

SOUTH JERSEY PORT CORPORATION



BOARD OF DIRECTORS MEETING April 27, 2021

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

- 1. APPROVAL OF MINUTES**
Regular Open Meeting March 30, 2021
Closed Session Meeting March 30, 2021
- 2. APPROVAL OF OPERATING BILLS
RESOLUTION 2021-04-0033**
- 3. APPROVAL OF ADVANCE PAYMENT BILL LIST
RESOLUTION 2021-04-0034**
- 4. APPROVAL OF CREDITS-NONE**
- 5. APPROVAL OF CHANGE ORDERS -NONE**
- 6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS
RESOLUTION 2021-04-0035**
- 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 2021-04-0036: APPROVAL TO ISSUE AN RFP FOR CONSTRUCTION SERVICES TO REHABILITATE THE BERTH 4 PAVEMENT AT BALZANO TERMINAL**
- B. **RESOLUTION 2021-04-0037: APPROVAL TO ISSUE AN RFP TO REPLACE THE BALZANO TERMINAL SECURITY PERIMETER PROTECTION**
- C. **RESOLUTION 2021-04-0038: APPROVAL OF QUALIFIED ENGINEERING FIRMS FOR MARINE ENGINEER, CIVIL, CONSTRUCTION MANAGEMENT, GEO-TECHNICAL SERVICES, AND CERTIFIED DIVERS**
- D. **RESOLUTION 2021-04-0039: APPROVAL TO ISSUE AN RFP FOR CONSULTANT BIDS TO CONDUCT A PORT OF SALEM DEVELOPMENT STUDY**
- E. **RESOLUTION 2021-04-0040: APPROVAL TO ISSUE AN RFP FOR PURCHASE OF CARGO HANDLING EQUIPMENT AND TO AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO GRANT AGREEMENT WITH NJDEP**
- F. **RESOLUTION 2021-04-0041: APPROVAL TO EXTEND PASS & STOW BARCODE TRACKING SYSTEM (EPORTATION) ON A MONTH-TO-MONTH BASIS**
- G. **RESOLUTION 2021-04-0042: 2021 REVISED PILOT AGREEMENT WITH THE CITY OF CAMDEN**
- H. **RESOLUTION 2021-04-0043: APPROVAL TO ISSUE AN RFP FOR CONSTRUCTION SERVICES TO PERFORM EMERGENCY REPAIRS TO THE ROOF ON STATE METALS' I BUILDING**



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- I. RESOLUTION 2021-04-0044: APPROVAL TO EXECUTE A MONTH-TO-MONTH LEASE AGREEMENT WITH CAMDEN INTERNATIONAL COMMITITIES TERMINAL, LLC (CICT)**
 - J. RESOLUTION 2021-04-0045: APPROVAL TO AWARD FIRE SPRINKLER RFP FOR BUILDINGS “A,” “B,” “C,” AND SHED 1**
 - K. RESOLUTION 2021-04-0046 : 2021 REVISED SJPC HOLIDAY SCHEDULE**
 - L. RESOLUTION 2021-04-0047: APPROVAL OF ANNUAL SCI SUPPORT FOR SERVICES**
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11. SUPPLEMENTAL BOARD INFORMATION:

- M. INFORMATION ITEM: 2021 – 2023 RATE STUDY PROGRAM**
- N. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT**
- O. PORT SECURITY UPDATE**
- P. PAULSBORO MARINE TERMINAL PROJECT UPDATES**

PUBLIC SESSION FOR QUESTIONS / COMMENTS

12. CLOSED SESSION AND/OR ADJOURNMENT



ACTION ITEM:

A. RESOLUTION 2021-04-0036: 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

B. RESOLUTION 2021-04-0037: APPROVAL TO ISSUE AN RFP TO REPLACE THE BALZANO TERMINAL SECURITY PERIMETER PROTECTION

REQUEST

Staff requests Board approval to solicit RFPs to replace the perimeter security protection fencing

BACKGROUND

The security perimeter protection at the Balzano Terminal is in very poor condition and is in need of replacement, per US Coast Guard (USCG) regulations.

The project will include replacement of approximately 2,400 liner feet of perimeter security chain link fence and replacement 1,120 liner feet of chain link fence with a strengthened barrier type security perimeter protection adjacent to Camden Iron & Metal. The design consultant, Remington & Vernick, has completed its evaluation of alternative fence systems and, with SJPC staff input, has proceeded in design with the chain link fence and precast barrier type fence products, all in accordance with USCG Port Security regulations and guidelines. The project scope of work requires the consultant to prepare two construction contracts, one for the replacement of chain link fence and one for the strengthened barrier type perimeter protection adjacent to the scrap metal operation.

SJPC was awarded \$647,172.00 through a Department of Homeland Security 2019 Port Security Grant. The remaining costs will be funded through the 2017A Capital Projects account.

RECOMMENDATION:

Staff recommends Board approval to solicit RFPs to replace the perimeter security protection fencing, noting a preliminary analysis and cost estimate of approximately \$1,100,000.00.



ACTION ITEM

C. RESOLUTION 2021-04-0038: APPROVAL OF QUALIFIED ENGINEERING FIRMS FOR MARINE ENGINEER, CIVIL, CONSTRUCTION MANAGEMENT, GEO-TECHNICAL SERVICES, 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 May 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 May 1, 2021 and expiring on April 30, 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, the following twenty-one (21) engineering firms submitted discipline specific proposals for review and consideration by the five (5) member review committee.



Civil Engineering:

GEI Consultants, Mt. Laurel, NJ
Burns Engineering Inc., Philadelphia, PA
McLaren Technical Services Inc., Woodcliff Lake, NJ
Matrix New World Engineering, Florham Park, NJ
T.Y. Lin International, Rockaway, NJ

Certified Divers:

McLaren Technical Services Inc., Woodcliff Lake, NJ
Rising Tide Waterfront Solutions, Massapequa, NY
Construction Management:
GEI Consultants, Mt. Laurel, NJ
McLaren Technical Services Inc., Woodcliff Lake, NJ
Burns Engineering Inc., Philadelphia, PA
T.Y. Lin International, Rockaway, NJ
MFS Engineers & Surveyors, South Plainfield, NJ

Geo-technical Services:

GEI Consultants, Mt. Laurel, NJ
McLaren Technical Services Inc., Woodcliff Lake, NJ
NJMFS Engineers & Surveyors, South Plainfield, NJ
Haley & Aldrich, Parsippany, NJ
KS Engineers P.C., Mount Laurel, NJ

Marine Engineering:

Burns Engineering Inc., Philadelphia, PA
Dewberry Engineers, Inc., Mount Laurel, NJ
GEI Consultants, Mt. Laurel, NJ
T.Y. Lin International, Rockaway, NJ

General Counsel has reviewed the RFQ proposals and has noted the procedures in place are consistent with New Jersey Statutory Law and the process of selecting qualified engineering firms to be legally compliant.

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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

D. RESOLUTION 2021-04-0039: 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 and marine engineering consultants to conduct a development study for the Port of Salem at a not to exceed cost of \$300,000.00

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 ITEMS

- 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 pre-approved planning and marine engineering consultants.
- The RFP would contain standard required indemnification and insurance provisions.
- SJPC expects the entire study would be completed within 4 months of contract execution.

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RECOMMENDATION:

Staff recommends Board approval to accordingly issue an RFP to SJPC's pre-qualified planning and marine engineering consultants to conduct the referenced development study for a not to exceed amount of \$300,000.



ACTION ITEM

E. RESOLUTION 2021-04-0040: APPROVAL TO ISSUE AN RFP FOR PURCHASE OF CARGO HANDLING EQUIPMENT AND TO AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO GRANT AGREEMENT WITH NJDEP

REQUEST

Staff is requesting Board approval to issue an RFP for the purchase of 22 electric forklifts and one electric yard horse, per the recent Volkswagen Environmental Mitigation Trust grant award from the NJDEP. Staff is also requesting Board approval for the Executive Director to enter into a grant agreement with NJDEP.

BACKGROUND

SJPC submitted two applications, totaling \$6.4 million to NJDEP through the Volkswagen Environmental Mitigation Trust in 2020 for 23 pieces of cargo handling equipment. In February of this year, NJDEP announced that they had awarded both applications.

Staff is requesting Board approval to issue an RFP for the purchase and installation of these vehicles and their accompanying charging stations.

Additionally, before SJPC can make any purchases, the Port has to enter into a grant agreement with NJDEP. Therefore, staff is requesting the Board to authorize the Executive Director to enter into that agreement.

RECOMMENDATION:

Staff recommends Board approval to issue an RFP for the purchase and installation of 23 electric cargo handling vehicles and to authorize the Executive Director to enter into a grant agreement with NJDEP.



ACTION ITEM

F. RESOLUTION 2021-04-0041: APPROVAL TO EXTEND PASS & STOW BARCODE TRACKING SYSTEM (EPORTATION) ON A MONTH-TO-MONTH BASIS

REQUEST

Staff requests Board approval to extend the pass and stow barcode tracking system (ePortation) on a month-to-month basis until all RFPs have been evaluated and a provider identified.

BACKGROUND

Last month the Board approved Resolution 2021-03-0027 that authorized the release of an RFP for a pass and stow barcode tracking system and terminal operating system. We anticipate that review and provider selection to be completed by late summer 2021.

Until that review is complete, the current provider needs to be extended on a month-to-month basis.

This system provides 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.

The current agreement expires June 15, 2021.

RECOMMENDATION:

Staff recommends Board approval to extend the ePortation agreement on a month-to-month basis until all RFPs have been evaluated and a provider is identified for the pass and stow barcode tracking system.



ACTION ITEM

G. RESOLUTION 2021-04-0042: 2021 REVISED PILOT AGREEMENT WITH THE CITY OF CAMDEN

REQUEST

Staff requests Board approval of the 2021 PILOT agreement with the City of Camden.

BACKGROUND

The City of Camden 2021 PILOT agreement is for the same amount as last year's PILOT payment of \$4,000,000.00.

The City of Camden changed its fiscal year to a calendar year basis. The City will extend its year from June 30, 2021 to December 31, 2021. The agreement that was previously approved in December 2020 has been rewritten to reflect these changes and is attached. There is no change in the amount or due date.

The rewritten agreement now covers the period July 1, 2020 through December 31, 2021. General Counsel has reviewed the agreement.

RECOMMENDATION:

Staff recommends Board approval of the 2021 PILOT agreement with the City of Camden.



ACTION ITEM

H. RESOLUTION 2021-04-0043: APPROVAL TO ISSUE AN RFP FOR CONSTRUCTION SERVICES TO PERFORM EMERGENCY REPAIRS TO THE ROOF ON STATE METALS' I BUILDING

REQUEST

Staff is requesting Board approval to issue an RFP for construction services to perform emergency repairs to the roof on "I" Building, which is currently occupied by State Metals.

BACKGROUND

As noted in the Info Item in February, the State Metals "I" Building roof has been severely compromised now requiring the Port to initiate an Emergency investigation to repair or replace as needed. A conditional roofing assessment together with a Professional Engineering overview and recommendation is being addressed.

Based on the language within the Lease the responsibility for maintaining the roof is the responsibility of the SJPC.”

On an Emergency basis, Hudson Engineers was asked to provide this assessment and remedial design of the existing roof to issue a roofing construction RFP. An estimated cost of ~\$900K was established, and dependent on the extent of the migration of the existing roof decking corrosion.

RECOMMENDATION:

Staff recommends Board approval to issue an RFP to perform construction service to repair the roof on "I" Building.



ACTION ITEM

I. RESOLUTION 2021-04-0044: APPROVAL TO EXECUTE A MONTH-TO-MONTH LEASE AGREEMENT WITH CAMDEN INTERNATIONAL COMMITIES TERMINAL, LLC (CICT)

REQUEST

Staff is requesting Board approval to execute a month-to-month lease agreement with Camden International Commodities Terminal, LLC (CICT).

BACKGROUND

CICT has been leasing several warehouse buildings from SJPC on a long-term lease used to import and store cocoa beans on and adjacent to Balzano Terminal since 2004, totaling 254,400 square feet. With the current demand for SJPC warehouse space caused by the surge in imports of steel coils, plywood, and coffee beans, CICT needs additional warehouse capacity on an ad hoc basis and is interested in the approx. 21,200 square foot warehouse, currently unused, at the site leased by John Lawrie at 1535 Broadway, Camden.

Key Lease Terms

- Month-to-month lease of an approximately 21,200 square foot warehouse
- Rental to commence subsequent to Board approval
- Initial rental @ \$7,210 per month (equivalent to \$4.08 per square foot per year)
- The monthly rental rate will increase by 3% in each subsequent 12-month period beyond the first 12 months if the monthly rental is extended.
- Either party can terminate the lease upon 30 days' notice
- Tenant accepts premises as is and is responsible for all maintenance
- Standard insurance provisions apply

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RECOMMENDATION:

Staff recommends Board approval to execute a month-to-month lease with CICT for the 21,200 square foot warehouse at 1535 Broadway, Camden, NJ.



ACTION ITEM

J. RESOLUTION 2021-04-0045: APPROVAL TO AWARD FIRE SPRINKLER RFP FOR BUILDINGS “A,” “B,” “C,” AND SHED 1.

REQUEST

Staff is requesting Board approval to award the bid for fire sprinkler repairs to the eaves in Buildings “A,” “B,” “C,” and Shed 1 at the Balzano Terminal to T&M Associates.

BACKGROUND

In 2020, the NJ Department of Community Affairs issued a sprinkler system violation during their annual fire inspection of the Port. The inspection noted that, because of primary system failure related to age and the subsequent component corrosion within the systems, the systems covering these areas need to be placed back in working condition.

The project scope encompasses the complete project oversight for the remedial design, preparation of drawing submittals for code compliance and permitting, contractor bid preparation and selection recommendations, project management throughout the installation, FPA testing criteria, and the DCA acceptance and abatement of the remedial piping repairs necessary to integrate within the associated building’s Dry-Pipe system equipment.

A Pre-Bid Meeting was held on March 18th, with four (4) Pre-Qualified Engineering Firms in attendance. Three (3) proposals were received as follows:

T&M Associates 200 Century Parkway, Suite B Mt. Laurel, NJ 08054	\$23,900.00
Pennoni 515 Grove St., Suite 1B Haddon Heights, NJ 08035	\$29,700.00
French & Parrello Associates 1800 Route 34, Suite101 Wall, NJ 07719	\$38,300.00

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RECOMMENDATION:

Staff recommends Board approval to award the RFP for the Balzano Fire Sprinkler System Repairs to T&M Associates in the Lump Sum amount of \$23,900.00.



ACTION ITEM

K. RESOLUTION 2021-04-0046: 2021 REVISED SJPC HOLIDAY SCHEDULE

2021 REVISED SJPC HOLIDAY SCHEDULE

HOLIDAY	DATE
New Year's Day	Friday, January 1, 2021
Martin Luther King Day	Monday, January 18, 2021
President's Day	Monday, February 15, 2021
Good Friday	Friday, April 2, 2021
Memorial Day	Monday, May 31, 2021
Juneteenth	Friday, June 18, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Veteran's Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Day After Thanksgiving Day	Friday, November 26, 2021
Christmas Eve	Thursday, December 23, 2021
Christmas Day	Friday, December 24, 2021
New Year's Day	Friday, December 31, 2021

RECOMMENDATION:

Staff recommends Board approval of the Revised SJPC 2021 Holiday Schedule



ACTION ITEM

L. RESOLUTION 2021-04-0047: APPROVAL OF ANNUAL SCI SUPPORT FOR SERVICES

REQUEST

Staff is requesting Board approval of the Port's annual contribution to the Seaman's Church Institute.

BACKGROUND

The Seamen's Church Institute (SCI) provides services to seafarers who visit the ports along the Delaware River, including SJPC's facilities. SCI visits every ship that calls both the Balzano Marine Terminal and the Broadway Terminal. Those services include hospitality, transportation, telephone, computer, spiritual, and many other necessary and vital services. SCI has requested \$8,000 for services rendered at our terminals. This is the same amount as SJPC contributed last year.

The payment will be funded through the Operations account.

RECOMMENDATION:

Staff recommends Board approval to pay Seaman's Church Institute \$8,000.



INFORMATION ITEM

M. INFORMATION ITEM: 2021 – 2023 RATE STUDY PROGRAM

As required by our Bond Covenants dated June 5, 1985, the South Jersey Port Corporation is required to retain a firm and on an annual basis order “An Evaluation of Rates, Rents, Fees and Charges currently in effect at our Marine Terminals and compare them to our competitors in the region.”

Staff will submit an RFQ to our prequalified marine engineer list to obtain quotes to perform this evaluation for a three-year period.



INFORMATION ITEM

N. MARKETING COMMITTEE REPORT

PHOENIX STRATEGIES/ARTLIP COMMUNICATIONS REPORT ATTACHED.



INFORMATION ITEM:

O. SECURITY UPDATE:



INFORMATION ITEM:

P. 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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