

**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; and

WHEREAS, on October 5, 2015, the Township Council approved resolution 267-10.15 authorizing the solicitation 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 two 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 PRO16019 to two firms: Stantec Consulting Services, Inc. (81 East Water Street – Suite 2C, Toms River, New Jersey 08753) serving as the lead firm, and CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) to provide for Wastewater Collection System Oversight services for calendar year 2016; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by Stantec Consulting Services, Inc. and 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 agreements with Stantec Consulting Services, Inc., serving as the lead firm, for Wastewater Collection System Oversight services for calendar year 2016; 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 \$15,000.00 is available for this purpose in account 6-07-55-502-000-200 for general 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 Stantec Consulting Services, Inc. to provide for Wastewater Collection System Oversight services for calendar year 2016 with an authorization not to exceed \$20,000.00, exclusive of special projects that may be requested by the Director of Public Works.

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.



TOWNSHIP OF NORTH BRUNSWICK

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Evaluation Report
Municipal Auditor - Request for Proposal PRO16010
December 22, 2015

On October 05, 2015 the Township Council passed a resolution 267-10.15 authorizing the advertisement for the receipt of proposals for Professional Services to include Municipal Auditor through a competitive contracting process. This process 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:

Robert Lombard, Business Administrator
Justine Progebin, Assistant Business Administrator/Purchasing Agent
Kala Sriranganathan, CFO

The committee reviewed and discussed the Request for Proposal. 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:

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|---|-------------|
| 1. Understanding of Services | – 30 points |
| 2. Prior experience of Individual/Team identified | – 20 points |
| 3. Overall Company History with Similar Services | – 30 points |
| 4. Agreement to Pricing Model | – 20 points |

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

Hodulik & Morrison, PA
1102 Raritan Avenue
Highland park, N.J. 08904

The committee members all individually reviewed the proposal. The committee then met to discuss the proposal experience, proposed methodology and other factors.

When the scoring was added, the firm ranked as follows:

Hodulik & Morrison, PA 255

While no other proposals were received, the committee recommends the award of contract to Hodulik & Morrison, PA. for submitting a proposal that is responsive to the Township's needs and scored high in accordance with the pre-established weighting criteria.