

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
CME ASSOCIATES TO SERVE AS
MUNICIPAL CONSULTING ENGINEER**

WHEREAS, the Township of North Brunswick has a need to acquire professional services for a Municipal Consulting Engineer for 2016; and

WHEREAS, on October 5, 2015, the Township Council approved resolution 267-10.15 authorizing the issuance of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under 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 submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of four proposals for said professional services on November 13, 2015; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO16009 to CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) to provide Municipal Consulting Engineering services for calendar year 2016; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by CME Associates 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 Municipal Consulting Engineering services for calendar year 2016; and

WHEREAS, CME Associates shall be compensated for these services as outlined within their contract for an authorization not to exceed \$80,000.00 for general engineering services, excluding developer and applicant billing, \$10,000.00 for water related matters, and \$10,000.00 for wastewater related matters; and

WHEREAS, the Chief Financial Officer has certified that \$50,000.00 is available for general engineering matters in account 6-01-21-165-000-200, \$8,000.00 is available for water related matters in account 6-05-55-502-000-200, and \$8,000.00 is available for wastewater related matters in account 6-07-55-502-000-200 for services ending June 30, 2016 and the balance of funds shall be certified upon the appropriation of funds in FY2017.

NOW, THEREFORE, BE IT RESOLVED on this 1st day of January, 2016, 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 professional services as Township Engineer for 2016 with a contract authorization not to exceed \$100,000.00, exclusive of developer and applicant billing.

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.



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EVALUATION REPORT

2016 CONSULTING ENGINEERING SERVICES- REQUEST FOR PROPOSAL

DECEMBER 21, 2015

The Township of North Brunswick seeks a qualified vendor to serve as the Consulting Engineer for the municipality for 2016. Four (4) proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three (3) person committee evaluated the proposals comprised of the following individuals:

Robert Lombard, Business Administrator

Michael C. Hritz, Director of Community Development

Justine Progebin, Assistant Business Administrator

Prior to the committee's first meeting, 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 that provide engineering services. Each member signed a statement attesting to the fact that there was no conflict of interest. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion on a 100 point scale 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

On October 15, 2015, the Township Council passed resolution 267-10.15 authorizing the solicitation of proposals for said service. The following four (4) proposals were received by the submission deadline November 13, 2015:

CME Associates
3141 Bordentown Avenue
Parlin, N.J. 08859

Center State Engineering
481 Spotswood Englishtown Road
Monroe, NJ 08831

Najarian Associates
One Industrial Way West
Eatontown, NJ 07724

Remington, Vernick & Vena Engineers
3 Jocama Blvd.
Old Bridge, N.J. 08857

CME Associates has served as the Township's Consulting Engineer for more than 25 years. They received high scores for both their team experience and overall company history. Their total score was 265.

Remington, Vernick & Vena Engineers earned a second place score of 215 points, with Najarian Associates ranking third place with a score of 210, and followed by Center State Engineering with 165 points. Each of these firms is a significantly smaller practice with little comparable experience to a town of North Brunswick's dimension and demands.

Accordingly, it is the Evaluation Committee's recommendation to appoint CME Associates as the 2016 Municipal Engineer.