

# **SOUTH JERSEY PORT CORPORATION**



## **BOARD OF DIRECTORS MEETING June 16, 2020**

**THE CHAIRMAN COMMENCES MEETING WITH PLEDGE OF ALLEGIANCE AND ROLL CALL:**

- 1. APPROVAL OF MINUTES**  
Regular Open Meeting April 28, 2020  
Closed Session Meeting April 28, 2020
- 2. APPROVAL OF OPERATING BILLS**  
**RESOLUTION 2020-06-0041**
- 3. APPROVAL OF ADVANCE PAYMENT BILL LIST**  
**RESOLUTION 2020-06-0042**
- 4. APPROVAL OF CREDITS**  
**RESOLUTION 2020-06-0043**
- 5. APPROVAL OF CHANGE ORDERS - NONE**
- 6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS**  
**RESOLUTION 2020-06-0044**
- 7. RECEIPT OF TREASURER'S REPORT**
- 8. RECEIPT OF COUNSEL'S REPORT**
- 9. RECEIPT OF EXECUTIVE DIRECTOR'S REPORT**



**10. ADDITIONAL AGENDA ITEMS REQUIRING BOARD ACTION:**

- A. RESOLUTION 2020-06-0045: APPROVAL OF AMENDMENT #4 WITH EPORATION FOR THE PASS & STOW BARCODE CARGO TRACKING SYSTEM**
  
- B. RESOLUTION 2020-06-0046: APPROVAL TO SOLICIT AN RFP FOR A ROOFING CONTRACTOR TO SPRAY A RUBBERIZED MEMBRANE COATING ON THE ROOFS OF THE BROADWAY TERMINAL "C" AND "P" BUILDINGS AND THE BALZANO TERMINALS' MAINTENANCE GARAGE**
  
- C. RESOLUTION 2020-06-0047: APPROVAL TO ISSUE AN RFP FOR DESIGN SERVICES TO INSPECT MARINE WATERFRONT STRUCTURES AT BALZANO AND BROADWAY TERMINALS**
  
- D. RESOLUTION 2020-06-0048: APPROVAL TO SOLICIT AN RFP FOR THE PURCHASE AND INSTALLATION OF NEW SECURITY BOOTHS AT THE BALZANO AND BROADWAY TERMINALS**
  
- E. RESOLUTION 2020-06-0049: APPROVAL TO ISSUE AN RFP TO SECURE PIER AND BERTH DREDGING, MAINTENANCE REPAIR, AND CONSTRUCTION PERMITTING INCLUDING ASSOCIATED ENGINEERING DESIGN SERVICES REQUIRED FOR GRANT FUNDING CONSIDERATION AT THE BALZANO, BROADWAY AND SALEM TERMINALS.**
  
- F. RESOLUTION 2020-06-0050: APPROVAL TO ISSUE AN RFP FOR DESIGN SERVICES TO REHABILITATE THE SHED 1 RAIL LOADING PLATFORM, RESET THE RAIL TRACK, AND DESIGN A NEW ALTERNATE RAIL SPUR AT THE BALZANO TERMINAL**

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- G. RESOLUTION 2020-06-0051: APPROVAL TO SOLICIT AN RFP FOR GRANT WRITING, MANAGEMENT, AND ADMINISTRATIVE SERVICES, AND TO APPROVE A FOUR MONTH CONTRACT WITH TRIAD ASSOCIATES, WITH THE SAME TERMS AND CONDITIONS.**
  
- H. RESOLUTION 2020-06-0052: APPROVAL OF PROFESSIONAL SERVICES INCUMBENTS TO END OF CALENDAR YEAR 2020**

**11. SUPPLEMENTAL BOARD INFORMATION:**

- I. HOLTEC RAIL EXTENSION**
  
- J. HOLTEC SHED COLLAPSE**
  
- K. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT**
  
- L. PORT SECURITY UPDATE**
  
- M. PAULSBORO MARINE TERMINAL PROJECT UPDATES**

**PUBLIC SESSION FOR QUESTIONS / COMMENTS**

**12. CLOSED SESSION AND/OR ADJOURNMENT**



**ACTION ITEM:**

**A. RESOLUTION 2020-06-0045: APPROVAL OF AMENDMENT #4 WITH EPORTATION FOR THE PASS & STOW BARCODE CARGO TRACKING SYSTEM**

Staff is presenting addendum #4 to the agreement with ePortation for the Pass & Stow Barcode Cargo Tracking System. The amendment would extend the current annual rate for the system and services through June 15, 2021 at the current rate of \$155,352.68 per annum. The system provides real-time cargo data to principal cargo customers to support their necessary logistics data. The addendum has been reviewed by General Counsel and the expense has been budgeted in the Operating Budget.

**RECOMMENDATION:** Staff recommends Board consideration of the one year extension for the ePortation Pass & Stow Barcode Cargo Tracking System.



**ACTION ITEM:**

**B. RESOLUTION 2020-06-0046: APPROVAL TO SOLICIT AN RFP FOR A ROOFING CONTRACTOR TO SPRAY A RUBBERIZED MEMBRANE COATING ON THE ROOFS OF THE BROADWAY TERMINAL "C" AND "P" BUILDINGS AND THE BALZANO TERMINALS' MAINTENANCE GARAGE**

Staff is requesting Board authorization to solicit an RFP for a roofing contractor to spray a rubberized membrane coating on the roofs of the Broadway Terminal "C" and "P" buildings, and the Balzano Terminals' Maintenance Garage, totaling approximately 70,000 square feet.

The roofs of both of these buildings have exceeded their anticipated life cycle. The rubberized spray is intended to mitigate the roofing material degradation and stop the water leaks while protecting the stored plywood cargo with "C" Building from potential damage at a considerably lower cost than a new roof, which we hope to be part of the solar lease program proposals.

The total estimated cost for both structures is approximately \$150,000. Funding for this project is available in the 2017A Capital Projects account.

**RECOMMENDATION:**

Staff recommends Board approval to solicit an RFP for a roofing contractor.



**ACTION ITEM:**

**C. RESOLUTION 2020-06-0047: APPROVAL TO ISSUE AN RFP FOR DESIGN SERVICES TO INSPECT MARINE WATERFRONT STRUCTURES AT BALZANO AND BROADWAY TERMINALS**

Staff is requesting Board authorization to issue an RFP to the Marine Engineer list of prequalified design firms to perform condition survey inspections of the waterfront structures at Balzano Berths 2, 3, 4 and 4 Extension, and Broadway Terminal Piers 1, 1A and 5.

The marine waterfront structures at the Balzano and Broadway Marine Terminals include piers, berths and bulkhead wall structures, all of which should be inspected on a three-year basis. These structures are impacted by ship berthing, river debris, and general deterioration due to weather and aging of the structures. Inspections of the underside and along the outside face of the structures, both above and below the waterline, will reveal any structural deficiencies that may need to be address either on an immediate or priority basis. Estimated costs to complete the condition survey inspections and develop the reports are approximately \$100,000. The last condition survey inspections at the Balzano Terminal were performed in 2016.

**RECOMMENDATION:**

Staff recommends Board approval to issue an RFP to the Marine Engineer list of prequalified design firms to perform condition survey inspections and provide and of marine waterfront structures at Balzano Berths 2, 3, 4 and 4 Extension and Broadway Terminal Piers 1, 1A and 5.



**ACTION ITEM:**

**D. RESOLUTION 2020-06-0048: APPROVAL TO SOLICIT AN RFP FOR THE PURCHASE AND INSTALLATION OF NEW SECURITY BOOTHS AT THE BALZANO AND BROADWAY TERMINALS.**

Staff is requesting Board authorization to solicit an RFP for the purchase and installation of new security booths at the Balzano and Broadway terminals.

In light of the COVID-19 coronavirus pandemic, South Jersey Port Corporation (SJPC) staff has taken numerous measures to ensure the safety of our employees, customers, and tenants. Recent guidance from the CDC indicates that the likelihood of contracting the virus is directly related to degree and length of exposure, particularly in enclosed areas. The current guard booths at both the Balzano and Broadway terminals do not allow for proper social distancing requirements, and the guard booth at Balzano is in dire need of replacement.

The new booths would securely separate the guards, ensuring proper social distancing, in addition to modernizing the booths with necessary technology access.

The budget for this project would not exceed \$125,000. Funding for this project is available in 2017A Capital Projects account.

**RECOMMENDATION:**

Staff recommends Board approval to solicit an RFP for the purchase and installation of new security booths at the Balzano and Broadway terminals.



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**ACTION ITEM:**

**E. RESOLUTION 2020-06-0049: APPROVAL TO ISSUE AN RFP TO SECURE PIER AND BERTH DREDGING, MAINTENANCE REPAIR, AND CONSTRUCTION PERMITTING INCLUDING ASSOCIATED ENGINEERING DESIGN SERVICES REQUIRED FOR GRANT FUNDING CONSIDERATION AT THE BALZANO, BROADWAY AND SALEM TERMINALS.**

Staff is requesting Board approval to issue an RFP to the Pre-Qualified Marine Engineering community to provide for engineering services to secure the riparian permitting for the necessary dredging, maintenance repairs, and construction, at the Balzano Terminal Berths 1, 2, 3, 4 and Berth 4 extension; Broadway Terminal Piers 1, 1A and 5; and the Salem Terminal Berthing facility.

The existing and “partial” Permits for only the Broadway and Balzano Terminals were secured in 2016 and will expire in 2021 after a five (5) year-imposed limitation.

Securing these dredging and waterfront permits entails a lengthy process estimated at one (1) year. Having permits in place together with preliminary engineering under way will better position the Port as being “construction ready” for grant funding consideration of a number of planned capital projects at all three terminals.

Another advantage to applying for an “all-inclusive” five (5) year permitting structure is the Port will receive a significant cost advantage. The anticipated actual permitting cost including the “preliminary engineering services” as necessary is estimated at \$250,000. Funding for this project is available in the 2017A Capital Projects Account.



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**RECOMMENDATION:**

Staff recommends Board approval to issue an RFP to the Pre-Qualified Marine Engineering community to provide for engineering services to secure the riparian permitting for the necessary dredging, maintenance repairs, and construction, at the Balzano Terminal Berths 1, 2, 3, 4 and Berth 4 extension; Broadway Terminal Piers 1, 1A and 5; and the Salem Terminal Berthing facility.



**ACTION ITEM:**

**F. RESOLUTION 2020-06-0050: APPROVAL TO ISSUE AN RFP FOR DESIGN SERVICES TO REHABILITATE THE SHED 1 RAIL LOADING PLATFORM, RESET THE RAIL TRACK, AND DESIGN A NEW ALTERNATE RAIL SPUR AT THE BALZANO TERMINAL**

Staff is requesting Board approval to issue an RFP to the Civil Engineering list of prequalified design firms to perform design services for the rehabilitation of the Balzano Terminal Shed 1 rail loading platform, reset the rail track, and for an optional and alternate new rail track spur design to provide access for Building “B.”

Shed 1 and the accompanying rail track and loading platform constructed in the late 1920's. The concrete has deteriorated in many areas and sections of the rail loading platform concrete slab have deflected. In addition, the rail track has also settled and needs to be reset to proper elevation with respect to the top elevation of the rehabilitated rail loading platform.

Shed 1 is the only rail loading platform for steel coil materials leaving the Port by rail. This rail siding needs to be maintained in a state of good repair.

As rail shipping represents an increased year-round opportunity for additional revenue, the design firm will also evaluate additional rail track placement to be constructed while the Shed 1 platform and adjacent rail track are out of service for construction.

A new rail spur has been suggested as a fast construction alternative to the east side of Building “B” and was included within the approved \$6.4 million Rail Grant award received by the Port.

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Estimated costs for design services are anticipated to be \$100,000. Construction costs, to be verified during the design effort, are anticipated to be \$600,000. Funding for this project is available in the 2017A Capital Projects Account.

**RECOMMENDATION:**

Staff recommends Board approval to solicit an RFP to the Civil Engineering list of prequalified design firms to perform design services for the rehabilitation of the Balzano Terminal Shed 1 rail loading platform, reset the rail track, and for an optional and alternate new rail track spur design to provide access for Building “B.”



**ACTION ITEM:**

**G. RESOLUTION 2020-06-0051: APPROVAL TO SOLICIT AN RFP FOR GRANT WRITING, MANAGEMENT, AND ADMINISTRATIVE SERVICES, AND TO APPROVE A FOUR MONTH CONTRACT WITH TRIAD ASSOCIATES, WITH THE SAME TERMS AND CONDITIONS.**

Staff is requesting Board approval to solicit an RFP for grant writing, management, and administrative services. Staff is also requesting Board approval for a four-month contract with Triad Associates, with the same terms and conditions.

Triad's current contract expired on May 31, 2020, resulting in the need to issue a new grant writing RFP. However, Triad is currently administering two grants (NJDOT Rail grant and FEMA perimeter security grant) and working with Staff on completing a number of additional grant applications, including the NJDEP Volkswagen Settlement grant due on June 22, 2020.

The extension agreement has been reviewed by General Counsel and the expense has been budgeted in the Operating Budget.

**RECOMMENDATION:**

Staff recommends Board approval to solicit an RFP for grant writing, management, and administrative services, and to approve a four-month contract with Triad Associates, with the same terms and conditions.



**ACTION ITEM:**

**H. RESOLUTION 2020-06-0052: APPROVAL OF PROFESSIONAL SERVICES INCUMBENTS TO END OF CALENDAR YEAR 2020**

The South Jersey Port Corporation has six (6) professional services disciplines that are currently in a month-to-month status as their original service agreements have expired. Those categories are:

- Marketing Consultant
- Financial Advisor
- General Legal Counsel
- Labor Counsel
- Maritime Counsel
- Insurance Broker

Given the current COVID-19 climate, it is advised that the above incumbents continue to be retained by the SJPC on a month-to-month basis until the end of calendar year 2020.

RFPs have been issued and responses have been received and recorded for all of the above disciplines. Evaluations and interviews and final recommendations will be deferred until the third or fourth quarter of 2020 when interviews can be safely conducted adhering to appropriate social distancing criteria and guidance. We have set a target date having new incumbents onboarded effective January 1, 2021.

**RECOMMENDATION:**

Staff recommends Board approval of the above process for the six (6) professional services contracts that have yet to be reappointed.



**INFORMATION ITEM:**

**I. HOLTEC RAIL EXTENSION**

On Wednesday, May 6th, Holtec International informed the Port of their acceptance of the proposed costs to complete the Phase II Broadway Rail Track extension. This portion of the initial project was delayed due to a design change to the new building during the construction phase, which resulted in a new rail track design.

As a result of the design change, Holtec is now responsible for an additional \$118,810.64 cost to the remaining original project cost of \$691,413.64. This meets and exceeds the NJDOT grant's gross spending requirement of \$572,603.00.

The grant reimburses the Port at 90% whereby the Port must absorb the remaining 10% or \$57,260.00. Therefore, the total reimbursed portion is \$515,342.99, which is 90% of the remaining and available grant funding if the Project is completed by August 30,2020.

General Counsel has subsequently prepared an MOU for Holtec's signature to protect the Port's financial interests.



**INFORMATION ITEM:**

**J. HOLTEC SHED COLLAPSE**

As an information item only, Staff felt it important to inform the Board that during mid-morning on Tuesday, May 26th, the old Broadway pump house totally collapsed into the Delaware River.

Originally slated for demolition during the Holtec site construction, the building was saved from being demolished based on the intent for conversion into an outside employee gathering and luncheon area.

Upon noticing the formation of cracks within the adjoining asphalt roadway, Holtec subsequently commissioned a Marine Engineering site-inspection in April of 2018 to evaluate potential remediation with findings that the old wooden piles and bents required replacement.

Although being designated as a Historic building, no further action was taken which resulted with the complete collapse of the structure.



**INFORMATION ITEM:**

**K. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT**

PHOENIX STRATEGIES/ARTLIP COMMUNICATIONS REPORT ATTACHED.



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**INFORMATION ITEM:**

**L. SECURITY UPDATE:**



**INFORMATION ITEM:**

**M. PAULSBORO MARINE TERMINAL PROJECT UPDATES**

The Paulsboro Marine Terminal Project updates are provided by the Gloucester County Improvement Authority.



## **MATTERS INVOLVING LITIGATION, PERSONNEL MATTERS & SPECIAL MATTERS**

The subject matter is covered by one or more of the following legal exemptions:

- Matters made confidential by state, federal law or rule by court.
  - Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing.
  - Disclosure would impair the body's right to receive federal or state funds.
  - Collective bargaining.
  - Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest.
  - Investigations into violations of law.
  - Strategies to protect public security.
  - Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply.
  - Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing.
  - Proceedings that could result in a suspension, civil penalty, or loss of a license or permit.
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### **1. COUNSEL'S REPORT**