



## TOWNSHIP OF NORTH BRUNSWICK

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### EVALUATION REPORT 2026 TOWNSHIP ATTORNEY - REQUEST FOR PROPOSAL DECEMBER 17, 2025

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 2026.

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 was one (1) proposal received by the submission deadline:

Rainone Coughlin Minchello, LLC  
555 U.S. Highway One South - Suite 440  
Iselin, New Jersey 08830

The committee members individually reviewed the proposal.

Rainone Coughlin Minchello, LLC 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 283 points in recognition of the long tenure and the experience of their lead attorneys with our municipality.

The committee therefore recommends the award of contract PRO26003 to Rainone Coughlin Minchello, LLC for submitting a proposal that is most responsive to the township's needs.

**RECEIPT OF BIDS**

**November 14, 2025**

Results from the receipt of proposals on Friday November 14, 2025, at 11:00 a.m., by way of virtual

<https://us02web.zoom.us/j/86501272608?pwd=jz37ATCSiQFW1YsKQwMJ7EMne3bKUn.1>

Meeting ID: 865 0127 2608

Passcode: 599076

Phone Number: 309-205-3326

Present:      Samantha Sickles, Purchasing Agent  
                  Emma Von Thun, Purchasing Agent  
                  Lisa Russo, Municipal Clerk  
                  Nellie Sowell, Clerk 3

Resolution #317-10.25 adopted on October 6, 2025 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law.

Ms. Sowell asked for any additional bids.

11:00 a.m. Receipt of bids is closed.

**Professional and Consulting**

**Services for Calendar Year 2026**

**TOTAL**

**PRO26003 – Legal Counsel**

Rainone Coughlin Minchello LLC

55 US Highway One South

Iselin, NJ 08830

Set Fees

A report will be presented to the Township Council for possible awards at the Re-Organization Township Council Meeting being held on January 5, 2026.

**Nellie Sowell  
Clerk 3**