

SOUTH JERSEY PORT CORPORATION



BOARD OF DIRECTORS MEETING March 30, 2021

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

- 1. APPROVAL OF MINUTES**
Regular Open Meeting February 23, 2021
Closed Session Meeting February 23, 2021
- 2. APPROVAL OF OPERATING BILLS
RESOLUTION 2021-03-0020**
- 3. APPROVAL OF ADVANCE PAYMENT BILL LIST
RESOLUTION 2021-03-0021**
- 4. APPROVAL OF CREDITS-NONE**
- 5. APPROVAL OF CHANGE ORDERS -NONE**
- 6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS
RESOLUTION 2021-03-0022**
- 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 2021-03-0023: APPROVAL OF MOU WITH NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY(NJEDA)TO JOINTLY FUND PORT OF SALEM DEVELOPMENT STUDY**
- B. **RESOLUTION 2021-03-0024: APPROVAL TO ISSUE AN RFP FOR CONSULTANT BIDS TO CONDUCT A PORT OF SALEM DEVELOPMENT STUDY**
- C. **RESOLUTION 2021-03-0025: APPROVAL TO PURCHASE 2021 JEEP GRAND CHEROKEE LAREDO**
- D. **RESOLUTION 2021-03-0026: APPROVAL TO PURCHASE AND INSTALLATION OF NEW OVERHEAD DOORS IN SHED 3, C BUILDING AND A BUILDING**
- E. **RESOLUTION 2021-03-0027: AUTHORIZATION TO RELEASE REQUEST FOR PROPOSALS FOR A SOFTWARE SOLUTION FOR THE PASS & STOW BARCODE TRACKING SYSTEM AND TERMINAL OPERATIONS MANAGEMENT**
- F. **RESOLUTION 2021-03-0028: APPROVAL TO ISSUE AN RFP FOR CONSTRUCTION SERVICES TO REHABILITE THE BERTH 4 PAVEMENT AT BALZANO TERMINAL**
- G. **RESOLUTION 2021-03-0029: APPROVAL TO AWARD AN RFP FOR DESIGN SERVICES FOR INSPECTION AND REPAIRS FOR THE HIGH MAST LIGHT TOWERS AT BALZANO AND BROADWAY TERMINALS**
- H. **RESOLUTION 2021-03-0030: AUTHORIZATION TO REPLACE THE WIRELESS BRIDGE CONNECTING THE BALZANO AND BROADWAY TERMINALS**



- I. RESOLUTION 2021-03-0031: APPROVAL OF QUALIFIED ENGINEERING FIRMS FOR MARINE, CIVIL, CONSTRUCTION MANAGEMENT, GEO TECH, AND CERTIFIED DIVERS**

 - J. RESOLUTION 2021-03-0032: APPROVAL TO RESTRUCTURE SJPC SECURITY DEPARTMENT**
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11. SUPPLEMENTAL BOARD INFORMATION:

- 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 2021-03-0023: APPROVAL OF MOU WITH NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY(NJEDA)TO JOINTLY FUND PORT OF SALEM DEVELOPMENT STUDY

Request

Staff is requesting Board approval to execute a Memorandum of Understanding (MOU) with NJEDA to jointly fund a development study for the Port of Salem

Background

SJPC's strategy for the Port of Salem is to undertake an actionable phased development plan for the Port of Salem that will increase maritime economic activity, employment, and revenue generation at the Port of Salem, including the retention and growth of existing business, plus the attraction of new business, including the business associated with the Offshore wind industry. Given NJEDA's development of the NJ Wind Port and the potential synergies between Salem and the Wind Port, NJEDA has agreed in principle to jointly fund a development study.

Key MOU Terms

- NJEDA and SJPC will each fund a not to exceed amount of \$150,000, for a total not to exceed amount of \$300,000 to conduct the consultant study. SJPC has funding available for this in the Salem set-aside fund. NJEDA will deposit their share of the funds with SJPC, and SJPC will issue an RFP for consultant services
- The consultant study subject to the MOU would include a planning analysis coupled with a business opportunity analysis, with phased development plan recommendations, including conceptual costs and projected revenues
- The MOU has a one year term from date of execution, with extension by mutual agreement
- SJPC will return any unused funds to NJEDA at expiration of the agreement

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RECOMMENDATION:

Staff recommends Board approval to accordingly execute an MOU with NJEDA to jointly fund a development study for the Port of Salem



ACTION ITEM

B. RESOLUTION 2021-03-0024: APPROVAL TO ISSUE AN RFP FOR CONSULTANT BIDS TO CONDUCT A PORT OF SALEM DEVELOPMENT STUDY

Request

Staff is requesting Board approval to issue an RFP to SJPC's pre-qualified planning consultants to conduct a development study for the Port of Salem at a not to exceed cost of \$300,000

Background

SJPC's strategy for the Port of Salem is to undertake an actionable phased development plan for the Port of Salem with the goals of increasing maritime economic activity, employment, and revenue generation at the Port of Salem, including the retention and growth of existing business, plus the attraction of new business, that associated with the Offshore wind industry. In order to create this plan, SJPC intends to solicit planning consultant bids to conduct a development study

Key RFP

- The consultant study would include a planning analysis coupled with a business case analysis, with phased development plan recommendations, including conceptual costs and projected revenues
- The RFP would be issued to SJPC's four pre-approved planning consultants: AECOM, Jacobs, Martin Associates, and Stantec
- The RFP would contain standard required indemnification and insurance provisions
- SJPC expects the entire study would be completed within 4 months of contract execution

RECOMMENDATION:

Staff recommends Board approval to accordingly issue an RFP to SJPC's pre-

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qualified planning consultants to conduct the referenced development study for a not to exceed amount of \$300,000



ACTION ITEM

C. RESOLUTION 2021-03-0025: APPROVAL TO PURCHASE 2021 JEEP GRAND CHEROKEE LAREDO

REQUEST

Staff requests Board approval to purchase a 2021 Jeep Grand Cherokee Laredo SUV.

BACKGROUND

The 2021 Jeep Grand Cherokee Laredo will be utilized by the Executive Director/CEO. Staff has received a quotation from Hetrich Fleet Services for the vehicle under the New Jersey Cooperative Purchasing contract 209-FLEET-01387 (T2007) in the total amount of \$32,398.10.

The funding for this purchase is available per the October 29, 2019 Board Resolution 2019-10-0081 that approved the Substitution of Projects Pursuant to Section 208 of the Bond Resolution from 2008 Bond Series O-3.

RECOMMENDATION

Staff recommends Board approval to purchase a 2021 Jeep Grand Cherokee Laredo in the amount of \$32,398.10.



ACTION ITEM

D. RESOLUTION 2021-03-0026: APPROVAL TO PURCHASE AND INSTALLATION OF NEW OVERHEAD DOORS IN SHED 3, C BUILDING AND A BUILDING

REQUEST

Staff requests Board approval for the purchase and installation of new overhead warehouse doors in Shed 3, C Building, and A Building.

BACKGROUND

Shed 3 requires a new 22' x 28' door, curtain, assembly, and operator. The south end door of C Building requires a new 29' x 20' door, curtain, assembly, and operator. A Building has a 12' x 12' manually operated door that needs to be completely replaced.

This project was previously solicited as a Request for Proposals on November 17, 2020 and did not receive any responses. We have received a quotation from Merchantville Overhead Doors for this project through NJ Cooperative Purchase contract 85293 (T1343) in the amount of \$104,817.17. Funding is available in the 2017A Capital Projects Account.

RECOMMENDATION:

Staff recommends Board approval for the purchase and installation of new overhead warehouse doors in Shed 3, C Building, and A Building in the amount of \$104,817.17.



ACTION ITEM

E. RESOLUTION 2021-03-0027: AUTHORIZATION TO RELEASE REQUEST FOR PROPOSALS FOR A SOFTWARE SOLUTION FOR THE PASS & STOW BARCODE TRACKING SYSTEM AND TERMINAL OPERATIONS MANAGEMENT

REQUEST

Staff requests Board approval to release a Request for Proposals for software and related services for the Pass & Stow Barcode Cargo Tracking System and terminal operations management.

BACKGROUND

These systems provide real-time cargo data to principal cargo customers to support the logistics data necessary for those customers as well as efficient handling, routing and movement of cargo. In addition, SJPC invoicing is reliant on this data sequencing for correct invoicing and revenue management.

Proposals will be presented to the Board for final consideration.

RECOMMENDATION:

Staff recommends Board authorization to release Request for Proposals for a software solution for the pass and stow barcode tracking system and terminal operations management.



ACTION ITEM

F. RESOLUTION 2021-03-0028: APPROVAL TO ISSUE AN RFP FOR CONSTRUCTION SERVICES TO REHABILITATE THE BERTH 4 PAVEMENT AT BALZANO TERMINAL

REQUEST

Pursuant to the Board's Authorization: RESOLUTION 2020-02-0018 APPROVAL OF BERTH 4 TOP DECK PAVEMENT REPLACEMENT PROJECT AT BALZANO TERMINAL, Board approval is hereby requested to issue an RFP for public bid to perform construction services to rehabilitate the pavement and strengthen the subgrade soil at Berth 4 in Balzano Terminal.

BACKGROUND

The compacted backfill material used during the construction of the Berth 4 structure was of insufficient strength to withstand the current 62 ton loading imposed by the transport vehicles when fully loaded with scrap metal bound for the berth to be uploaded onto awaiting ships for export. Over time, the pavement has deteriorated and localized areas have sustained high degrees of ground settlement with the continued handling of scrap metal operations. This is becoming a safety concern with continued operations at Berth 4. Our design consultant, S.T. Hudson completed a study of the Berth 4 area in February 2021 that included drilled soil borings to determine subsurface conditions, and prepared options for Berth 4 upland subgrade strengthening and pavement rehabilitation. The project scope of work includes subgrade strengthening with drilled shafts filled with concrete (referred to as inclusions), drainage catch basins and pipe replacement, installation of geogrid fabrics with compacted suitable backfill material and pavement.

Construction costs for the rehabilitation work at Berth 4 upland area is estimated to be \$750,000 which will be further verified upon completion of the ongoing design phase of the project.

RECOMMENDATION:

Staff recommends Board approval to issue an RFP to perform construction service to rehabilitate the pavement and strengthen the subgrade soil at Berth 4.



ACTION ITEM

G. RESOLUTION 2021-03-0029: APPROVAL TO AWARD AN RFP FOR DESIGN SERVICES FOR INSPECTION AND REPAIRS FOR THE HIGH MAST LIGHT TOWERS AT BALZANO AND BROADWAY TERMINALS

REQUEST

Pursuant to the Board's Authorization: RESOLUTION 2020-12-0108 - APPROVAL TO ISSUE AN RFP FOR DESIGN SERVICES FOR INSPECTION AND DESIGN REPAIRS FOR THE HIGH MAST LIGHT TOWERS AT BALZANO AND BROADWAY TERMINALS, an RFP was issued soliciting the professional services to perform a condition survey inspection of all high mast lighting towers and design the needed priority repairs at the Balzano and Broadway Terminals, Camden NJ.

BACKGROUND

An RFP was prepared, reviewed by General Council, and distributed to our prequalified civil consultant firm list. A site prebid meeting, attended by six civil design firms, was held on Tuesday, January 19, 2021. The following seven proposals were received on February 11, 2021.

1. French and Parrello Associates \$ 53,905.00
2. LS Engineering Associates \$ 82,487.00
3. Remington & Vernick \$ 91,400.00
4. T & M Associates \$129,901.00
5. GPI \$139,583.00
6. Pennoni \$151,400.00
7. AECOM \$398,956.25

Proposals were reviewed by SJPC staff and a low bid meeting was held to verify the low bid firm's understanding of the scope of work. It was determined

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that French and Parrello Associates proposal for the lump sum amount of \$ 53,905.00 was the best value and met all requirements of the RFP.

RECOMMENDATION:

Staff recommends Board approval to award the professional services for the condition survey inspection and performance of design priority repair services to French and Parrello Associates for the not to exceed amount of \$ 53,905.00.



ACTION ITEM

H. RESOLUTION 2021-03-0030: AUTHORIZATION TO REPLACE THE WIRELESS BRIDGE CONNECTING THE BALZANO AND BROADWAY TERMINALS

REQUEST

Staff requests Board approval to replace the wireless bridge between the Broadway and Balzano terminals.

BACKGROUND

Replacing the wireless bridge ensures an uninterrupted licensed link between the two terminals. That will eliminate interference and improve security from the many other wireless signals along the waterfront. In addition, speed/bandwidth will be increased. The wireless components will be relocated from the Broadway water tower to an SJPC office trailer, thus avoiding conflicts with Holtec as the water tower is within Holtec's leasehold. As the wireless bridge is the sole link between the two terminals, maintaining an uninterrupted link is essential

Staff has received a quotation from New Jersey Business Systems for the wireless bridge under the New Jersey Cooperative Purchasing contract T0109 (83899) in the total amount of \$98,963.30. The funding for this purchase is available in Bond Series O-1.

RECOMMENDATION:

Staff recommends Board approval to replace the wireless bridge between the Balzano and Broadway terminals in the amount of \$98,863.30.



ACTION ITEM

I. RESOLUTION 2021-03-0031: APPROVAL OF QUALIFIED ENGINEERING FIRMS FOR MARINE, CIVIL, CONSTRUCTION MANAGEMENT, GEO TECH, AND CERTIFIED DIVERS

REQUEST

Staff is requesting Board approval of the Board Review Committee's recommendations to add several firms to the pre-qualified engineer list for a term of two years beginning April 1, 2021.

BACKGROUND

Pursuant to the Board's authorization, staff released a Request for Qualifications (RFQ) for Engineering Services for each of the categories of Civil Engineer; Certified Diver; Construction Management; Geo-technical Services; and Marine Engineer.

The RFQ seeks qualification proposals from qualified engineering firms, in accordance with the terms, conditions, and specifications contained in the RFQ, to be considered as pre-qualified for the opportunity to submit cost proposals for future projects. The qualification carries a term of two (2) years, commencing on April 1, 2021 and expiring on March 31, 2023.

The Board Review Committee will evaluate these qualification proposals and will present a recommendation to add these firms to the list of currently pre-qualified firms for the initial term of three years as awarded last year.

Each year during the three-year term, the Board will consider additional engineering firms to the qualified list for the remaining term through the RFQ process. The deadline to submit qualifications was on February 9, 2021.

For this new two (2) year commencement period, a total of twenty-one (21) engineering firms submitted discipline specific proposals for review and consideration by the five (5) member review committee. There were also twenty-four (24) submissions by firms who are already pre-qualified as noted below.

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For the Civil Engineering category, the recommendation is to add the firms of GEI Consultants from Mt. Laurel, NJ; Burns Engineering Inc. from Philadelphia, PA; McLaren Technical Services Inc. from Woodcliff Lake, NJ; Matrix New World Engineering from Florham Park, NJ; and T.Y. Lin International from Rockaway, NJ.

In addition, CME Associates, Maser Consulting, Pennoni, KS Engineers, Langan, WBMC, T&M Associates, and PS&S submitted qualification packages. However, they have already been pre-qualified for the term 2020-2023.

For the Certified Diver category, the recommendation is to add the firms of McLaren Technical Services Inc. from Woodcliff Lake, NJ and Rising Tide Waterfront Solutions from Massapequa, NY.

In addition, Marine Solutions submitted a qualification package. However, they have already been pre-qualified for the term 2020-2023.

For the Construction Management category, the recommendation is to add the firms of GEI Consultants from Mt. Laurel, NJ; McLaren Technical Services Inc. from Woodcliff Lake, NJ; Burns Engineering Inc. from Philadelphia, PA; T.Y. Lin International from Rockaway, NJ; and MFS Engineers & Surveyors from South Plainfield, NJ.

In addition, CME Associates, Maser Consulting, T&M Associates, KS Engineering, New Road Construction Management, and Stantec submitted qualification packages. However, they have already been pre-qualified for the term 2020-2023.

For the Geo-technical Services category, the recommendation is to add the firms of GEI Consultants from Mt. Laurel, NJ; McLaren Technical Services Inc. from Woodcliff Lake, NJ; MFS Engineers & Surveyors from South Plainfield, NJ; Haley & Aldrich from Parsippany, NJ; and KS Engineers P.C. from Mount Laurel, NJ.

In addition, CME Associates, Maser Consulting, Pennoni, Schnabel Engineering, and Langan submitted qualification packages. However, they have already been pre-qualified for the term 2020-2023.

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For the Marine Engineering category, the recommendation is to add the firms of Burns Engineering Inc. from Philadelphia, PA; Dewberry Engineers, Inc. from Mount Laurel, NJ; GEI Consultants from Mt. Laurel, NJ; and T.Y. Lin International from Rockaway, NJ.

In addition, McLaren Technical Services, CME Associates, WBCM, and Maser Consulting submitted qualification packages. However, they have already been pre-qualified for the term 2020-2023.

RECOMMENDATION:

Staff recommends Board consideration of the Board Review Committee's recommendation to add these firms to the pre-qualified engineer list for a term of two years beginning April 1, 2021.



ACTION ITEM

J. RESOLUTION 2021-03-0032: APPROVAL TO RESTRUCTURE SJPC SECURITY DEPARTMENT

REQUEST

Staff is requesting Board approval to restructure the Port's Security Department.

BACKGROUND

Staff proposes a restructuring of its Security Department, which includes increasing the responsibilities of the Manager position, promotion of the Security Manager to General Manager, Security, Public Safety and Emergency Management, and the addition of a second Captain of Security position. The restructuring will also include changes to the number of full-time guards and part-time guards.

RECOMMENDATION:

Staff recommends Board approval of the proposed Security Department restructuring.



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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