# BURLINGTON COUNTY BRIDGE COMMISSION MEETING MINUTES May 30, 2018

Chairman Comegno called the meeting to order. The Compliance Statement was read by the Commission Secretary:

"This meeting is to be conducted in accordance with notice requirements of P.L. 1975, CH. 231. A 'Notice of Meeting' was posted in a public place on November 16, 2017 at the entrance to the Administration Building, Headquarters of this Commission, with copies of such notice being delivered to the Camden *Courier Post* and *Burlington County Times* for publication and posted on the Burlington County Bridge Commission Website."

Commissioners Present: Chairman John B. Comegno II

Vice-Chairman James D. Fattorini

Commissioner Troy E. Singleton (via phone conference)

Others Present: John D. Jeffers, Executive Director

Christine J. Nociti, Chief Financial Officer

Kathleen M. Wiseman, Secretary/Office Mgr/Mgr of Records

Anthony T. Drollas Jr., Solicitor Elizabeth Verna, Chief of Staff

Constance Borman, Human Resources Director Patrick Reilly, Director of Public Safety and Security James Fletcher, Director, Projects & Engineering

Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-

Palmyra Bridge

John Moore, Director, Palmyra Cove Nature Park

Michael McCarron, Director of Tolls and Tower Operations

Dave Leh, Accounting Manager
Al Ziegler, Director of Maintenance
Michelle Chiemiego, Purchasing Agent
Jeffrey Kish, Administrative Assistant/Tolls
Sascha Harding, Pennoni Engineering

Chairman Comegno led the flag salute followed by a moment of silence.

# APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes from the April 25, 2018 Commission Meeting. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

#### ACCEPTANCE OF ECONOMIC DEVELOPMENT MINUTES

Vice-Chairman Fattorini moved to accept the minutes of the May 2018 Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

# **DISBURSEMENTS LIST**

Commissioner Singleton moved to approve disbursements made from April 26, 2018 through May 30, 2018 as included in the list as presented. Vice-Chairman Fattorini seconded the motion. The motion passed with the following abstentions:

Vice-Chairman Fattorini abstained from Voucher Numbers 18-01135 and 18-01114; Commissioner Singleton abstained from Voucher Numbers 18-01065; 18-01169; 18-01170; 18-01175; 18-01179; 18-01070; 18-01072, 18-00220, 18-00240, 18-00221, 18-01162, 18-01068, 18-01185 and 18-01173.

# **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Jeffers asked the Commission to consider the following resolutions:

#### **RESOLUTION NO. 2018-22**

RESOLUTION AWARDING A CONTRACT TO THE VAUGHN COLLABORATIVE FOR THE 2018 ANNUAL FACILITY INSPECTIONS.

WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed to by the parties; and

WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and

WHEREAS, the Commission and each Shared Service Entity solicits proposals and enters into contracts for specified project assignments, as needed; and

WHEREAS, the Commission has determined that it requires the services of an engineering/architectural firm capable of performing routine architectural inspections of Commission facilities; and

WHEREAS, The Vaughn Collaborative ("TVC") has been approved as a qualified professional and is a member of the shared pool; and

WHEREAS, upon receipt and review of the proposal submitted by TVC, it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and

**WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the maximum amount of this contract shall be Thirty Thousand, Nine Hundred Eighty Dollars (\$30,980.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:

- 1. The Commission hereby awards a contract for the services as set forth above to TVC, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with TVC.
- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 et seg.
- 3. The amount of this contract shall not exceed Thirty Thousand, Nine Hundred Eighty Dollars (\$30,980.00), and the contract shall extend from May 31, 2018 to and until May 30, 2019.
- 4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

# **RESOLUTION NO. 2018-23**

RESOLUTION AWARDING A CONTRACT TO THE DESIGN COLLABORATIVE FOR THE 2018 ANNUAL INSPECTION OF THE MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS OF VARIOUS COMMISSION FACILITIES.

WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed

to by the parties; and

- WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and
- **WHEREAS**, the Commission and each Shared Service Entity solicits proposals and enters into contracts for specified project assignments, as needed; and
- WHEREAS, the Commission has determined that it requires the services of an engineering/architectural firm capable of performing a property condition assessment of mechanical, electrical and plumbing systems for various Commission buildings, other than bridges and bridge structures; and
- WHEREAS, upon receipt and review of the proposal submitted by The Design Collaborative ("TDC"), it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and
- **WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- WHEREAS, the maximum amount of this contract shall be Thirty-Two Thousand, Six Hundred Sixty-Two Dollars and Fifty Cents (\$32,662.50), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and
- **WHEREAS**, the Local Public Contracts Law (<u>N.J.S.A.</u> 40A:11-1 <u>et seq.</u>) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.
- **NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:
- 1. The Commission hereby awards a contract for the services as set forth above to TDC, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with TDC.
- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 <u>et seq.</u>
- 3. The amount of this contract shall not exceed Thirty-Two Thousand, Six Hundred Sixty-Two Dollars and Fifty Cents (\$32,662.50), and the contract shall extend from May 31, 2018 to and until May 30, 2019.

4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

# RESOLUTION NO. 2018-24

RESOLUTION AWARDING A CONTRACT TO BACH ASSOCIATES, PC FOR THE 2018 INSPECTION OF THE APPROACH PORTIONS OF THE TACONY-PALMYRA BRIDGE.

WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed to by the parties; and

WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and

WHEREAS, the Commission and each Shared Service Entity solicits proposals and enters into contracts for specified project assignments, as needed; and

- **WHEREAS**, the Commission has determined that it requires the services of an engineering firm capable of performing a routine bridge inspection of the approach portions of the Tacony-Palmyra Bridge; and
- WHEREAS, Bach Associates, PC ("Bach") has been approved as a qualified professional and is a member of the shared pool; and
- WHEREAS, upon receipt and review of the proposal submitted by Bach, it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and
- **WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- WHEREAS, the maximum amount of this contract shall be Ninety-Four Thousand, Five Hundred Eighteen Dollars (\$94,518.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds,

attached hereto; and

**WHEREAS**, the Local Public Contracts Law (<u>N.J.S.A.</u> 40A:11-1 <u>et seq.</u>) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:

- 1. The Commission hereby awards a contract for the services as set forth above to Bach, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with Bach.
- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 et seq.
- 3. The amount of this contract shall not exceed Ninety-Four Thousand, Five Hundred Eighteen Dollars (\$94,518.00), and the contract shall extend from May 31, 2018 to and until May 30, 2019.
- 4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

# **RESOLUTION NO. 2018-25**

RESOLUTION AWARDING A CONTRACT TO T & M ASSOCIATES FOR THE 2018 ROUTINE BRIDGE INSPECTION OF THE BASCULE SPAN OF THE TACONY-PALMYRA BRIDGE.

WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed to by the parties; and

WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and

- **WHEREAS**, the Commission and each Shared Service Entity solicits proposals and enters into contracts for specified project assignments, as needed; and
- WHEREAS, the Commission has determined that it requires the services of an engineering firm capable of performing a routine bridge inspection of the Bascule Span of the Tacony-Palmyra Bridge; and
- **WHEREAS**, T & M Associates ("T&M") has been approved as a qualified professional and is a member of the shared pool; and
- WHEREAS, upon receipt and review of the proposal submitted by T&M, it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and
- **WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- WHEREAS, the maximum amount of this contract shall be Eighty-Four Thousand, Eight Hundred Twenty-Five Dollars (\$84,825.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and
- **WHEREAS**, the Local Public Contracts Law (<u>N.J.S.A.</u> 40A:11-1 <u>et seq.</u>) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.
- **NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:
- 1. The Commission hereby awards a contract for the services as set forth above to T&M, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with T&M.
- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 <u>et seq</u>.
- 3. The amount of this contract shall not exceed Eighty-Four Thousand, Eight Hundred Twenty-Five Dollars (\$84,825.00), and the contract shall extend from May 31, 2018 to and until May 30, 2019.
- 4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

# **RESOLUTION NO. 2018-26**

RESOLUTION AWARDING A CONTRACT TO MASER CONSULTING P.A. FOR THE 2018 ROUTINE BRIDGE INSPECTION OF THE MINOR BRIDGES AND ROUTE 543.

WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed to by the parties; and

WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly-advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and

**WHEREAS**, the Commission and each Shared Service Entity, solicits proposals and enters into contracts for specified project assignments, as needed; and

WHEREAS, the Commission has determined that it requires the services of an engineering firm capable of performing routine bridge inspections on the minor bridges and Route 543; and

**WHEREAS,** Maser Consulting ("Maser") has been approved as a qualified professional and is a member of the shared pool; and

**WHEREAS**, upon receipt and review of the proposal submitted by Maser, it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and

**WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the maximum amount of this contract shall be Fifty-Nine Thousand, Four Hundred Fifty Dollars (\$59,450.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge

#### Commission as follows:

- 1. The Commission hereby awards a contract for the services as set forth above to Maser, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with Maser.
- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 et seq.
- 3. The amount of this contract shall not exceed Fifty-Nine Thousand, Four Hundred Fifty Dollars (\$59,450.00), and the contract shall extend from May 31, 2018 to and until May 30, 2019.
- 4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

#### RESOLUTION NO. 2018-27

RESOLUTION AWARDING A CONTRACT TO MASER CONSULTING P.A. FOR THE 2018 ROUTINE BRIDGE INSPECTION OF THE RIVERSIDE-DELANCO BRIDGE.

WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed to by the parties; and

WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and

WHEREAS, the Commission and each Shared Service Entity solicits proposals and enters into contracts for specified project assignments, as needed; and

WHEREAS, the Commission has determined that it requires the services of an engineering firm capable of performing routine bridge inspections on the Riverside-Delanco bridge; and

WHEREAS, Maser Consulting P.A. ("Maser") has been approved as a qualified

professional and is a member of the shared pool; and

- WHEREAS, upon receipt and review of the proposal submitted by Maser, it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and
- **WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- WHEREAS, the maximum amount of this contract shall be Forty-Nine Thousand, Eight Hundred Sixty Dollars (\$49,860.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and
- **WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.
- **NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:
- 1. The Commission hereby awards a contract for the services as set forth above to Maser, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with Maser.
- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 et seq.
- 3. The amount of this contract shall not exceed Forty-Nine Thousand, Eight Hundred Sixty Dollars (\$49,860.00), and the contract shall extend from May 31, 2018 to and until May 30, 2019.
- 4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

#### **RESOLUTION NO. 2018-28**

RESOLUTION AWARDING A CONTRACT TO REMINGTON & VERNICK ENGINEERS FOR THE 2018 INSPECTION OF THE APPROACH PORTIONS OF THE BURLINGTON-BRISTOL BRIDGE.

- WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed to by the parties; and
- WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly-advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and
- **WHEREAS,** the Commission and each Shared Service Entity, solicits proposals and enters into contracts for specified project assignments, as needed; and
- **WHEREAS**, the Commission has determined that it requires the services of an engineering firm capable of performing a routine bridge inspection of the approach portions of the Burlington-Bristol Bridge; and
- WHEREAS, Remington & Vernick Engineers ("RVE") has been approved as a qualified professional and is a member of the shared pool; and
- **WHEREAS**, upon receipt and review of the proposal submitted by RVE, it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and
- **WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- WHEREAS, the maximum amount of this contract shall be Seventy-Three Thousand Dollars (\$73,000.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and
- **WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.
- **NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:
- 1. The Commission hereby awards a contract for the services as set forth above to RVE, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with RVE.

- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 <u>et seq</u>.
- 3. The amount of this contract shall not exceed Seventy-Three Thousand Dollars (\$73,000.00), and the contract shall extend from May 31, 2018 to and until May 30, 2019.
- 4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Chairman Comegno moved to approve. Vice-Chairman Fattorini seconded the motion.

VOTE:

Yeas -

Comegno

Fattorini

Abstain -

Singleton

# **RESOLUTION NO. 2018-29**

RESOLUTION AWARDING A CONTRACT TO WSP USA FOR THE 2018 ROUTINE INSPECTIONS OF THE MECHANICAL AND ELECTRICAL COMPONENTS FOR THE TACONY-PALMYRA BRIDGE, BURLINGTON-BRISTOL BRIDGE AND THE RIVERSIDE-DELANCO BRIDGE.

WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed to by the parties; and

WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and

WHEREAS, the Commission and each Shared Service Entity solicits proposals and enters into contracts for specified project assignments, as needed; and

**WHEREAS**, the Commission has determined that it requires the services of an engineering firm capable of performing routine mechanical and electrical inspections on the components of the Tacony-Palmyra Bridge, Burlington-Bristol Bridge and the Riverside-Delanco Bridge; and

WHEREAS, WSP USA ("WSP") has been approved as a qualified professional and is a member of the shared pool; and

**WHEREAS**, upon receipt and review of the proposal submitted by WSP, it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and

**WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the maximum amount of this contract shall be One Hundred Eighty Thousand, Nine Hundred Sixty Dollars (\$180,960.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:

- 1. The Commission hereby awards a contract for the services as set forth above to WSP, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with WSP.
- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 <u>et seq</u>.
- 3. The amount of this contract shall not exceed One Hundred Eighty Thousand, Nine Hundred Sixty Dollars (\$180,960.00), and the contract shall extend from May 31, 2018 to and until May 30, 2019.
- 4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

# **RESOLUTION NO. 2018-30**

RESOLUTION AWARDING A CONTRACT TO CONSULTING ENGINEER SERVICES FOR THE DESIGN OF THE RIVERSIDE-DELANCO BRIDGE CONCRETE REPAIRS PROJECT.

- WHEREAS, the Burlington County Bridge Commission ("Commission") has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders ("County"), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission ("Shared Services Entities") whereby those entities agreed to share services as agreed to by the parties; and
- WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly advertised Request for Qualifications ("RFQ") and a shared pool of qualified professionals for the years 2017-2018, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and
- **WHEREAS**, the Commission and each Shared Service Entity solicits proposals and enters into contracts for specified project assignments, as needed; and
- **WHEREAS**, the Commission has determined that it requires the services of an engineering firm capable of performing design services for the Riverside-Delanco Bridge concrete repairs project; and
- WHEREAS, Consulting Engineer Services ("CES") has been approved as a qualified professional and is a member of the shared pool; and
- WHEREAS, upon receipt and review of the proposal submitted by CES, it was determined that the proposal provided acceptable and appropriate contract terms and conditions for the Commission; and
- **WHEREAS**, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- WHEREAS, the maximum amount of this contract shall be One Hundred Twenty-Six Thousand, Nine Hundred Sixty-Eight Dollars (\$126,968.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and
- **WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.
- **NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:
- 1. The Commission hereby awards a contract for the services as set forth above to CES, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with CES.

- 2. This contract is awarded through a fair and open process, pursuant to <u>N.J.S.A.</u> 19:44A-20.4 <u>et seq.</u>
- 3. The amount of this contract shall not exceed One Hundred Twenty-Six Thousand, Nine Hundred Sixty-Eight Dollars (\$126,968.00), and the contract shall extend from May 31, 2018 to and until the end of project.
- 4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Chairman Comegno moved to approve. Vice-Chairman Fattorini seconded the motion.

VOTE:

Yeas -

Comegno

Fattorini

Abstain -

Singleton

# **RESOLUTION NO. 2018-31**

RESOLUTION AUTHORIZING APPROPRIATIONS TOTALING \$1,500,000 TO ASSIST BURLINGTON COUNTY IN BUDGETARY MATTERS IN CALENDAR YEAR 2018.

**WHEREAS**, the Burlington County Bridge Commission ("Commission") received correspondence from Burlington County Freeholder-Director Gibbs requesting assistance consistent with N.J.S.A. 27:19-26; and

WHEREAS, N.J.S.A. 27:19-26 authorizes the Commission to provide assistance for the maintenance, improvement and/or repair of the county's bridges, approaches, roads and connecting highways; and

**WHEREAS**, the Commission recognizes that the specifics of the payments and uses of funds are to be incorporated in a Memorandum of Understanding.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:

- 1. The Commission shall make an appropriation of \$1,500,000.00 from Operations Other Expenses to be remitted to Burlington County ("County") in calendar year 2018.
- 2. The Appropriation shall be consistent with <u>N.J.S.A.</u> 27:19-26 and such other statutory authority that may apply.

3. The specifics of the payments and uses of funds shall be incorporated in a Memorandum of Understanding to be executed by the Executive Director upon review and approval by the Commission Solicitor.

# RECORDED VOTE

NAME	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
John B. Comegno II	X			
James D. Fattorini	X			
Troy E. Singleton	X			

The foregoing is a true copy of a resolution adopted by the governing body of the Burlington County Bridge Commission on May 30, 2018.

Kathleen	M Wiseman, Secretary
	05/30/2018
	Date

[SEAL]

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

#### **RESOLUTION NO. 2018-32**

# RESOLUTION AWARDING YEAR TWO OF A CONTRACT FOR SECURITY CONSULTING SERVICES TO IXP CORPORATION.

WHEREAS, the Burlington County Bridge Commission ("Commission") requires the services of a qualified firm to assist in the evaluation of various security measures for Commission facilities; and

**WHEREAS**, proposals were solicited by the Commission for a contract entitled "Security Consulting Services" for Year one ending May 11, 2017; and

**WHEREAS**, a contract for Year One was awarded to iXP Corporation ("iXP") in the amount of Sixty-Five Thousand Dollars (\$65,000.00) with the option to award Years Two through Five of the contract pursuant to N.J.S.A. 40A:11-15(6); and

WHEREAS, Commission staff has recommended that the Commission award the contract for Option Year Three (May 12, 2018 through May 11, 2019) to iXP in the amount of Sixty-Five Thousand Dollars (\$65,000.00), based upon satisfactory performance during the previous year; and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment for said services, as evidenced by the Certificate of Availability of Funds attached hereto and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:

- 1. The Burlington County Bridge Commission hereby awards Year Two of a contract for Security Consulting Services as set forth above to iXP, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with iXP.
- 2. The maximum amount of this contract shall not exceed Sixty-Five Thousand Dollars (\$65,000.00), and the contract shall extend from May 12, 2018 to and until May 11, 2019.
- 3. Notice of adoption of this resolution shall be published in the Burlington County Times, as required by law.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

# **RESOLUTION NO. 2018-33**

RESOLUTION TRANSFERRING OWNERSHIP OF A VEHICLE TO THE BURLINGTON CITY POLICE DEPARTMENT.

WHEREAS, the Burlington County Bridge Commission ("Commission") is the owner of a 2011 Ford Crown Victoria Police Interceptor, VIN #2FABP7BV8BX149563; and

**WHEREAS**, it has been determined by the Commission that said vehicle is no longer needed for Commission transportation; and

**WHEREAS**, the Commission has been advised that the Burlington City Police Department has a need for said vehicle.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that title to said vehicle shall be transferred to the Burlington City Police Department, and that the insurance agent for the Commission shall be advised that the Commission no longer owns said vehicle.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

#### **RESOLUTION NO. 2018-34**

# RESOLUTION TRANSFERRING OWNERSHIP OF A VEHICLE TO WOODLAND TOWNSHIP.

WHEREAS, the Burlington County Bridge Commission ("Commission") is the owner of a 2008 Ford F450 Dump Truck, VIN #1FDXF47R68EC82485; and

**WHEREAS**, it has been determined by the Commission that said vehicle is no longer needed for Commission transportation; and

**WHEREAS**, the Commission has been advised that the Woodland Township Public Works Department has a need for said vehicle.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that title to said vehicle shall be transferred to the Woodland Township Public Works Department, and that the insurance agent for the Commission shall be advised that the Commission no longer owns said vehicle.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:

Yeas -

Comegno

Fattorini

Abstain -

Singleton

# RESOLUTION NO. 2018-35

RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR THE BURLINGTON-BRISTOL BRIDGE (BRIDGE AND TOLL PLAZA) AND THE TACONY-PALMYRA BRIDGE (TOLL PLAZA) COMMERCIAL COATING REMOVAL, REHABILITATION AND PAINTING PROJECT BCBC-201602.

WHEREAS, pursuant to Resolution No. 2016-50, the Burlington County Bridge Commission ("Commission") awarded a contract to Allied Painting, Inc. ("Allied") for the project titled "Burlington-Bristol Bridge (Bridge and Toll Plaza) and the Tacony-Palmyra Bridge (Toll Plaza) Commercial Coating Removal, Rehabilitation and Painting Project (BCBC-201602); and

WHEREAS, the Project Engineer recommended by memorandum dated April 17, 2018 that Change Order No. 2 be approved, providing for the following: construction and engineering costs associated with the global analysis and structural enhancements to the

Burlington-Bristol Bridge; and

WHEREAS, this Change Order No. 2 requires an increase of \$76,839.70 in the contract price, bringing the new contract total to \$15,163,490.21 and an increase in the contract time of 422 calendar days.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that, based upon the recommendation of its engineer, and after a thorough review of this matter, the Commission hereby approves Change Order No. 2 for Allied for the project titled "Burlington-Bristol Bridge (Bridge and Toll Plaza) and the Tacony-Palmyra Bridge (Toll Plaza) Commercial Coating Removal, Rehabilitation and Painting Project (BCBC-201602)".

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

# **RESOLUTION NO. 2018-36**

RESOLUTION AUTHORIZING APPLICATION TO THE LOCAL FINANCE BOARD PURSUANT TO N.J.S.A. 40A:5A-6.

WHEREAS, the Burlington County Bridge Commission (the "Commission") desires to make application to the Local Finance Board for its review, pursuant to N.J.S.A. 40A:5A-6, of the proposed issuance of County Guaranteed Subordinated Bridge Revenue Bonds or Notes, Series 2018 in an amount not to exceed \$12,500,000 to fund certain capital improvement projects on the roads and interchanges that support the Commission's Burlington Bristol Bridge; and

# **WHEREAS**, the Commission believes that:

- (a) it is in the public interest to accomplish such purpose;
- (b) said purpose or improvements are for the health, welfare, convenience or betterment of the inhabitants of the County;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the County and will not create an undue financial burden to be placed upon the County:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:

<u>Section 1</u>. The application to the Local Finance Board is hereby approved, and the Commission's bond counsel, along with other representatives of the Commission, are hereby authorized to file such application and to represent the Commission in matters pertaining thereto.

<u>Section 2</u>. The Executive Director of the Commission is hereby directed to prepare and file a copy of the proposed resolution authorizing the Commission's County-Guaranteed Pooled Lease Revenue Refunding Bonds (Governmental Leasing Program), Series 2017 (the "Bonds") with the Local Finance Board as part of such application.

<u>Section 3</u>. The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

Section 4. This Resolution shall take effect immediately.

Adopted: May 30, 2018.

# RECORDED VOTE

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<b>ABSENT</b>
John B. Comegno II	X			
James D. Fattorini	X			
Troy E. Singleton			X	

The foregoing is a true copy of a resolution adopted by the governing body of the Burlington County Bridge Commission on May 30, 2018.

Kathleen M Wiseman, Secretary 05/30/2018 Date

[SEAL]

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:

Yeas -

Comegno

Fattorini

Abstain -

Singleton

#### **RESOLUTION NO. 2018-37**

RESOLUTION AUTHORIZING APPLICATION TO THE LOCAL FINANCE BOARD PURSUANT TO N.J.S.A. 40A:5A-6 (POOLED LOAN).

WHEREAS, the Burlington County Bridge Commission ("Commission") desires to make application to the Local Finance Board for its review, pursuant to N.J.S.A. 40A:5A-6, of (i) the proposed project to fund a Local Government Pooled Loan Program to refund existing Bond Anticipation Notes for Burlington County through the issuance of the Commission's County-Guaranteed Pooled Loan Revenue Bonds (Governmental Loan Program), Series 2018 (the "Bonds") and (ii) the proposed guaranty of such Bonds by the County through the adoption of an ordinance; and

# WHEREAS, the Commission believes that:

- (a) it is in the public interest to accomplish such purpose;
- (b) said purpose or improvements are for the health, welfare, convenience or betterment of the inhabitants of the County;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the County and will not create an undue financial burden to be placed upon the County:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission as follows:

<u>Section 1</u>. The application to the Local Finance Board is hereby approved, and the Commission's bond counsel, along with other representatives of the Commission, are hereby authorized to file such application and to represent the Commission in matters pertaining thereto.

<u>Section 2</u>. The Executive Director of the Commission is hereby directed to prepare and file a copy of the proposed resolution authorizing the Commission's County-Guaranteed Pooled Lease Revenue Refunding Bonds (Governmental Leasing Program), Series 2017 (the "Bonds") with the Local Finance Board as part of such application.

<u>Section 3</u>. The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

Section 4. This Resolution shall take effect immediately.

Adopted: May 30, 2018.

# **RECORDED VOTE**

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
John B. Comegno II	X			
James D. Fattorini	X			
Troy E. Singleton			X	

The foregoing is a true copy of a resolution adopted by the governing body of the Burlington County Bridge Commission on May 30, 2018.

Kathleen M Wiseman, Secretary 05/30/2018 Date

[SEAL]

Chairman Comegno moved to approve. Vice-Chairman Fattorini seconded the motion.

VOTE:

Yeas -

Comegno

Fattorini

Abstain -

Singleton

# RESOLUTION NO. 2018-38

RESOLUTION ADOPTING REGULATIONS GOVERNING VENDOR QUALIFICATIONS FOR SEALED COMPETITIVE BIDDING AND COMPETITIVE CONTRACTING ON PUBLIC CONTRACTS.

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires bidding and/or competitive contracting to procure construction and multi-year maintenance contract services, as enumerated under the New Jersey Local Public Contracts Law; and

WHEREAS, pursuant to N.J.S.A. 40A:11-25, the Commission may establish prequalification regulations, subject to approval of the Director of the Division of Local Government Services, that are reasonably related to the services to be performed and fixed according to the experience, financial ability, capital and equipment of prospective bidders upon contracts to be awarded by the Commission; and

WHEREAS, the Commission intends to adopt regulations to establish those prequalifications for prospective bidders, in accordance with N.J.S.A. 40A:11-25, and in that regard the Commission published notice of a public hearing over the adoption of those regulations, which public hearing took place on May 30, 2018, and the Commission entertained public comment on the proposed regulations and no such comment was

received; and

**WHEREAS**, the Commission intends to require that all prospective bidders upon contracts to be awarded by the Commission shall:

- 1. Have been prequalified according to regulations covering the Classification of Prospective Bidders as required by N.J.S.A. 27:7-35.1 et seg, and shall be qualified under the appropriate NJDOT work type classification(s) as stated in the project's Supplementary Specifications or if there is not an appropriate NJDOT work type classification(s), then the Commission's Bid Questionnaire form shall be completed and submitted with the Bid. Evaluation of the completed Bid Questionnaire by the Commission shall determine the qualification of the bidder for the performance of the work under the contract. The evaluation shall be based upon the bidder's responses to the Bid Questionnaire, upon evidence of satisfactory work experience on similar type projects, and upon the bidder's NJDOT Project rating, which is included with the bidder's issued NJDOT Notice of Classification Approval Letter, and/or conformance with the requirements of N.J.A.A. title Transportation. Chapter 44, Construction Services, Subchapter 3, Classification of Prospective Bidders. The following information shall be included with the completed Commission's Bid Questionnaire: (a) Previously completed work experience of a similar nature, including any necessary supplemental forms and/or sheets; and (b) Total approximate volume (dollar amount) of work of similar nature completed; and (c) List all major works presently under execution and the expected duration of the contracts, including the total contract amount for each work listed; and (d) List all projects that have not commenced, but for which the intent has been submitted, including the total contract amount for each project; and (e) List of equipment required to complete the Commission's project, which you now own, including the model and year of make for each piece of equipment; and (f) List of equipment required to complete the Commission's project, which you do not own, but which you intend to buy, rent or lease; and (g) List the name(s) of the Superintendent and Manager who shall be assigned to execute the Commission's project and include their resumes; and (h) List three (3) general business references that the Commission may contact; and (i) Include a copy of the NJDOT Notice of classification with Project Rating approval letter if one has been previously issued; and
- 2. Have all valid licenses, registrations or certificates duly required by federal, state, county and/or local law, including, but not limited to licenses, registrations, or certifications required to: (1) do business in the State as required by N.J.S.A. 14A:15-2 et seq. and (2) perform the contract work it seeks to perform, which shall include, but not be limited

to any licenses, registrations or certifications for any type of trade work or specialty work, which the firm proposes to perform; and

- 3. Be in compliance with N.J.S.A. 19:44A-20.13 et seq; and
- Have a valid business registration with the Division of Revenue in the New Jersey Department of Treasury as required by <u>N.J.S.A.</u> 52:32-44; and
- 5. Have a valid, current registration with the New Jersey Department of Labor, Division of Wage and Hour Compliance as required by the "Public Works Contractor Registration Act", N.J.S.A. 34:11-56.48 et seq; and
- 6. Meet all bonding requirements for the contract, as required by applicable law or contract specifications, and upon award of any contract, but prior to execution, any insurance requirements, as required by applicable law or contract specifications, including, but not limited to personal liability insurance, workers' compensation insurance and unemployment insurance requirements upon award; and
- 7. Not have been debarred by any federal, state or local government agency or authority in the past three (3) years; and
- 8. Not have defaulted on any project in the past three (3) years; and
- 9. Not have had any type of business, contracting or trade license, registration or other certification suspended or revoked in the past three (3) years; and
- 10. Not have been cited for a willful violation of federal or state safety laws in the past three (3) years; and
- 11. Not have been convicted of any crime (either the bidding firm or its owners) relating to the contracting business by a final decision of a court or government agency in the past three (3) years; and
- 12. Pay all employees that it employs on the project the current wage rates and benefits as required under applicable State prevailing wage laws; and

WHEREAS, pursuant to the regulations that the Commission intends to adopt, it is the desire and determination of the Commission to refuse to consider any bid upon a contract to be awarded by the Commission that does not duly satisfy the qualifications established and set forth herein, based upon the recommendations of the Commission staff and its professionals, for the reasons set forth above.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission, at a duly-noticed public meeting of the Commission, the governing body, on May 30, 2018, that the Commission hereby adopts the prequalification regulations, as set forth herein, which regulations are subject to further review and approval by the Director of the New Jersey Division of Local Government Services, in the Department of Community Affairs.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

# **HUMAN RESOURCES**

Director Constance Borman reported on the following personnel issues for Commission approval:

NEW HIRES – Requires Ruth Benz Wendi Wence Daniel Oldfield	Commission Approval PT Tolls PT Cove Receptionist PT Tolls	Effective 05/07/18 05/19/18 05/21/18
PROBATION – Requires Morgan McBrearty Xiana Colon Michael Ludlow Rick Rotenbury	PT Cove Receptionist PT Tolls FT Police FT Tolls	Effective 04/28/18 04/30/18 05/16/18 05/19/18
RESIGNATION – Requirement Edward Sanderson Ruth Benz Daniel Oldfield Katherine Forte	es Commission Approval PT Cove Receptionist PT Tolls PT Tolls PT Tolls	Effective 05/17/18 05/22/18 05/24/18 06/09/18
RETIREMENT - Require	<u>Effective</u> 06/01/18	

Chairman Comegno requested to approve by block with the exception of the new hire and resignation of Ruth Benz. Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

Chairman Comegno moved to approve the new hire and resignation of Ruth Benz. Commissioner Singleton seconded the motion.

VOTE: Yeas -

Comegno

Singleton

Abstain - Fattorini

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Executive Director Jeffers asked for the following permissions: to bid Tacony-Palmyra Bridge Rib Light Replacement Project and to bid Burlington-Bristol Bridge S-Span Deck Replacement.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

# **OLD BUSINESS**

Chairman Comegno called for any old business to come before the Commission.

# **NEW BUSINESS**

Chairman Comegno called for any new business to come before the Commission.

# PUBLIC COMMENT

Chairman Comegno called for any public comment to come before the Commission.

# PALMYRA COVE NATURE PARK

Mr. Moore made a brief presentation about planned upgrades to the Environmental Discovery Center that will update the outmoded exhibits and provided additional classroom space.

Chairman Comegno asked for any further business to come before the Commission. Hearing none, Vice-Chairman Fattorini moved to adjourn the meeting. Chairman Comegno seconded the motion. The motion passed unanimously.

Respectfully submitted,

Kathleen M. Wiseman

Secretary