

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
TOKARSKI AND MILLEMANN ARCHITECTS, LLC  
AND ARCARI AND IOVINO ARCHITECTS, P.C.  
TO PROVIDE ARCHITECTURE SERVICES**

**WHEREAS**, the Department of Public Works is responsible for providing maintenance and upgrades to municipal buildings; and

**WHEREAS**, Director Eric Chaszar determined there is a need to procure architecture services for general and specialized projects; and

**WHEREAS**, municipal facility structures covered include: parks facilities, the Senior Center, the Municipal Complex, the Public Library, and the Public Works facility; 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 three 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 PRO16017 to two firms including: Tokarski and Millemann Architects, LLC ( 228 Brick Boulevard, Brick, New Jersey 08723) and Arcari and Iovino, P.C. ( 1 Katherine Street, Little Ferry, New Jersey 07643); and

**WHEREAS**, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposals submitted by Tokarski and Millemann Architects, LLC and Arcari and Iovino, P.C. 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 Tokarski and Millemann Architects, LLC and Arcari and Iovino, P.C. to provide architecture services as requested for calendar year 2016; and

**WHEREAS**, Tokarski and Millemann Architects, LLC shall be compensated for these services as outlined within their contract for an authorization not to exceed \$5,000.00 for general matters, exclusive of special projects; and

**WHEREAS**, the Chief Financial Officer has certified that \$5,000.00 is available for general matters in account 6-01-26-310-000-200 for services ending June 30, 2016 and the balance of funds shall be certified upon the appropriation of funds in FY2017; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by Arcari and Iovino, P.C.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> 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 agreements with Tokarski and Millemann Architects, LLC and Arcari and Iovino, P.C. to provide architecture services, as requested, for calendar year 2016.



## TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268  
Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT  
MUNICIPAL ARCHITECT  
REQUEST FOR PROPOSAL PRO16017  
DECEMBER 22, 2015

The Township of North Brunswick seeks a qualified firm to serve as municipal architect for the municipality in 2016. A three person committee evaluated the proposals comprised of the following individuals:

Robert Lombard, Business Administrator

Justine Progebin, Assistant Business Administrator

Eric Chaszar, Acting Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to reviewed proposals submitted for legal compliance.

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 in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. 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:

- 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 October 5, 2015, the Township Council passed resolution 267-10.15 authorizing the solicitation of proposals for said service. Proposals were received by the following three firms by the deadline of November 13, 2015:

Arcari & Iovino Architects  
One Katherine Street  
Little Ferry, NJ 07643

DMR Architects  
777 Terrace Ave.  
Hasbrouck Heights, N.J. 07604

Tokarski, Millemann Architects, LLC  
228 Brick Boulevard  
Brick, NJ 08723

The committee members all individually reviewed each proposal and then met together on December 2, 2015. The committee discussed the proposals, sharing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

A group discussion on historical knowledge highlighted that, both Tokarski, Millemann Architects, LLC and Arcari & Iovino Architects have previous experience and involvement in architectural work for the Township. All firms were in agreement with the pricing model and no exceptions were noted by the committee.

Tokarski, Millemann Architects, LLC received the highest points overall at 275. In second place was Arcari & Iovino Architects with a score of 240. It should be noted that Tokarski and Millemann has performed several projects over the past several years and are currently involved in construction of a new maintenance facility at the Public Works site.

As a result of the evaluation on December 2, 2015, the committee recommends that both firms: Tokarski, Millemann Architects, LLC and Arcari & Iovino Architects be authorized a 2016 contract based upon overall scoring on the criteria established and review of the proposals.