

SOUTH JERSEY PORT CORPORATION



BOARD OF DIRECTORS MEETING September 28, 2021

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

- 1. APPROVAL OF MINUTES**
Regular Open Meeting August 31, 2021
Closed Session Meeting August 31, 2021
- 2. APPROVAL OF OPERATING BILLS
RESOLUTION 2021-09-0085**
- 3. APPROVAL OF ADVANCE PAYMENT BILL LIST
RESOLUTION 2021-09-0086**
- 4. APPROVAL OF CREDITS
RESOLUTION 2021-09-0087**
- 5. APPROVAL OF CHANGE ORDERS - NONE**
- 6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS
RESOLUTION 2021-09-0088**
- 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:**



ACTION ITEMS

- A. RESOLUTION 2021-09-0089: WORKER COMPENSATION & EMPLOYER'S LIABILITY RENEWAL (11/4/2021-2022)**
- B. RESOLUTION 2021-09-0090: AWARD OF GRANT WRITING, MANAGEMENT, AND ADMINISTRATIVE SERVICES**
- C. RESOLUTION 2021-09-0091: APPROVAL TO RELEASE CONSTRUCTION RFP FOR THE REMAINING BALZANO TERMINAL FIRE SPRINKLER SYSTEM BUILDING EAVES REMEDIATION**
- D. RESOLUTION 2021-09-0092: APPROVAL TO AWARD BID FOR ELECTRIC CARGO HANDLING EQUIPMENT**
- E. RESOLUTION 2021-09-0093: APPROVAL TO ISSUE TO THE PRE-QUALIFIED ENGINEERING COMMUNITY AN RFP FOR DESIGN, BID PREPARATION, AND CONSTRUCTION MANAGEMENT SERVICES TO REPLACE THE ENTIRE ROOF ON THE BALZANO TERMINAL SHED 1 BUILDING**
- F. RESOLUTION 2021-09-0094: APPROVAL TO RELEASE THE FINALIZED DESIGN FOR SOLICITATION OF THE ELECTRIC FORKLIFT INFRASTRUCTURE CONSTRUCTION RFP**
- G. RESOLUTION 2021-09-0095: APPROVAL TO AWARD BID FOR THE BROADWAY TERMINAL FIRE HYDRANT REPLACEMENT AND FIRE MAIN REPAIR**
- H. RESOLUTION 2021-09-0096: APPROVAL TO AWARD BID FOR ASPHALT PAVING AND MAINTENANCE SERVICES AT BALZANO AND BROADWAY TERMINALS**



I. RESOLUTION 2021-09-0097: APPROVAL TO ISSUE AN RFP FOR THE DESIGN SERVICES TO CONDUCT PRELIMINARY ENGINEERING AND PERMITTING WORK FOR TERMINAL DEVELOPMENT AT THE PORT OF SALEM

11. SUPPLEMENTAL BOARD INFORMATION:

J. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT

K. PORT SECURITY UPDATE

L. PAULSBORO MARINE TERMINAL PROJECT UPDATES

PUBLIC SESSION FOR QUESTIONS / COMMENTS

12. CLOSED SESSION AND/OR ADJOURNMENT



ACTION ITEM:

**A. RESOLUTION 2021-09-0089: WORKERS’
COMPENSATION & EMPLOYER’S LIABILITY
RENEWAL (11/4/2021-2022):**

South Jersey Port Corporation’s (SJPC) Workers’ Compensation & Employer’s Liability policy renews November 4, 2021. The incumbent carrier, New Jersey Manufacturers Insurance Company (NJM), has quoted a renewal cost, excluding any upfront dividend, of \$457,130, (estimated and subject to audit). While the overall estimated payroll increased for this year by approximately 8.5% (\$6,672,894 to \$7,292,883), the overall renewal costs decreased this year over last year can be credited to the decrease in SJPC’s Experience Modification Factor from 0.968 to 0.876.

The NJM option does again include a potential dividend return of up to 15% of the total audited premium, excluding state surcharges. Typically, a dividend is paid out upon completion of a policy audit and is never guaranteed as dividends are subject to declaration by an insurance company’s Board of Directors. As a show of continued good faith and for the fourth year in a row, NJM has again agreed to provide approximately 10% (\$43,090) of the overall potential 15% dividend upfront by lowering the premium installment payments made by SJPC. Additional details are provided in our proposal.

Upon factoring the policy cost of \$457,130 and up-front Dividend of \$43,090, the NJM Renewal Cost is \$414,040. This figure represents a decrease of \$10,010 compared to last year’s cost of \$424,050. As a result of Conner Strong & Buckelew’s prior marketing efforts, combined with a favorable NJM renewal option resulting in a premium decrease for the fourth year in a row and a positive relationship between NJM’s Claims Team and SJPC, Conner Strong & Buckelew recommends that SJPC renew with New Jersey Manufacturers Insurance Company at an estimated annual renewal cost of \$414,040.

STAFF RECOMMENDATION:

Staff recommends Board Approval of the recommendation from Conner Strong & Buckelew to approve the Workers’ Compensation & Employer’s Liability Policy renewal policy with New Jersey Manufacturers Insurance Company at a cost of \$414,040, effective November 4, 2021.



ACTION ITEM:

B. RESOLUTION 2021-09-0090: AWARD OF GRANT WRITING, MANAGEMENT, AND ADMINISTRATIVE SERVICES

REQUEST

Staff is requesting Board approval to award the Grant Writing, Management, and Administrative Services RFP to Triad Associates of Vineland, NJ, for a term of one (1) year, with two one-year options at the Port’s discretion.

BACKGROUND

Staff is presenting the results of the Request for Proposals for Grant Writing, Management & Administrative Services. The successful firm will assist identifying grant opportunities in support of SJPC’s overall programs, facilities and operations, preparing grant applications and provide administrative support for awarded grants. The grant writing services will significantly enhance the SJPC’s current ability to seek, apply for and manage grants.

Proposals were due on Tuesday, August 24, 2021 by 3:00 p.m. The following proposals were received:

Bidder Name and Address	Amount
Bruno Associates 1373 Broad St, Suite 203B Clifton, NJ 07013	\$115.00 blended hourly rate/Not to exceed \$40,000.00 annually
Delta Development Group 225 Grandview Ave., Ste 301 Camp Hill, PA 17011	Monthly retainer fee of \$9,500.00 per month (\$114,000.00 annually) plus expenses
TRIAD Associates 1301 W. Forrest Grove Road Vineland, NJ 08360	Blended rate of \$140.00/hour
Third Party Virtual Assistance 188 Jefferson St., Ste 251 Newark, NJ 07105	\$115,000.00 annual plus expenses

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BRS Inc PO Box 2293 Medford Lakes, NJ 08055	\$25,000.00 annual estimate (Based on writing and managing one federal grant) Hourly Rates: \$160-\$110/hour
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The proposals were evaluated based on the criteria of staff qualifications, experience, approach/methodology and cost. Triad received the highest score from all three staff scoresheets.

While Triad is not the lowest bidder, it is the opinion of Staff that they better meet the needs of the Port through their relationships with pertinent State agencies and New Jersey stakeholders, as well as their experience with the types of grants relevant to the Port's needs. Triad's experience with infrastructure, transportation, and environmental mitigation grants better align with the Port's capital project goals.

RECOMMENDATION

Staff recommends Board approval to award the Grant Writing, Management and Administrative Services to Triad Associates for a term of one (1) year, with two one-year options at the Port's discretion.



ACTION ITEM:

C. RESOLUTION 2021-09-0091: APPROVAL TO RELEASE CONSTRUCTION RFP FOR THE REMAINING BALZANO TERMINAL FIRE SPRINKLER SYSTEM BUILDING EAVES REMEDIATION

REQUEST

Staff is requesting Board approval to issue a construction RFP for the remaining Balzano Terminal fire sprinkler system building eaves remediation.

BACKGROUND

Pursuant to the Board's authorization, an Engineering Design RFP was prepared by T&M Associates which entails the design for remedial piping repairs to various building' eaves within the Fire Sprinkler Systems of the Balzano Terminal, and their respective and associated Dry- Valve system equipment.

This action is in response to the Port's receipt of numerous DCA citations due to the noted operational deficiencies and Fire Code violations throughout the complex with the primary cause related to age and the subsequent component corrosion within the systems.

STAFF RECOMMENDATION:

Staff recommends Board Approval to issue the Engineer prepared construction RFP for the remaining Balzano Terminal fire sprinkler system building eaves remediation.



ACTION ITEM:

D. RESOLUTION 2021-09-0092: APPROVAL TO AWARD BID FOR ELECTRIC CARGO HANDLING EQUIPMENT

REQUEST

Staff is requesting Board approval to award the bid for 26 electric forklifts and one electric terminal tractor, per the recent Volkswagen Environmental Mitigation Trust grant award from the NJDEP.

BACKGROUND

SJPC submitted two applications, totaling \$6,594,813.60 to NJDEP through the Volkswagen Environmental Mitigation Trust in 2020 for 27 pieces of electric cargo handling equipment. In February of this year, NJDEP announced that they had awarded both applications.

On September 9, 2021, the following bids for the 27 vehicles were received:

<p>Hudson County Motors 290 Secaucus Road Secaucus, NJ 07096</p>	<p>Total Lump Sum Bid: \$292,200.00 (plus \$6,000.00 for optional equipment)</p> <p>*Incomplete Bid –Only the single Terminal Tractor was included in the bid.</p>
<p>Eastern Lift Truck Co., Inc. Route 73 and East Linwood Ave Box 307 Maple Shade, NJ 08052-0307</p>	<p>Total Lump Sum Bid: \$6,853,329.00.</p>
<p>Modern Group Ltd. 2501 Durham Rd. Bristol, PA 19007 *Incomplete Bid</p>	<p>Total Lump Sum Bid: \$9,252,350.90</p> <p>*Incomplete Bid –Bid was without the single Terminal Tractor.</p>

As the Request for Proposals required all 27 vehicles to be considered, Modern Group Ltd. and Hudson County Motors submitted incomplete bids. Eastern Lift Truck Co. Inc.

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met all requirements of the RFP, while also providing highly competitive pricing for all equipment.

RECOMMENDATION:

Staff is recommending Board approval to award the contract for 27 electric cargo handling vehicles to Eastern Lift Truck Co. Inc. in the lump sum amount of \$6,853,329.00 to be funded by the grant proceeds and the 2017A Capital Projects account.



ACTION ITEM:

E. RESOLUTION 2021-09-0093: APPROVAL TO ISSUE TO THE PRE-QUALIFIED ENGINEERING COMMUNITY AN RFP FOR DESIGN, BID PREPARATION, AND CONSTRUCTION MANAGEMENT SERVICES TO REPLACE THE ENTIRE ROOF ON THE BALZANO TERMINAL SHED 1 BUILDING

REQUEST

Staff is requesting Board approval to issue an RFP to the pre-qualified engineering community for design, bid preparation, and construction management services to replace the roof on Shed 1 at the Balzano Terminal.

BACKGROUND

The Balzano Terminal Shed 1 building is an approximately 90-year-old steel and metal clade sheathed structure with a wooden planked, insulated built-up Bituminous Roof system. The building was originally designed as a heated warehouse structure.

The roof is now compromised and considered unsafe to walk on, with most of the underlying wood planking being the original material and severely rotted.

The installation of a series of safety netting was required to protect personnel and equipment from falling debris. The building also suffered considerable storm damage last year to a large portion of the roof.

As the end-use of the building has changed from the original design and intent, a corrugated metal roof is recommended as an equally robust and cost-saving alternative.

The primary driver for consideration of this initiative is the Shed 1 building is currently the only rail accessible building for servicing this expanding business opportunity and thus requires immediate attention for this continued rail operation.

It is estimated that most of the project funding will come from insurance proceeds from last year's wind claim, with any additional costs funded through the 2017A Capital Projects Account. The estimated costs to complete this project are approximately \$900,000.00.

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RECOMMENDATION:

Staff recommends Board approval to issue an RFP for the design, construction bid preparation, and construction management services to replace the entire Shed 1 building roof as proposed.



ACTION ITEM:

F. RESOLUTION 2021-09-0094: APPROVAL TO RELEASE THE FINALIZED DESIGN FOR SOLICITATION OF THE ELECTRIC FORKLIFT INFRASTRUCTURE CONSTRUCTION RFP

REQUEST

Staff is requesting Board approval to release finalized design for solicitation of the electric forklift infrastructure construction RFP to complete the VW grant award.

BACKGROUND

Commensurate with the BOARD'S Authorization to award the Bid for the Purchase of the Electric Material Handling Equipment, Staff is requesting Board approval to prepare and release the final design documents for the solicitation of the Construction RFP.

In concert with Hudson Engineers and Port Operations Staff, various preliminary design scenarios were explored, developed, and presented in preparation for the final selection and increased equipment allotment specific to the off-hour base locations for the required charging facilities at both Terminals.

Accessibility and operational space requirements together with the availability of High Voltage electrical power were the predominant Criteria.

RECOMMENDATION:

With the required Engineering Infrastructure and Financial investment reviews accepted by the Grant Award committee, Staff is recommending Board Approval to release the final design documents necessary to then release the solicitation of the Construction RFP for the installation of the Electrical Charging infrastructure consistent with the award of the Electric operated Material Handling equipment.



ACTION ITEM:

G. RESOLUTION 2021-09-0095: APPROVAL TO AWARD BID FOR THE BROADWAY TERMINAL FIRE HYDRANT REPLACEMENT AND FIRE MAIN REPAIR

REQUEST

Staff is requesting Board approval to award the bid for the Broadway Marine Terminal fire hydrant replacement and fire main repair to Mount Construction Inc. for the lump sum amount of \$307,500.

BACKGROUND

As initiated by a DCA Violation, the Broadway terminal is required to upgrade seven (7) fire hydrants from obsolete hydrants to new hydrants that conform with the requirements of City of Camden Fire Department. Also included in this project is the replacement of two (2) Post Indicator Valves with standard gate valves, and the repair or replacement of a section of leaking section of water main.

The work to be performed includes furnishing all labor, equipment, tools, services, and materials to complete the demolition of the existing hydrants; construction and installation of seven (7) new hydrants, gate valves, elbows, risers and other parts as necessary to provide a complete installation that meets City of Camden standards.

Additional work required for the contract includes the removal of existing bollards and installation four (4) new bollards per hydrant to protect the new hydrants: the replacement of two (2) Post Indicator Valves (PIV) with gate valves as detailed on the plan; the repair of a leaking water main adjacent to Building I and E; and the restoration of all pavement and curbs disturbed during installation. The contractor shall additionally provide a three (3) year no dollar limit warranty for all labor and material.

A Pre-Bid Site tour was conducted on August 26th with three contractors in attendance.

On September 16th, 2021, one contractor bids was received with the following Matrix Based pricing methodology based on a Total Lump Sum, fixed cost unit pricing schedule that includes complete Installation:

MOBILIZATION / DEMOBILIZATION / REMOVE AND REPLACE FIRE HYDRANT / REMOVE AND REPLACE POST INDICATOR VALVE WITH 8” GATE VALVE / REPAIR LEAKING WATER MAIN BUILDING I and E / REPAIR

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LEAKING WATERMAIN BETWEEN BUILDINGS E AND E-1 / CONDUCT
ANNUAL TEST OF FIRE SYSTEM TOTAL BID PRICE

BID RESULTS - TOTAL LUMP SUM PRICING:

Bidder Name and Address	Amount
Mount Construction Inc. 427 S. White Horse Pike Berlin, NJ 08009	\$307,500.00

RECOMMENDATION:

With Counsel's review and subsequent approval, Staff is requesting Board approval to Award the Broadway Terminal Fire Hydrant Replacement and Fire Main Repair Bid to Mount Construction Inc. for the Lump Sum cost of \$307,500.



ACTION ITEM:

H. RESOLUTION 2021-09-0096: APPROVAL TO AWARD BID FOR ASPHALT PAVING AND MAINTENANCE SERVICES AT BALZANO AND BROADWAY TERMINALS

REQUEST

Staff is requesting Board approval to award the bid for asphalt paving services for all areas requiring asphalt paving throughout the Balzano and Broadway Marine Terminals to Paving Plus for the not to exceed amount of \$262,805.

BACKGROUND

There are high traffic areas at both Camden terminals in need of asphalt paving. Based on a comparison of the amount of material purchased in previous years, it is estimated that the Port's annual consumption will be approximately 1,000 tons of asphalt and materials at an estimated finished grade and installed cost of \$200/ton. Individual work orders will be prepared for the areas requiring paving work. The one year's contract will also allow us to address any emergency paving required at the terminals.

On September 21, 2021, two contractor bids were received based on the requested cost matrix:

The Following Matrix lists the types and quantities of the materials and services requested. All pricing shall be based on Fixed cost unit pricing which includes Installation:

Line-Item Description – Estimated Quantity and Unit Price Extension (USD):

1, Mobilization and Demobilization –

Each \$0.00

2, Supply, Deliver, and Install Hot Mix Bituminous Stabilized Base (Mix HMA 19M64)

~1,000 Tons-\$/Ton \$0.00

3, Supply, Deliver, and Install Hot Mix Surface Course (Mix HMA 12 5M64)

~1,000 Tons \$/Ton \$0.00

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4, Supply, Deliver, and Install DGA for various requirements and estimated depths

\$/Ton \$0.0

Bidder Name and Address	Amount
<p style="text-align: center;">Paving Plus LLC PO Box 508 Franklinville, NJ 08322</p>	<p style="text-align: center;">Total Unit Price Ceiling: \$262,805.00</p> <p>-Mobilization/Demobilization: \$4,800.00 -Supply/Deliver/Install - HMA 19M64: \$128,000.00 total [128.00/Ton] -Supply/Deliver/Install - HMA 125M64: \$130,000.00 total [130.00/Ton] Supply/Deliver/Install – DGA various: \$5.00 total</p>
<p style="text-align: center;">American Asphalt Company, Inc. 100 Main Street West Collingswood, NJ 08059</p>	<p style="text-align: center;">Total Unit Price Ceiling: \$295,070.00</p> <p>-Mobilization/Demobilization: \$15,000.00 -Supply/Deliver/Install - HMA 19M64: \$140,000.00 total [140.00/Ton] -Supply/Deliver/Install - HMA 125M64: \$140,000.00 total [140.00/Ton] Supply/Deliver/Install – DGA various: \$70.00 total</p>

RECOMMENDATION:

With Counsel's review and subsequent approval, Staff is requesting Board approval to Award the Asphalt Paving Services Bid to Paving Plus for a one-year contract at an estimated annual and not to exceed cost of \$262,805.00.



ACTION ITEM:

I. RESOLUTION 2021-09-0097: APPROVAL TO ISSUE AN RFP FOR THE DESIGN SERVICES TO CONDUCT PRELIMINARY ENGINEERING AND PERMITTING WORK FOR TERMINAL DEVELOPMENT AT THE PORT OF SALEM

REQUEST

Staff requests board approval to issue an RFP for design services to conduct preliminary engineering and permitting work for terminal development at the Port of Salem under the recently awarded INFRA grant.

BACKGROUND

At the Port of Salem a bulk transfer operation is conducted by U.S. Concrete utilizing a significantly deteriorated 150' long berth. In addition to infrastructure deterioration, available space to increase business at this terminal is severely hampered. A grant application was prepared to redevelop the port by incorporating a berth replacement program that would eventually afford the port up to 1200 linear feet of berth space on a phased developed approach. Additional upland improvements would also be accomplished to purchased adjacent property and provide needed upland storage to attract additional businesses. In August 2021, we were advised that SJPC was the recipient of a 2021 Infrastructure For Rebuilding America (INFRA) grant from the Office of Port Infrastructure Development at the Maritime Administration (MARAD) in the amount of \$9 million. The first phase of development is estimated at \$15 million, with the federal MARAD grant funding the \$9 million, and SJPC, together with other sources, will fund the \$6 million.

The first task will be to engage the services of a design firm to conduct preliminary engineering and studies to support the environmental National Environmental Policy Act (NEPA) process that will be required for this project. Permitting will be required for all water work, such as the construction of the berth and drainage outfalls and bulkhead walls along the shoreline.

RECOMMENDATION:

Therefore, staff is recommending Board approval to issue an RFP to the Marine Engineer prequalified list of firms for preliminary design services for port development and studies to support the NEPA permitting process.



INFORMATION ITEM:

J. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT

PHOENIX STRATEGIES/ARTLIP COMMUNICATIONS REPORT ATTACHED.

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INFORMATION ITEM:

K. SECURITY UPDATE:



INFORMATION ITEM:

L. 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