Chief Financial Officer has certified that \$20,000.00 is available for this purpose in the Water Utility account 5-05-55-502-000-200 and \$20,000.00 is available for this purpose in the Wastewater Utility 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.

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 CME Associates to provide Water and Wastewater Consulting Services, with an authorization not-to-exceed \$60,000.00 for calendar year 2025, in accordance with RFP PRO25014.

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, Cavell Gallimore, Chief Financial Officer, hereby certify that \$20,000.00 is available for this purpose in the Water Utility account 5-05-55-502-000-200 and \$20,000.00 is available for this purpose in the Wastewater Utility 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 PRO25014

Cavell 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
CHEDID				
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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EVALUATION REPORT
WATER/WASTEWATER CONSULTING SERVICES
REQUEST FOR PROPOSAL PRO25014
DECEMBER 30, 2024

The Township of North Brunswick seeks a qualified vendor to provide water/wastewater consulting services for the municipality in 2025. Two (2) 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:

Steven Bloyed, Director of Public Works
Salvatore Georgianna, Supervisor Sewer Division
Justine Progebin, Business Administrator

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 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. Respondent's understanding and prior experience with Township – 30 points
2. Experience and Qualifications of Individuals or Team – 20 points
3. Respondents overall company history and Experience – 30 points
4. Pricing Model – 20 points

On September 16, 2024, the Township Council passed resolution #289-9.24 authorizing the solicitation of proposals for said service. Two (2) proposals were received by the submission deadline of November 14, 2024:

CME Associates

3141 Bordentown Ave.

Parlin, NJ 08859

T&M Associates

Eleven Tindall Road

Middletown, NJ 07748

In review the criteria for understanding and experience with North Brunswick, CME Associates demonstrated a good understanding of the services requested and rated the highest overall with a score of 290 points; T&M Associates scored 259 points overall.

As a result of its evaluation, the committee recommended that CME Associates 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=QOv013RQZABbcWdZ9SqEOMY9liwyl9.1>

**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:

PRO25014 – Water/Wastewater Consulting Services	No Bond required	Total
CME Associates 3141 Bordentown Avenue Parlin, NJ 08859		Set Fees
T&M Associates 11 Tindall Road Middletown, NJ 07748		Set Fees

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

**Lisa Russo
Municipal Clerk**