

# **SOUTH JERSEY PORT CORPORATION**



## **BOARD OF DIRECTORS MEETING MARCH 26, 2024**

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

- 1. APPROVAL OF MINUTES**  
Regular Open Meeting February 27, 2024  
Closed Session Meeting February 27, 2024
- 2. APPROVAL OF OPERATING BILLS**  
**RESOLUTION 2024-03-0036**
- 3. APPROVAL OF ADVANCED PAYMENT BILL LIST**  
**RESOLUTION 2024-03-0037**
- 4. APPROVAL OF CREDITS**  
**RESOLUTION 2024-03-0038**
- 5. APPROVAL OF CHANGE ORDERS (NONE)**
- 6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS**  
**RESOLUTION 2024-03-0039**
- 7. RECEIPT OF TREASURER'S REPORT**
- 8. RECEIPT OF COUNSEL'S REPORT**
- 9. RECEIPT OF EXECUTIVE DIRECTOR'S REPORT**



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10. ADDITIONAL AGENDA ITEMS REQUIRING BOARD ACTION:

ACTION ITEMS

- A. RESOLUTION 2024-03-0040: AWARD A CONTRACT TO REPLACE THE SLEW BEARINGS AND PLANETARY GEAR IN THE KOCKS CRANE AT THE BROADWAY MARINE TERMINAL
- B. RESOLUTION 2024-03-0041: APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS TO PROFESSIONAL FIRMS FOR CIVIL ENGINEERING, CERTIFIED DIVERS, CONSTRUCTION MANAGEMENT, GEOTECHNICAL AND MARINE ENGINEERING SERVICES
- C. RESOLUTION 2024-03-0042: APPROVAL TO ISSUE A REQUEST FOR BIDS FOR DESIGN BUILD SERVICES TO CONSTRUCT A RAIL TRACK EXTENSION AT BROADWAY MARINE TERMINAL, CAMDEN, NJ
- D. RESOLUTION 2024-03-0043: APPROVAL TO ADVERTISE FOR STORM DRAINAGE SYSTEM CLEANING SERVICES AT THE CAMDEN MARINE TERMINALS
- E. RESOLUTION 2024-03-0044: APPROVAL TO RENEW THE CONTRACT FOR JANITORIAL SERVICES AT BALZANO AND BROADWAY TERMINALS
- F. RESOLUTION 2024-03-0045: APPROVAL TO PUBLICLY ADVERTISE FOR THE REPLACEMENT OF AN OVERHEAD DOOR ON BUILDING E AT THE BALZANO MARINE TERMINAL
- G. RESOLUTION 2024-03-0046: APPROVAL TO AWARD A CONTRACT FOR DESIGN SERVICES TO REHABILITATE THE STAIRS IN THE D BUILDING AT THE BROADWAY MARINE TERMINAL



**H. RESOLUTION 2024-03-0047: APPROVAL OF INDUSTRIAL COMMERCIAL CLEANING GROUP MONTH-TO-MONTH LEASE**

**I. RESOLUTION 2024-03-0048: APPROVAL FOR EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH GLOUCESTER TERMINALS LLC TO SUBMIT A JOINT APPLICATION TO THE EPA CLEAN PORTS PROGRAM**

**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 2024-03-0040: AWARD A CONTRACT TO REPLACE THE SLEW BEARINGS AND PLANETARY GEAR IN THE KOCKS CRANE AT THE BROADWAY MARINE TERMINAL**

**REQUEST**

Requesting Board authorization to award a contract to replace the slew bearings and planetary gear in the Kocks Crane at the Broadway Marine Terminal.

**BACKGROUND**

This crane was installed at Pier 1A for the cement plant bulk material imports circa 2003.

The slew bearings above the trolley house function like a Lazy Susan allowing the trolley house to rotate 360 degrees. These slew bearings are deteriorated and the planetary gear which is used to rotate the trolley house is missing teeth, making the act of rotation problematic. Operators have been using it in a fixed position to avoid further damage.

To make repairs, the whole structure of the trolley machine house has to be supported with controlled lifting and lowering, in order to make space for replacing the slewing bearings and planetary gear.

Because this crane is mission critical to the unloading of bulk materials for our cement plant tenant, SJPC staff sought pricing on replacement of the deteriorated parts.

We solicited quotes from four qualified vendors, the original equipment manufacturer, Kocks Kranbau, Germany, and three US firms, Reading Crane, Kone Crane, and ZPMC.

All three US firms indicated that it would be virtually impossible to source the parts anywhere except from the OEM. They would have to be custom made and could not be warrantied. Therefore, we considered the new parts to be a sole source procurement.

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We then solicited quotes for the installation. Kone and ZPMC did not submit a quote.

| <u>Bidder</u>      | <u>Parts</u> | <u>Labor</u> | <u>Total</u> |
|--------------------|--------------|--------------|--------------|
| Kocks Kranbau GmbH | \$58,104     | \$ 81,400    | \$139,504    |
| Reading Crane      |              | \$ 215,550   |              |

**RECOMMENDATION:**

Staff requests Board authorization to issue a purchase order to the low bidder, Kocks Kranbau GmbH, Breman, Germany in the amount of \$139,504 for supply and replacement of the slew bearings and planetary gear at the Broadway Marine Terminal.



**ACTION ITEM:**

**B. RESOLUTION 2024-03-0041: APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS TO PROFESSIONAL FIRMS FOR CIVIL ENGINEERING, CERTIFIED DIVERS, CONSTRUCTION MANAGEMENT, GEOTECHNICAL AND MARINE ENGINEERING SERVICES**

**REQUEST**

Staff is requesting Board approval to issue a Request for Qualifications (RFQ) to professional firms for Civil Engineering, Certified Divers, Construction Management, Geotechnical, and Marine Engineering Services.

**BACKGROUND**

The RFQ seeks qualification proposals from qualified engineering firms, in accordance with the terms, conditions, and specifications contained in the RFQ, to be considered pre-qualified for the opportunity to submit cost proposals for future projects.

The prequalification process operates over a three-year cycle. We are in the second year of the cycle which began in 2023. This advertisement will give new firms the opportunity to become prequalified for the remaining two years of the cycle.

This specific prequalification term will therefore be for two (2) years, commencing on July 1, 2024, and expiring on June 30, 2026.

**RECOMMENDATION:**

Staff recommends Board approval to issue a Request for Qualifications (RFQ) to professional firms for Civil Engineering, Certified Divers, Construction Management, Geotechnical, and Marine Engineering Services.



**ACTION ITEM:**

**C. RESOLUTION 2024-03-0042: APPROVAL TO ISSUE A REQUEST FOR BIDS FOR DESIGN BUILD SERVICES TO CONSTRUCT A RAIL TRACK EXTENSION AT BROADWAY MARINE TERMINAL, CAMDEN, NJ**

**REQUEST**

Staff is requesting Board approval to issue a design-build Request for Bids for construction of a rail track extension at the Broadway Marine Terminal, Camden, NJ.

**BACKGROUND**

South Jersey Port Corporation was awarded a grant for \$1,108,254.17 from the New Jersey Department of Transportation's (NJDOT's) FY 2022 Rail Freight Assistance Program (RFAP) for the Port's "Rail Integration Project." The grant would enable SJPC to purchase an electric rail car mover, two mobile rail loading docks, and extend the existing rail at the Broadway Marine Terminal.

The electric rail car mover and loading docks were publicly advertised and the two loading ramps were procured. To accommodate tenant's heavier loads, SJPC requested a grant amendment to procure a larger rail car mover. The NJDOT FY2022 grant amount was subsequently increased in August of 2023 to \$1,525,860 thus providing SJPC funding to cover the increase in costs for the larger rail mover, as well as the rail track extension construction. The rail car mover was purchased and delivered in January 2024, while the rail track extension design and construction remain to be performed.

The scope of this project is to replace and extend approximately 400 feet of rail at the Broadway terminal in order to accommodate more rail cars for loading.

**RECOMMENDATION:**

Staff requests Board approval to publicly advertise a request for bids to design-build a rail track extension at the Broadway Terminal.



**ACTION ITEM:**

**D. RESOLUTION 2024-03-0043: APPROVAL TO ADVERTISE FOR STORM DRAINAGE SYSTEM CLEANING SERVICES AT THE CAMDEN MARINE TERMINALS**

**REQUEST**

Staff is requesting Board approval to advertise for drain cleaning services at the Balzano and Broadway Marine Terminals for period of one year with an option for two, one-year extensions.

**BACKGROUND**

Routine operations at the port result in the accumulation of debris and sediment on paved and nonpaved surfaces that ultimately wash into the storm drainage system during rain events and during to tidal flooding resulting in ponding water in localized areas of the port. Since our NJDEP permit addresses the responsibility for storm water management, it is imperative that drainage system components are maintained in operable condition to perform their function. Routine cleaning and maintenance of manholes and catch basins is required to maintain surface water drainage and reduce the potential for flooding. There are more than 200 drainage structures on the two Camden terminals.

This contract will require the drainage system cleaning services on a call-in basis with a spending limit not to exceed \$75,000 per year and an option to renew for two additional one-year periods at the same budget amount. An additional \$15,000 contingency per year is requested for disposal of any recovered materials that may test hazardous requiring controlled transportation and disposal at approved landfill facilities for such materials.

**RECOMMENDATION:**

Staff is requesting Board Approval to advertise for drainage system cleaning services at the Balzano and Broadway Marine Terminals on a call-in basis with a spending limit not to exceed \$75,000 per year, plus an additional \$15,000 contingency, with an option to renew for two additional one-year periods at the same budget amount.



**ACTION ITEM:**

**E. RESOLUTION 2024-03-0044: APPROVAL TO RENEW THE CONTRACT FOR JANITORIAL SERVICES AT BALZANO AND BROADWAY TERMINALS**

**REQUEST**

Staff is requesting Board approval to renew the New Jersey statewide contract for janitorial services with ACCSES NJ / CNS Services for the Balzano and Broadway Marine terminals.

**BACKGROUND**

By Board Resolution 2023-01-0007, a contract for janitorial services was awarded under New Jersey State Method of Operations Number T1480, Contract Number A77110, which is held by ACCSES NJ CNA Services from Trenton, New Jersey.

The term of that resolution and contract provided for one year with the SJPC Board's option for two one-year renewals. The contract amount for one year under the terms of the state contract was \$ 79,460.00.

The vendor has performed well during the first year of the contract.

**RECOMMENDATION:**

Staff is requesting Board approval to renew the New Jersey Statewide contract for janitorial services with ACCSES NJ / CNS Services for the second option year as provided in the original resolution and contract, in the not-to-exceed amount of \$79,460.00.



**ACTION ITEM:**

**F. RESOLUTION 2024-03-0045: APPROVAL TO PUBLICLY ADVERTISE FOR THE REPLACEMENT OF AN OVERHEAD DOOR ON BUILDING E AT THE BALZANO MARINE TERMINAL**

**REQUEST**

Staff is requesting Board Authorization for the competitive bid advertisement for a contractor to furnish and install an overhead door on Building E at the Balzano Marine Terminal.

**BACKGROUND**

The overhead door in the Southwest quadrant of Building E at the Balzano Marine terminal is no longer operable and cannot be repaired. This is the primary door for the backhauling of steel coils cargo into this building.

The scope of work is to supply and install a new replacement galvanized steel door in the 30-foot-wide by 25-foot-high opening, along with an electric motor and controller.

The estimated cost is around \$80,000.

**RECOMMENDATION:**

Staff is therefore requesting Board Authorization for the competitive bid advertisement for a contractor to furnish and install an overhead door on Building E at the Balzano Marine Terminal.



**ACTION ITEM:**

**G. RESOLUTION 2024-03-0046: APPROVAL TO AWARD A CONTRACT FOR DESIGN SERVICES TO REHABILITATE THE STAIRS IN THE D BUILDING AT THE BROADWAY MARINE TERMINAL**

**REQUEST**

Staff is requesting Board Approval to award the design services contract for the rehabilitation of the D Building stairs at the Broadway Marine Terminal to On-Board Engineering of East Windsor, New Jersey in the amount of \$15,200.

**BACKGROUND**

The D Building at Broadway Marine Terminal is part of the original New York Shipyard originally built circa 1900. There is a set of wooden stairs rising from the center of the building up to the “Mold Loft”. In addition to their age, these stairs have been damaged and repaired by SJPC maintenance personnel within the past 10 years.

Normally, there is no reason to access the Mold Loft, however, two upcoming projects, the fire sprinkler systems replacement and the roofing replacement, would benefit by having these stairs rehabilitated in order to provide access for contractor and port employees, and building code inspectors during construction of those projects.

SJPC staff prepared and issued a Request for Proposals to our list of prequalified civil engineering design firms (25 firms), to perform the necessary field investigation and design services required to rehabilitate the stairs.

A non-mandatory site visit was held on Thursday, February 22, 2024, with four (4) firms in attendance. The following four (4) proposals were received on September 21, 2023:

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| Proposer Name and Address   | Proposed Fee |
|---|--------------|
| On - Board Engineering Corp.<br>50 Millstone Road<br>East Windsor, NJ 08520 | \$15,200     |
| T&M Associates<br>200 Century Parkway, Suite B<br>Mount Laurel, NJ 08054    | \$16,400     |
| PS&S<br>1415 Route 70 East, Suite 305<br>Cherry Hill, NJ 08003              | \$16,500     |
| RVE<br>2059 Springdale Road<br>Cherry Hill, NJ 08003                        | \$17,600     |

Proposals were reviewed by SJPC staff, and it was determined that On-Board Engineering of East Windsor, New Jersey was the lowest responsive bidder. Their proposal for the amount of \$15,200 was deemed the best value and met all the requirements of the RFP. General Counsel review indicated that the bid proposal is in proper legal form.

**RECOMMENDATION:**

Staff requests Board Approval to award the design services contract for the rehabilitation of the D Building stairs at the Broadway Marine Terminal to On-Board Engineering of East Windsor, New Jersey in the amount of \$15,200.



**ACTION ITEM:**

**H. RESOLUTION 2024-03-0047: APPROVAL OF INDUSTRIAL COMMERCIAL CLEANING GROUP MONTH-TO-MONTH LEASE**

**REQUEST**

Staff is requesting Board approval for a new month-to-month lease agreement with Industrial Commercial Cleaning Group, Inc. in a form acceptable to, and approved by, SJPC counsel.

**BACKGROUND**

Industrial Commercial Cleaning Group, Inc. (“ICCG”) of Voorhees NJ had been leasing approximately 4,500 square feet of indoor storage space on a month-to-month basis since January 1, 2015, at the Broadway Terminal. ICCG uses the leased space for storage of cleaning supplies and equipment used by them as part of their business operations. The monthly rent for 2024 under ICCG’s prior lease agreement was going to be \$1,641. However, on January 23, 2024, SJPC sent the ICCG a notice of termination, as they were four (4) months in arrears on the rent from 2023 into 2024. The said prior lease then was terminated based upon this notice as January 29, 2024, and ICCG’s access to their lease premises was locked. ICCG has subsequently communicated their desire to continue their lease and has brought their rental arrears payments fully up to date. In addition, the ICCG has also sent SJPC a check amounting to the equivalent of 2 months’ rent to serve as a security deposit under a new month-to-month lease agreement. ICCG has also updated the required insurance for the leased space and provided SJPC with a Certificate evidencing same. ICCG desires to continue leasing the 4,500 square feet of space at a month rental amount of \$1,641, and a CPI annual increase in the rent each one-year anniversary of the term. Accordingly, approval of the Board is being sought now to allow SJPC to enter into a new month-to-month lease agreement with ICCG, which new lease will include a two (2) month security deposit escrow, updated insurance, and annual CPI rental increases.

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Requested changes to the new lease include:

- Security deposit equivalent to two (2) months' rent
- Proof of insurance coverage acceptable to SJPC
- Annual CPI rental increases

**RECOMMENDATION:**

Staff is therefore requesting Board approval for a new month-to-month lease with ICCG in a form acceptable to, and approved by, SJPC counsel.



**ACTION ITEM:**

**I. RESOLUTION 2024-03-0048: APPROVAL FOR EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH GLOUCESTER TERMINALS LLC TO SUBMIT A JOINT APPLICATION TO THE EPA CLEAN PORTS PROGRAM**

**REQUEST**

Staff is requesting Board Authorization for SJPC’s Executive Director to enter into an agreement with Gloucester Terminals LLC to submit a joint grant application, along with Delaware River Stevedores (DRS), to the upcoming EPA Clean Ports Program for electric cargo handling equipment at SJPC’s Camden terminals and hydrogen cargo handling equipment at the Paulsboro Marine Terminal.

**BACKGROUND**

In December 2022 New Jersey adopted the Mobile Cargo Handling Equipment at Ports and Intermodal Rail Yards rule requiring all such equipment to utilize, at a minimum, a Tier 4 diesel engine. As a result of this rule, SJPC and its stevedore, DRS, will have to replace several dozen pieces of equipment, including forklifts and cranes, and are choosing to replace the diesel equipment with electric equipment in Camden.

The Inflation Reduction Act of 2022 provides the Environmental Protection Agency (EPA) with \$3 billion to fund zero-emission port equipment and infrastructure as well as climate and air quality planning at U.S. ports.

In January, the Board gave approval for SJPC to enter into an agreement with DRS to submit a joint application for this grant program. We have since learned that Gloucester Terminals LLC is also interested in making an application to replace diesel cargo handling equipment with hydrogen equipment at the Paulsboro Marine Terminal. SJPC, DRS, and Gloucester Terminals LLC intend to submit a joint application to EPA for federal funding for the replacement and upgrade of this equipment and the associated infrastructure costs in May.

**RECOMMENDATION:**

Staff is therefore requesting Board Authorization for SJPC’s Executive Director to enter into an agreement with Gloucester Terminals LLC to submit a joint grant application, along with Delaware River Stevedores (DRS), to the upcoming EPA Clean Ports Program for electric cargo handling equipment at SJPC’s Camden terminals and hydrogen cargo handling equipment at the Paulsboro Marine Terminal



**INFORMATION ITEM:**

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



**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**