

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
BOARD MEETING
WEDNESDAY, NOVEMBER 1, 2023 AT 9:00 A.M.
32 E. FRONT STREET, TRENTON, NJ
JOSEPH A. MCNAMARA BOARD ROOM**

- 1. NOTICE OF PUBLIC MEETING/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF MEETING MINUTES**
 - a. Board Open Session Meeting Minutes of October 4, 2023
 - b. Board Executive Session Meeting Minutes of October 4, 2023
- 4. AUTHORITY MATTERS**
 - a. CEO Report
 - b. Chairman's Report
 - i. Appointment of an Additional Assistant Secretary to the Board
- 5. REPORT AND RECOMMENDATIONS OF THE AUDIT COMMITTEE (CHAIRMAN'S REPORT)**
 - a. Approval of Awards - Broker Services for the Business Insurance Program - GP-0292-R01
- 6. REPORT AND RECOMMENDATIONS OF THE SCHOOL REVIEW COMMITTEE (CHAIRMAN'S REPORT)**
 - a. Approval of Awards – Professional/Technical Temporary Staffing Services - GP-0286-R01
 - b. Approval of Awards - Site Consultant Services for School Facilities Projects – GP-0289-L01
 - c. Approval of Awards - Relocation Consultant Services - GP-0293-R01
 - d. Award for Demolition and Early Site Preparation – Garfield School District -New Elementary School - NT-0053-N01
- 7. REPORT AND RECOMMENDATIONS OF THE REAL ESTATE COMMITTEE (CHAIRMAN'S REPORT)**
 - a. Third Lease Modification and Extension between Matrix East Front Street Operating Company, LLC and New Jersey Schools Development Authority - **(to be discussed in Executive Session and voted on upon the Board's return to Open Session)**
- 8. MONTHLY REPORTS**
 - a. *For Informational Purposes*
 - i. Active Projects Report
 - ii. Project Status Reports
 - iii. Contracts Executed Report/Amendments & Change Orders Executed Report
 - iv. Contract Terminations Report (*no activity*)
 - v. Settlement Activities Report (*no activity*)
 - vi. Diversity and Workforce Participation Report
 - vii. Regular Operating District Grant Activity Report
 - viii. Notification of Amendments to Goods and Services Contracts Not Exceeding \$100,000 or 10% of the Contract Value (*no activity*)
 - ix. Communications Report (*no report*)
 - x. Monthly Financial Report
 - xi. Design Contract De-Obligations Report (*no activity*)

9. EXECUTIVE SESSION

- Third Lease Modification and Extension between Matrix East Front Street Operating Company, LLC and New Jersey Schools Development Authority
- Litigation/Contract Matter(s) – OPMA Exemption N.J.S.A. 10:4-12b (7)
CCD Report (*no activity*)

10. ADJOURNMENT

APPROVAL OF MEETING MINUTES

October 4, 2023 Open Session Minutes

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 4, 2023**

A meeting of the Board of Directors of the New Jersey Schools Development Authority (SDA or the Authority) was held on Wednesday, October 4, 2023 at 9:00A.M. in the Joseph A. McNamara Board Room at the offices of the Authority at 32 East Front Street, Trenton, New Jersey.

Participating were:

Robert Nixon, Public Member, Chairman

Juan Burgos (EDA)

Kevin Luckie (DCA)

David Moore (Treasury)

Bernard Piaia (DOE)

Daniel Gumble, Public Member

Lester Lewis-Powder, Public Member

Michael Maloney, Public Member

Mario Vargas, Public Member

being a quorum of the Members of the Board. Mr. Burgos, Mr. Gumble, Mr. Lewis-Powder, Mr. Moore, and Mr. Piaia participated in the meeting by teleconference.

At the Chairman's request, Manuel Da Silva, chief executive officer; Donald Guarriello, vice president and chief financial officer; Albert Barnes, chief counsel and additional assistant secretary; and Jamie Henneke, governance coordinator of the SDA, participated in the meeting. Janice Venables of the Governor's Authorities Unit (GAU) also participated in the meeting.

Pledge of Allegiance

Led by the Chairman, the Members and all assembled stood and recited the Pledge of Allegiance.

The meeting was called to order by Mr. Nixon, who requested that Ms. Henneke read the requisite notice of the meeting. Ms. Henneke announced that the meeting notice had been sent to the *Trenton Times* and *Star-Ledger* at least 48 hours prior to the meeting, and was duly posted on the Secretary of State's bulletin board at 20 West State Street in Trenton, New Jersey and on the SDA Website. Ms. Henneke then conducted a roll call and indicated that a quorum of the Members of the Board were present.

Approval of Meeting Minutes

The Chairman then presented for consideration and approval the minutes of the Board's September 6, 2023 Open Session meeting. A copy of the meeting minutes and a resolution had been provided to the Members for review in advance of the meeting. Upon motion duly made by Mr. Vargas and seconded by Mr. Maloney, the Open Session minutes of the September 6, 2023 SDA Board meeting were approved with the Members' unanimous vote in favor of the resolution attached hereto as ***Resolution 3a***.

Authority Matters

CEO's Report

Next, Mr. Nixon asked Mr. Da Silva for the report of the CEO. Mr. Da Silva provided an update on design-build projects in the design phase. He said that for the Union City New Grade 7-9 School project, Package #2 for Final Design Documents for the remainder of the building are in development. He added that the import of clean fill is ongoing as footings and foundations are completed and structural steel erection is scheduled to start in early October.

With respect to design-build projects in construction, Mr. Da Silva said that for the Millville High School addition and renovations project, the District is occupying the entire building. He said that management was invited to attend the ribbon cutting ceremony last month. He advised that security enhancement upgrades are being installed. He added that all cabling runs are installed, however, final hardware is backordered and being installed as it arrives at the project. For the Passaic Dayton Avenue Educational Campus, he said that SDA received the Leadership in Energy and Environmental Design (LEED) Certification and close-out is being finalized. For the Perth Amboy High School project, he said that the interior wall framing, drywall, ceiling grid, light installation, casework and gym corridor and classroom floors are all ongoing. He noted that the HVAC equipment start up and commissioning continues.

Next, Mr. Da Silva gave an update on design-bid-build projects in the construction stage. He said that the new boiler breeching is complete for the Orange High School project.

With respect to projects in the procurement stage, Mr. Da Silva said that the demolition and early site preparation package for the New Garfield Elementary School was advertised in August and the bid opening is scheduled for today. For the Elizabeth New Elementary School project, he reported that the New Pre-Kindergarten through 8 School demolition and early site preparation on the site of the existing Joseph Battin School No. 4 was advertised last week and bids are due December 12, 2023.

Turning to other SDA related matters, Mr. Da Silva informed the Members that the SDA held a groundbreaking ceremony for the new Union City Grade 7-9 School on September 13. He noted that the highlight of the event was remarks by Azilah Moore, an eighth grade Union City student. He said that she spoke with confidence and poise, and was a wonderful reminder to all those present who it is that we are building schools for.

Next, Mr. Da Silva reported that on September 18, the Camden School District held a press conference to announce the upcoming SDA project that will be built as part of the projects approved for advancement last year. He noted that the announcement detailed a high school replacement project, which is a change from the elementary school projects originally identified in the Statewide Strategic Plan and Authorization of Project Funds to Advance Planning Activities the Board approved at the September 2022 meeting. He added that Superintendent McCombs, Congressman Norcross, State Senator Cruz-Perez, Mayor Carstarphan, and other dignitaries were in attendance.

Lastly, Mr. Da Silva said that SDA joined the Millville School District on September 21 for a ribbon cutting ceremony to celebrate the completion of the multi-phase addition/renovation project at the high school. He reported that it was a wonderful celebration that showcased performances from their choir. He advised that those present were fortunate to hear remarks from Senior Class President, Zaiya Loatman, who spoke of her excitement for the new spaces the students now have access to.

Mr. Vargas asked if it was the Camden's School District's request to replace the high school rather than the replacement of the two elementary schools. Mr. Da Silva answered in the affirmative, noting that the District's emphasis of the dire need for the high school ahead of advancement of the two previously planned elementary schools.

Audit Committee

Mr. Nixon, as Audit Committee Chairman, reported that the Audit Committee met on September 18, 2023 at which time management provided the Committee with the August 2023 New Funding Allocation and Capital Plan Update. He reported that there was a \$4.2 million decrease in the Unforeseen Events Reserve due to Board approval of the revised final charter for the Millville Senior High School Addition and Renovation project. Additionally, he said that

there was an \$8.7 million decrease in the 2011 Emergent Projects Reserve balance following Board approval of the release of funds for the East Orange Fresh Start Academy and the Camden Veterans Memorial School emergent projects. Mr. Nixon then advised that there were no changes in any of the other reserve balances for SDA Districts during the reporting period. He advised that the reserve balance for the Regular Operating Districts (RODs) increased by \$300,000 during the reporting period due to a reduction in state share for grant projects nearing completion.

Next, Mr. Nixon reported that management provided the Committee with the August monthly financial report. He advised the Members that the Authority's operating expenses (Actual vs. Budget) for the year-to-date period totaled approximately \$9.3 million, down \$2.1 million as compared to the budget for the corresponding period. He explained that this decrease is mainly attributable to lower employee salary and benefit costs, professional & other contracted services, and informational systems, partially offset by lower benefits expense allocation to project costs. He noted that SDA's current staff headcount at 127 through August 31, represents a decrease of 17 employees compared to year-to-date projections. Mr. Nixon then said that school facilities project expenditures (Actual vs. Forecast) for the year-to-date period total approximately \$185.3 million, down approximately \$19.2 million as compared to the capital spending forecast for the corresponding period. He advised the Members that this variance is due to costs associated with construction work, grant agreements, project insurance, design services, construction management services and lower benefits expense allocation to project costs. He reported that the decrease is partially offset by an increase in furniture and equipment purchases, and the acquisition costs associated with the purchase of a school facility. Mr. Nixon reported that project expenditures (Actual vs. Prior Year Actual), at \$185.3 million, are \$23.8 million lower when compared to the corresponding prior year period. He advised that this

variance is the result of a decrease in expenditures for grant activity, construction work, school furniture and equipment purchases, and construction management services, partially offset by property acquisition costs and project insurance.

Mr. Nixon said that, since program inception, 80.4% of the funds authorized for the SDA districts have been disbursed. Additionally, he noted that 96% of all SDA disbursements relate to school facilities projects, while 4% relate to operating expenses. He advised that the estimated value of active school facilities capital projects, along with emergent and regular operating district grant projects, is approximately \$1.2 billion.

Next, Mr. Nixon said that the Members will be asked to consider and act with respect to one matter regarding an award for Owner Controlled Insurance Program (OCIP V) Broker Services. Referencing material that previously had been distributed for review, he said that the Authority has a rolling capital program consisting of various types of school facilities projects. He advised the Authority addresses the insurance needs of its capital program through a series of Owner Controlled Insurance Programs (OCIP, Program) developed with the assistance of an insurance broker engaged to provide a full range of marketing and policy administration services. He noted that the current OCIP is due to expire on December 31, 2023 for five projects and on December 31, 2025 for four other projects. He said that the SDA now needs to address the insurance needs of future capital projects through a new OCIP (OCIP V) by engaging an insurance broker to provide insurance marketing and policy administration services (Broker Services). He explained that the current planning projections for OCIP V will enroll eight or more capital projects with an aggregate construction cost estimate (CCE) of up to \$800 million or more. Mr. Nixon said that procurement for OCIP V Broker Services was advertised beginning on June 23, 2023 on the SDA website, on the New Jersey State website, and in selected newspapers for interested firms to participate in the bidding process. Mr. Nixon noted that the

broker services will include program design, marketing, negotiation, implementation, policy administration and claims management of SDA's various insurance needs in support of the Authority's construction projects. He said that procurement for Broker Services was advertised beginning on June 23, 2023 on the SDA website, on the New Jersey State website, and in selected newspapers for interested firms to participate in the bidding process. He said that upon the conclusion of the procurement process, management recommends that the Members of the Authority approve the award of a contract for OCIP V Broker Services to Alliant Insurance Services, Inc. (Alliant) for a total lump sum fee not-to-exceed \$495,599 to provide a full range of services. He advised the engagement will begin upon issuance of the initial notice-to-proceed with marketing services and extend for a period of three additional years from the effective date of the various new policies or until all obligations of the consultant to deliver services have been performed, whichever occurs later. He said that the term of agreement will have an option by the SDA to extend the agreement for one additional year. Mr. Nixon then explained that following execution of the contract, the Authority intends to direct Alliant to solicit quotations for Workers' Compensation, Commercial General Liability, Excess Liability and Builder's Risk policies. He said that the marketing results and the cost of OCIP V are expected to be presented to the Members of the Authority in the first or second quarter of 2024, and, if these are approved by the Members, the Authority will then direct Alliant to purchase the insurance policies and to perform the associated requisite administrative services. He said that the Members are requested to approve the contract award. Mr. Vargas asked if a new bid process would take place after the SDA exercises the optional year, Mr. Murphy responded in the affirmative. Mr. Guarriello noted that the SDA plans to utilize successive overlapping OCIPs to assure continuing and complete coverage.

A resolution pertaining to this matter had been provided to the Board in advance of the meeting. After discussion, upon motion duly made by Mr. Luckie and seconded by Mr. Vargas, the contract award for Owner Controlled Insurance Program V Broker Services to Alliant Insurance Services, Inc. was approved with the Board's unanimous vote in favor of ***Resolution 5a.***

Mr. Vargas inquired about the Authority's success filling open staff positions. Mr. Da Silva noted a number of new hires that have added to the SDA's headcount. He advised that new job descriptions are being finalized. He said that staff is working longer hours with many divisions being tasked to address the 2022 Capital Plan (Capital Plan) projects. He then notified the Members that the \$450 million grant program for approximately 680 projects will be rolling out in the near future. Mr. Da Silva highlighted some of the Capital Plan projects, advising that Capital Plan projects would be advanced under a controlled approach over the next 5 to 7 years.

School Review Committee

The Chairman asked Mr. Luckie to provide the report of the School Review Committee. Mr. Luckie said that the School Review Committee met on September 18, 2023 and advanced five items for Board consideration today. He said the Committee is recommending Board approval of a New Parking Lot at the Keansburg Joseph C. Caruso Elementary School (School). By way of background, he reported that the School, built in 2016, is an approximately 125,000 square foot facility educating approximately 700 students in grades Pre-Kindergarten through Grade 5. He advised that on November 6, 2013, the Members approved the Final Project Charter for the School. He explained that the scope of the original Final Project Charter included both the construction of the new School and the restoration of a parking lot on property adjacent to the School site which has been used to house temporary classroom units (TCUs) serving Pre-Kindergarten students in the District. He said that the Pre-Kindergarten students housed in the

TCUs have now been relocated to the new Keansburg Port Monmouth Road School which was recently completed by the Authority. He advised that the District has vacated the TCUs, design work for the restoration of the parking lot is complete, and the Authority now seeks approval from the Members to engage a firm to provide General Construction services to complete the removal of the TCUs and to restore the parking lot (the Parking Lot Work).

In continuing, Mr. Luckie said that a package for construction services to perform the Parking Lot Work was advertised as a low bid solicitation beginning on July 20, 2023 and the responsive low bidder was Seawolf Construction Corp. d/b/a Imperial Construction & Electric (Imperial). He reported that on September 22, 2023, SDA staff and Imperial met to review the bid to ensure that all Parking Lot Work scope work specified was included in the bid and, at the time of this review, Imperial confirmed that its price proposal is inclusive of all scope elements contained in the contract documents. He advised that, upon completion of the procurement process, the construction operations director and financial operations director, together with SDA management, recommend that the Members authorize and approve the award of a contract in the amount of \$1,334,000 to Imperial, the responsive low bidder, for construction services for the Project. He noted that prior to execution of the contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Vargas and seconded by Mr. Maloney, the New Parking Lot at the Keansburg Joseph C. Caruso Elementary School was approved with the Board's unanimous vote in favor of ***Resolution 6a***.

Next, Mr. Luckie said that management is seeking Board approval of awards for Construction Management (CM) Services for the Newark Public Schools, Union City Public Schools and East Orange School Districts. He advised that the Authority has eight emergent

projects in the design phase and progressing into the construction phase and needs to engage CM firms to provide onsite construction management services while the projects are under construction. He reported that the SDA seeks to apportion the delivery of CM Services for these emergent projects between two contracts – designated as Contract A and Contract B – with the contracts being awarded to two different construction management firms. He explained that Contract A relates to five emergent projects in the Newark School District, the scopes of which include masonry repointing, repairs and replacement, boiler room vault and façade repairs and roof replacement. He added that Contract B relates to two emergent projects in the Union City School District and one emergent project in the East Orange School District, the scopes of which include roof replacement and stucco and masonry repairs.

In continuing, Mr. Luckie informed the Members that this multi-project procurement package for CM Services was advertised as a “price and other factors” solicitation beginning on August 9, 2023 with price weighted as 40% of the final combined score, and all non-price other factors weighted as 60% of the final combined score. He said that following completion of the procurement process, the Construction Operations Program Director recommends an award for CM Services for Contract A to Anser Advisory Management, LLC (Anser) in the amount of \$1,334,500 and for Contract B to Epic Management, Inc. (Epic) in the amount of \$736,800. He reported that following post-bid meetings between SDA staff and Anser with respect to Contract A and between SDA staff and Epic with respect to Contract B, Anser and Epic have each confirmed that their respective price proposals are inclusive of all scope elements contained in the contract documents. He added that prior to execution of the contracts, the contracts and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Maloney and seconded by Mr. Vargas, and with Mr.

Lewis-Powder recused and abstaining, the proposed awards for Construction Management Services for the Newark Public Schools, Union City Public Schools and East Orange School Districts were approved with the Board's unanimous vote in favor of ***Resolution 6b***.

Mr. Luckie said that the Committee is recommending Board approval of Change Order (CO) No. 4, Revised Final Charter and the Reestablishment of Contract Value for the Irvington Grove Elementary Street Elementary School (School) emergent project (Project). He reported that the School, built in 1925, is an approximately 90,000 square foot facility educating approximately 360 students in grades Pre-Kindergarten through 5. He advised that after Department of Education's approval of the emergent project for abatement, boiler and HVAC work at the School, advancement of the work was delegated to the District. He noted that, thereafter, the District's consultant determined that the conditions requiring attention were more extensive than originally identified, and advancement of the Project was reassumed by the Authority. He said that SDA staff determined to advance the Project through the engagement of a general contractor (GC) using the General Construction Task Order Contract and to require the GC to engage the services of a design consultant to complete needed design services.

Next, Mr. Luckie said that a notice-of-award subsequently was issued to Catcord Construction Company, Inc. (Catcord), for a not-to-exceed amount of \$2,832,782.00, on March 4, 2022, and a notice-to-proceed was issued on March 29, 2022 with a commencement date of April 4, 2022. He noted that that Catcord did not have sufficient time to advance the abatement work while the School was unoccupied during the summer of 2022. He advised that since August 2022, design and DCA review, abatement and associated demolition activities were completed, and a certificate of occupancy has issued for the boiler room. He informed the Members that SDA anticipates release of a DCA permit for the balance of the required Project construction work to replace the boilers and related HVAC equipment in the near future. He reported that the

initial task order assignment and proposed pricing for the Project were based upon schematic drawings and assumed that there would be no construction phasing, short order lead times for required equipment, and rapid issuance of permits and commencement and completion of required abatement work. Mr. Luckie said that since the initial task order assignment, the Project has experienced the need for phasing, longer equipment order lead times, delays in permitting and advancement of abatement work, and delays as to when construction of the final phase of the Project can commence. He noted that, as a result of these factors, under current market conditions, the cost to advance the balance of the Project work has significantly increased. He advised that the increased cost to advance the balance of the Project work is associated with multiple factors, including the need for additional boiler equipment identified after completion of design, together with associated escalation; plumbing materials and labor cost escalation; HVAC equipment, materials and labor cost escalation; and increased general conditions, bond, insurance, overhead and profit costs.

In continuing, Mr. Luckie explained that following lengthy negotiations, the SDA has negotiated with Catcord a final lump sum cost for the delivery of the Project of \$3,368,010.44, which includes the cost for all work performed to date and all remaining work necessary for completion of the Project. He said that CO No. 4, in the amount of \$400,466.00 is required to effectuate the adjustment to the final lump sum cost under the task order and to fully fund advancement and completion of the balance of the Project work. He added that the director of the design studio, the construction operations interim director and the financial operations director have reviewed the documents relating to CO No. 4 and have determined that issuance of the change order is justified, reasonable and appropriate. He reported that the Final Charter for the Project, approved by the Members in February 2022, was based upon order of magnitude estimates of funding required to complete the required work as anticipated at that time. Mr.

Luckie informed the Members that complete funding of CO No. 4 and the negotiated final lump sum cost for the task order require that the Construction Contingency under the Revised Final Project Charter be increased in the amount of \$206,000. He said that during the course of the Project, various unforeseen factors were encountered such that SDA staff have determined that the revised lump sum cost, inclusive of CO Nos. 3 and 4 and prior executed change orders, represents the true value of the work required to implement the Project. He advised that SDA staff and management recommend that the Members take three actions – first, that they authorize and approve CO No. 4 in the amount of \$400,466.00, second, that they authorize and approve an increase in the Construction Contingency under the Revised Final Project Charter in the amount of \$206,000, and third, that they authorize and approve a reestablishment of the revised contract value of the task order assignment to Catcord in the amount of \$3,368,010.44.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Vargas and seconded by Mr. Nixon, the proposed Change Order No. 4, Revised Final Charter and the Reestablishment of Contract Value for the Irvington Grove Elementary Street Elementary School emergent project was approved with the Board's unanimous vote in favor of ***Resolution 6c***.

Next, Mr. Luckie said that management is seeking Board approval for the Adoption of Section 13.a Delegation Agreement Rules. He explained that SDA's Section 13.a Delegation Agreement Rules, codified at Chapter 34A of the New Jersey Administrative Code, provide the conditions, eligibility criteria, and process for capital maintenance projects to be delegated to an SDA school district by the Authority. He noted that on April 5, 2023, the Members approved for proposal and publication a Notice of Proposal for Readoption with Amendments of the Authority's Delegation Agreement Rules. He said that the proposed amendments to the current rules will enable the use of electronic submissions in applications seeking the delegation of

capital maintenance projects to SDA Districts. He added that the amendments will also eliminate an obsolete signage requirement. He advised that the Notice of Proposal was published in the June 5, 2023 edition of the New Jersey Register adding that the publication of the Notice of Proposal served to extend the expiration date for the existing rules by 180 days to November 22, 2023. He informed the Members that in the Notice of Proposal, the SDA proposed to readopt Chapter 34A with amendments to a single section of the rules. He said that the Board memorandum provides background on the Section 13.a Delegation Agreement Rules, their regulatory history and a summary of the proposed amendments to the rules.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Piaia and seconded by Mr. Vargas, the proposed Adoption of the Section 13(a) - Delegation Agreement Rules with amendments and authorize the issuance of a Notice of Adoption and its filing with the Office of Administrative Law were approved with the Board's unanimous vote in favor of ***Resolution 6d***.

Finally, Mr. Luckie informed the Members that management also discussed a Recommendation for Settlement of Cost Recovery Litigation Relating to the Egg Harbor City Middle School project. He said that this item will be discussed in Executive Session.

Public Comments

The Chairman opened the Public Comments portion of the meeting. Mr. Nixon said that there are five representatives for the City of Paterson and three of the representatives will be providing public comment. He noted that that he wanted to acknowledge Linda Reed and Charles Ferrer who do not wish to speak today.

Ms. Rosie Grant, Executive Director for the Paterson Education Fund, offered prepared written remarks and oral public comment detailing concerns regarding the collapse of ceilings and other facilities deficiencies at Paterson School No. 3 and the critical need to address aging

infrastructure needs across the District, including those at 17 District schools that are over 100 years old. A copy of Ms. Grant's prepared remarks are annexed.

Mr. Richard L. Matthews, the School Business Administrator for the Paterson Public Schools, also offered prepared written remarks and oral public comment. Mr. Matthews recognized the SDA's delivery of 7 new schools, a school addition and other school renovations in the District and the SDA's grant funding of capital maintenance and emergent projects in fiscal years 21-23 and 22-23. Mr. Matthews then emphasized the District's acute need for the SDA to address emergent conditions at many of the District's aging schools, including 17 schools that are over 100 years old and 10-15 schools that are approaching that age. A copy of Mr. Matthews prepared remarks are annexed.

At the Chairman's request, Dr. Johnathan Hodges from Paterson Public Schools addressed the Board. He said that the situation at the Paterson School No. 3 (PS No. 3) is quite dire. He added that the ceiling at PS No. 3 collapsed in the summer. He voiced his concerns for the Paterson School District buildings noting that school buildings were identified years ago as being dangerous, substandard, and in need repairs and replacement. He added that the District has been underfunded and there has not be enough done for the District. Dr. Hodges also address the health conditions at the schools.

Mr. Nixon thanked the Paterson School District representatives for their commenting, noting that there has need a good working relationship through the years between the SDA and the District.

Mr. Da Silva thanked the Paterson School District representatives for addressing their concerns. He said that the SDA is committed to the Paterson School District. He said that the SDA has invested over a half billion dollars to the District, which is the second highest investment from the SDA of all 31 SDA districts. He noted that the Authority is focused on the

SDA mission to deliver new schools, noting that facilities and maintenance are also part of the mission. He said that thanks to Governor Murphy, SDA has been allocated \$75 million a year to address emergent school facilities needs throughout the State, with \$50 million of this sum going to SDA districts. He said that there should be another round of funding this year which should cover the \$2.1 million expenditure required to address the PS No. 3 repairs. Mr. Da Silva said that he understands that there is more work to be done in Paterson. He advised that there are many schools that have aged facilities throughout the SDA districts. He said the SDA plans to deliver a new high school adjacent to Paterson Catholic site. He said that the he along with staff and the Board are here to address the needs of the 31 SDA district.

Next, the Chairman recognized Nikki Baker of Healthy Schools Now (HSN). Ms. Baker noted her 20 year history of volunteering and working as a teacher in the Paterson School District. She said that all students need a safe place to learn across the state. She stressed the disparity between schools that are well funded and have abundant resources to the schools in SDA districts.

Mr. Nixon then asked for a motion to adjourn the Open Session of the meeting into Executive Session. He asked Ms. Henneke to announce the matters to be considered by the Board in Executive Session. Ms. Henneke advised that, the Board will adjourn into Executive Session to discuss a Recommendation for Settlement of Cost Recovery Litigation relating to the Egg Harbor City Middle School. She said that Board will vote on this matter upon its return to Open Session.

Upon motion by Mr. Luckie and seconded by Mr. Vargas Board unanimously voted to approve ***Resolution No. 8.*** and thereby adjourn the Open portion of the meeting into Executive Session.

Following the Board's return to Open Session, Mr. Luckie announced that in Executive Session the Board had discussed management's and the School Review Committee's recommendation for the settlement of cost recovery litigation relating to the Egg Harbor City Middle School.

A resolution pertaining to this matter was provided to the Board for review in advance of the meeting. Upon motion duly made by Mr. Vargas and seconded by Mr. Piaia, and with Mr. Maloney recused and abstaining, the Board approved a Settlement of Cost Recovery Litigation relating to the Egg Harbor City Middle School with the Board's unanimous vote in favor of *Resolution 6e*.

Adjournment

There being no further business to come before the Board, upon motion by Chairman Nixon and with unanimous consent, the meeting was adjourned.

Certification: The foregoing represents a true and complete summary of the actions taken by the Board of the New Jersey Schools Development Authority at its October 4, 2023 meeting.

/s/ Albert D. Barnes
Additional Assistant Secretary



Testimony to NJ School Development Authority
October 3, 2023

Board of Directors

Michelle Abel
Chair,
Citizens Bank

Karen Brown, Esq.
Secretary,
Law Offices of Karen
Brown, LLC

Arthur Scialla
Treasurer
Ace Reprographic
Service

Melissa Baralt PhD
Berkeley College

Orlando Cruz
Greater Paterson
Chamber of
Commerce

Xiania Foster
Bank St College of
Education

Errol Kerr
Community Member

Perry Lighty
Valley Bank

Eileen Shafer
Superintendent
(Ex-Officio)

Rosie Grant
Executive Director

Good morning.

As you probably know, Paterson School # 3 had to be shut down because of caving, asbestos affected ceilings. We're very thankful that our administration acted quickly to relocate School 3's children and staff. They have been divided by grade into 3 different buildings, sometimes splitting students from the same family.

School 3, along with at least one of the buildings hosting the displaced kids, was identified as early as 2005, as one of several to be demolished and rebuilt! There are 17 Paterson schools that need to be taken down. If the others start falling, where will our children go?

There is a court mandate that says the State of NJ is responsible for school facilities in the former Abbott districts, now referred to as SDA Districts. This organization, and its precursor were formed to facilitate this mandate on behalf of the State. I know that other things have since been added to your agenda, but nothing should supersede your primary mission of providing safe and adequate learning facilities for the children in NJ's poorest districts.

Thanks to this court decision, Paterson should not have to pull from its operating budget to invest in band aid repairs. If this is not an "emergent health and safety need," I can't imagine what is. Whatever has been spent by the district to cope with the emergency should be returned to our operating budget. This includes related costs such as bussing the students across town because that was the only available space. We need your immediate attention to this matter. Any local funds spent on this are being pulled from somewhere else, negatively affecting our already tight budget. Please help us correct this inequity.

In addition to old crumbling buildings, increasing special education and bilingual student populations are demanding additional space that we don't have. As a result, our general education classrooms are becoming increasingly overcrowded. Something must be done before someone gets injured, or worse.

What is your plan for an emergency if one of these buildings crumbles? Please let our children know that they are valued by giving them safe and adequate learning facilities. I leave you with a quote from Congressman Bowman as he demands more funding for more public education. "Our budget is a reflection of our values... It is time that we develop values that are rooted on our children, education, and love for humanity"

Thank You

Rosie Grant



Richard L. Matthews
School Business Administrator
Email: rlmattews@paterson.k12.nj.us

Dr. Laurie Newell
Superintendent of Schools

October 4, 2023

Dear Board of Directors,

I hope you are all well and thanks for this speaking opportunity to bring a critical issue before this Board of Directors. Currently, Paterson is facing a dire situation with over seventeen (17) school buildings that are more than a century old, and with age come such health hazards as asbestos, lead, and mold. We have schools that are so overcrowded that some classes take place in portable trailers. These 100 plus year-old buildings are not only in a state of disrepair but also lack any modern amenities and resources to provide a quality education to our students and staff.

A few years back, the Supreme Court cases under *Abbott v. Burke* mandated the Schools Development Authority and the previous Schools Construction Corp., carry out a mandate to repair or replace aging buildings in Paterson and other urban districts. With those resources, the SDA has renovated two older buildings, built an addition, and opened 7 new schools.

The district has received grant funding from the NJSDA in fiscal years 21-22 and 22-23, totaling approximately \$8.5 million via capital maintenance and emergent repairs. While we are grateful for the additional funding, the needs are much more robust if we are to tackle these inequities for the students and staff. Below are some of the emergent needs we have in Paterson:

- Renovate aging facilities such as student bathroom, middle school and high school science labs, cafeterias, and gymnasiums
- Mitigate water infiltration through exterior masonry walls and windows
- Replace failing potable water and heating water lines within plaster walls
- Abate asbestos containing walls, ceilings, and floors

In closing, Paterson Public Schools has invested over \$9M in capital reserves with anticipation of an additional \$5M for the upcoming year. Paterson Public Schools has utilized ESIP programs over the past 6 years to fund capital investments to retrofit outdated HVAC systems and to install green energy conservation measures. The approximate spending for the ESIP program is nearly \$30M, in which we have installed solar panels on 1/3 of our buildings, replaced several boilers, installed LED lighting etc. I believe we all can agree that investing in education is the cornerstone of progress and prosperity for any society. Paterson children deserve safe, comfortable, and well-equipped learning environments. New, adequately designed, schools will not only enhance the educational experience but also contribute to the overall well-being of our community.

Thank you for your time, consideration, and dedication to the betterment of Paterson Public Schools.

Regards,

SIGNATURE REDACTED

Richard L. Matthews
School Business Administrator

Resolution—3a./3b.

Approval of Minutes

WHEREAS, the By-Laws provide that the minutes of actions taken at meetings of the New Jersey Schools Development Authority be approved by the Authority's Board of Directors; and

WHEREAS, pursuant to Section 3(k) of P.L. 2007, Chapter 137, the minutes of the October 4, 2023 Board meeting of the New Jersey Schools Development Authority, for the Open and Executive Sessions were duly forwarded to the Office of the Governor following the meeting.

NOW, THEREFORE, BE IT RESOLVED, that the minutes of the New Jersey Schools Development Authority's October 4, 2023 Open and Executive Session meetings are hereby approved.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Dated: November 1, 2023

AUTHORITY MATTERS

CEO REPORT

CHAIRMAN'S REPORT

Appointment of an Additional Assistant Secretary to the Board



MEMORANDUM

TO: Members of the Authority

FROM: Robert Nixon, Chairman of the Board

DATE: November 1, 2023

RE: Appointment of an Additional Assistant Secretary to the Board

The New Jersey Schools Development Authority Act of 2007 established the New Jersey Schools Development Authority (the Authority) and revised the school construction program established under the Educational Facilities Construction and Financing Act, P.L. 2000, c. 72 (the EFCFA).

By-Laws for the Authority were adopted at its first organizational meeting held on August 15, 2007.

Pursuant to Section 4.7 of the By-Laws, as amended, the Board may, by resolution, appoint an Assistant Secretary, who need not be a member of the Authority, and delegate any and all of the duties and confer any and all of the powers of the Secretary to an Assistant Secretary. The Board also may, by resolution, assign responsibility for the corporate governance and compliance responsibilities of the Authority to the Assistant Secretary. The Authority may, by resolution, appoint additional Assistant Secretaries to serve in the event of the Assistant Secretary's absence or disability.

At its January 4, 2023 Organizational Meeting, the Board appointed an Assistant Secretary and delegated all of the duties and powers of the Secretary to said Assistant Secretary. Additionally, the Assistant Secretary is assigned responsibility for the corporate governance and compliance responsibilities of the Authority.

Section 4.7 of the By-Laws further provides that the Board may appoint additional Assistant Secretaries to serve in the event of the Assistant Secretary's absence or disability.

The previously appointed Assistant Secretary is absent from the Authority as a result of separation.

On September 6, 2023, the Authority appointed the Authority's Chief Counsel to serve as an additional Assistant Secretary.

The best interests of the Authority are now served through the further appointment of Janice Venables, the SDA's new Vice President of Corporate Governance, as an additional Assistant Secretary given the absence of the Assistant Secretary.

Accordingly, recommendation is hereby made that the Board appoint Janice Venables, Vice President of Corporate Governance, to serve as an additional Assistant Secretary due to the Assistant Secretary's absence. It is recommended that during such service the additional Assistant Secretary be delegated any and all of the duties and be conferred any and all of the powers of the Secretary. It is further recommended

Appointment of an Additional Assistant Secretary to the Board
November 1, 2023
Page 2 of 2

that corporate governance and compliance responsibilities be assigned to Ms. Venables as additional Assistant Secretary.

/s/ Robert Nixon
Robert Nixon, Chairman of the Board

**Resolution for the Appointment of
an Additional Assistant Secretary**

WHEREAS, the New Jersey Schools Development Authority (SDA or the Authority) was established pursuant to P.L.2007, C.137 (N.J.S.A. 52:18A-235 et. seq.) as an entity “in but not of” the New Jersey State Department of the Treasury; and

WHEREAS, By-Laws to govern the affairs and organization of the Authority were adopted by the Members of the Authority at its first organizational meeting held August 15, 2007; and

WHEREAS, under Section 4.7 of the By-Laws, as amended, the Authority may, by resolution, appoint an Assistant Secretary, who need not be a member of the Authority, and delegate any and all of the duties and confer any and all of the powers of the Secretary to an Assistant Secretary; and

WHEREAS, Section 4.7 of the By-Laws further provides that the Authority may, by resolution, assign responsibility for the corporate governance and compliance responsibilities of the Authority to the Assistant Secretary; and

WHEREAS, at its January 4, 2023 Organizational Meeting, the Authority appointed an Assistant Secretary; and

WHEREAS, Section 4.7 of the By-Laws also anticipates that the Authority may appoint additional Assistant Secretaries to serve in the event of the Assistant Secretary’s absence or disability; and

WHEREAS, at its September 6, 2023 Meeting, pursuant to Section 4.7 of the By-Laws, the Members of the Authority appointed the SDA’s Chief Counsel to serve as an additional Assistant Secretary due to the Assistant Secretary’s absence; and

WHEREAS, pursuant to Section 4.7 of the By-Laws, the Members of the Authority now have determined to appoint SDA Vice President of Corporate Governance Janice Venables to serve as an additional Assistant Secretary to the Authority due to the Assistant Secretary’s absence.

NOW, THEREFORE, BE IT RESOLVED, that, effective immediately, Janice Venables, Vice President of Corporate Governance, is appointed to serve as an additional Assistant Secretary due to the Assistant Secretary’s absence. During such service, Ms. Venables, as an additional Assistant Secretary, shall be delegated any and all of the duties and be conferred any and all of the powers of the Secretary. In addition, the corporate governance and compliance responsibilities of the Authority are assigned to Ms. Venables in her capacity as an additional Assistant Secretary to the Authority. Ms. Venables shall serve in the office of additional Assistant Secretary until the next organizational meeting of the Authority.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Appointment of an Additional Assistant Secretary to the Board, dated November 1, 2023

Date: November 1, 2023

**REPORT AND RECOMMENDATIONS OF THE AUDIT COMMITTEE
(CHAIRMAN'S REPORT)**

Approval of Awards - Broker Services for the Business Insurance Program - GP-0292-R01



MEMORANDUM

TO: Members of the Authority

FROM: Sean Murphy
Managing Director, Procurement

Curtis Cooper
Insurance Risk Manager, Risk Management

DATE: November 1, 2023

RE: Description: Broker Services for the Business Insurance Program
Package No.: GP-0292-R01
Fee: Not-to-Exceed \$705,000.00

INTRODUCTION

The Members of the Authority are requested to approve the award of a contract to The Safeguard Group, A Division of Patriot Growth Insurance Services, LLC (“The Safeguard Group”) for the placement and servicing of NJSDA’s Business Insurance Program. The term of the Agreement for this contract is three years with an option by the NJSDA to extend the Agreement for one additional year. The contract value for the initial policy year commencing on December 14, 2023 will have a total not-to-exceed amount of \$705,000.00. For the ensuing renewal periods, NJSDA Risk Management will seek further Board approval of annual not-to-exceed amounts following The Safeguard Group’s annual marketing of the NJSDA’s Business Insurance Program. Prior to presenting this memorandum to the Board for approval of award, a copy of The Safeguard Group’s complete RFP Proposal, inclusive of limits, coverages and optional considerations for the initial policy term commencing on December 14, 2023, was provided to the Audit Committee for their review and recommendation.

Pursuant to the NJSDA Operating Authority adopted by the Board on December 1, 2010, as amended March 7, 2012, Board approval is required for the award of goods and services contracts greater than \$100,000.

DESCRIPTION

The NJSDA maintains an insurance program for its business activities. The policies included in the current insurance program are: Business Administration Package (this includes General Liability and Business Personal Property coverage); Automobile; Worker’s Compensation; Umbrella Liability, Excess Liability; Public Officials Liability/Employment Practices Liability, Excess Public Officials Liability/Employment Practices Liability; Cyber Enterprise Risk Management; Crime; Workplace Violence/Active Shooter; and General Liability for the Real Estate Owned (“REO”) inventory. The NJSDA is again seeking to engage a Broker with the expertise to design, market, negotiate and implement an insurance program that will provide the NJSDA with the broadest coverage at the most cost effective price. The selected Broker shall be responsible for the placement and servicing of the NJSDA’s Business Insurance Program commencing on December 14, 2023 at 12:01 a.m., including subsequent renewal programs during the term of the Agreement. In addition, the selected Broker may be consulted to assess and/or procure additional insurance, as deemed necessary by the NJSDA.

PROCUREMENT PROCESS

The NJSDA employed a two-step process for this procurement. The first step was the issuance of a Request for Qualifications (“RFQ”) and evaluation of all responsive submissions, inclusive of interviews, in order to shortlist the three (3) highest-ranked firms. The second step was the issuance of a Request for Proposals (“RFP”) to the shortlisted firms and evaluation of all responsive submissions.

The RFQ was advertised beginning on June 7, 2023 on the NJSDA website, the New Jersey State website, and in selected newspapers for interested firms to participate in the bidding process. Outreach was also performed via e-mail.

Qualifications Proposals were received from three (3) firms by July 7, 2023. A Selection Committee consisting of four (4) NJSDA staff members evaluated the Qualifications Proposals based upon the information provided by the firms in response to the RFQ for this procurement. The Selection Committee members independently evaluated the Qualifications Proposals based on the following criteria:

- Understanding of the Purposes of this Engagement;
- Firm Experience;
- Team Structure and Key Team Members Experience and Qualifications; and
- Approach to Providing the Required Scope of Services.

Each Selection Committee member evaluated each Qualifications Proposal, assigning a raw score for each criterion on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFQ requirements with no deficiencies.
- Sufficient (5-6): meets RFQ requirements with no significant deficiencies.
- Minimal (3-4): meets RFQ requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFQ but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors were applied to each of the Selection Committee member’s raw scores for each criterion to arrive at a total weighted score as indicated in Table 1 below:

TABLE 1

Criteria	Weighting Factor (Applied to Raw Score)	Maximum Weighted Points
Understanding of the Purposes of this Engagement	1.0	10
Firm Experience	3.0	30
Team Structure and Key Team Members Experience and Qualifications	3.0	30
Approach to Providing the Scope of Services	3.0	30
Total Possible Points		100

For each firm’s Qualifications Proposal, the individual criteria scores awarded by a particular Selection Committee member were added together to calculate a score for that Qualifications Proposal. The maximum Qualifications Proposal Score is 100. All of the scores awarded by the Selection Committee members to a particular firm’s Qualifications Proposal were added together and averaged to arrive at a Qualifications Proposal Score for each firm. The responding firms, their scores and rankings are listed in Table 2 below:

TABLE 2

Firm	Qualifications Proposal Score	Qualifications Proposal Rank
The Safeguard Group	90.7500	1
Arthur J. Gallagher Risk Management Services, Inc.	73.0000	2
Turner Surety and Insurance Brokerage, Inc.	70.2500	3

On July 19, 2023, Arthur J. Gallagher Risk Management Services, Inc. withdrew from further participation in the procurement process.

The Selection Committee conducted interviews with the remaining two (2) firms on July 19, 2023. The interviews allowed the firms to expand and detail their firm and team experience with respect to NJSDA requirements for Broker Services. The Selection Committee interviewed and evaluated each firm on Interview Criteria and Weighting Factors that were the same as those used in the evaluation of the Qualifications Proposals, as detailed above.

The individual criteria scores awarded by a particular Selection Committee member were added together to calculate an Interview Score for that firm. The maximum Interview Score is 100. All of the Interview Scores awarded to a particular firm by the Selection Committee members were added together and averaged to arrive at an Interview Score for each firm. The firms, their scores and rankings are listed in Table 3 below:

TABLE 3

Firm	Interview Score	Interview Rank
The Safeguard Group	92.5000	1
Turner Surety and Insurance Brokerage, Inc.	73.5000	2

The Qualifications Proposal Score and the Interview Score assigned to each firm were added together and averaged to obtain a firm’s Intermediate Combined Score. The maximum Intermediate Combined Score is 100. The firms, their scores and rankings are listed in Table 4 below:

TABLE 4

Firm	Intermediate Combined Score	Intermediate Combined Rank
The Safeguard Group	91.6250	1
Turner Surety and Insurance Brokerage, Inc.	71.8750	2

The RFQ stipulated that the three (3) firms receiving the highest Intermediate Combined Scores would be placed on a shortlist and invited to respond to the RFP. Since only two (2) firms earned an Intermediate Combined Score, both firms were shortlisted. The RFP was issued to the shortlisted firms on July 24, 2023. A Coverage and Price Proposal was received from one firm (the incumbent firm) on September 22, 2023. The Coverage Proposal was evaluated by the Selection Committee based on the following criteria:

- Overall Program Design;
- Limits and Coverages per the Coverage Specifications;
- Public Officials’/Employment Practices Liability;
- Real Estate Owned; and
- Deductibles/Self-Insured Retentions.

Each Selection Committee member evaluated the Coverage Proposal, assigning a raw score for each criterion on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements with no significant deficiencies.
- Minimal (3-4): meets RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors were applied to each of the Selection Committee member’s raw scores for each criterion to arrive at a total weighted score as indicated in Table 5 below:

TABLE 5

Criteria	Weighting Factor (Applied to Raw Score)	Maximum Weighted Points
Overall Program Design	2.5	25
Limits and Coverages per the Coverage Specifications	3.0	30
Public Officials’/Employment Practices Liability	2.5	25
Real Estate Owned	1.0	10
Deductibles/Self-Insured Retentions	1.0	10
Total Possible Points		100

For the firm’s Coverage Proposal, the individual criteria scores awarded by a particular Selection Committee member were added together to calculate a score for the Coverage Proposal. The maximum Coverage Proposal Score is 100. All of the scores awarded by the Selection Committee members to the firm’s Coverage Proposal were added together and averaged to arrive at a Coverage Proposal Score for the firm. The responding firm, its score and ranking are listed in Table 6 below:

TABLE 6

Firm	Coverage Proposal Score	Coverage Proposal Rank
The Safeguard Group	77.6875	1

For this procurement, the Coverage Proposal Score was weighted as 40% of the Final Combined Score, and the Qualifications Proposal Score and the Interview Score were each weighted as 30% of the Final Combined Score. The maximum point total of all three scores combined is 100. The responding firm, its score and ranking are listed in Table 7 below:

TABLE 7

Firm	Final Combined Score	Final Rank
The Safeguard Group	86.0500	1

The highest-ranked firm was The Safeguard Group.

The Price Proposal consisting of the Annual Premiums, inclusive of broker commissions, by each line of insurance coverage specified in the Scope of Services, which had been kept separate and sealed, was then opened on October 2, 2023. The responding firm's quoted Annual Premiums for each line of insurance coverage for the initial policy year commencing on December 14, 2023, inclusive of broker commissions, are listed in Table 8 below along with the names of the various insurance carriers providing the coverage.

TABLE 8

Coverage	Annual Premium	Insurance Carrier
Business Personal Property	\$22,057.00	Chubb
Commercial General Liability - Business	\$11,223.00	Chubb
Commercial General Liability - Real Estate	\$11,389.00	Chubb
Automobile	\$33,754.94	Chubb
Workers' Compensation	\$82,628.00	Chubb
Umbrella Liability	\$17,016.66	Chubb
Excess Liability Layer 1	\$18,894.00	Markel
Excess Liability Layer 2	\$15,091.00	CNA

Coverage	Annual Premium	Insurance Carrier
Public Officials' Liability / Employment Practices	\$307,279.76	Chubb
Excess Public Officials' Liability / Employment Practices	\$100,384.43	Ironshore
Cyber Enterprise Risk Management	\$40,248.24	Chubb
Workplace Violence / Active Shooter	\$8,154.90	Indian Harbor
Crime	\$5,184.87	Travelers

The quoted premiums are based on the NJSDA's insurable exposures as disclosed in the RFP for each type of coverage; however, for certain insurance policies, premiums are adjustable to account for changes in exposures that occur during the policy term including, for example, fluctuations in NJSDA's real estate inventory, automobile inventory, business property inventory including improvements, and audited payroll amounts. After reviewing and analyzing the quoted premiums in the Price Proposal and the responses from competing insurers that The Safeguard Group approached, NJSDA Risk Management determined that the quoted premiums are fair and reasonable considering NJSDA's ongoing risk exposures and current market conditions in the insurance industry as a whole. In fact, even as inflation has been easing somewhat in 2023, commercial insurance premiums have continued to increase at higher-than-average rates across nearly all lines of coverage.

RECOMMENDATION

The Members of the Authority are requested to approve the NJSDA contracting with The Safeguard Group, A Division of Patriot Growth Insurance Services, LLC for an initial not-to-exceed amount of \$705,000.00 for the placement and servicing of NJSDA's Business Insurance Program for the policy year commencing on December 14, 2023. The requested not-to-exceed amount for the initial policy year is based on the Annual Premiums listed in Table 8 (total \$673,305.80), and includes an allowance of 4.7% (total \$31,694.20¹), if needed, to account for potential exposure increases to arrive at a not-to-exceed value of \$705,000.00.

For the ensuing two renewal years and the option year, if applicable, NJSDA Risk Management will seek further Board approval of annual not-to-exceed amounts following The Safeguard Group's annual marketing of the NJSDA's Business Insurance Program.

Prior to execution of the contract, the contract and related documentation will be reviewed and approved by the NJSDA Division of Chief Counsel.

¹ The 2023-2024 allowance is allocated as follows: \$10,611.00 is for premium increases associated with potential fluctuations in NJSDA's real estate inventory; and the remaining amount of \$21,083.20 is for all other potential increases.

Approval of Award
Package No. GP-0292-R01
Broker Services for the Business Insurance Program
November 1, 2023
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/s/ Sean Murphy
Sean Murphy, Managing Director, Procurement

/s/ Curtis Cooper
Curtis Cooper, Insurance Risk Manager, Risk Management

Reviewed and Recommended by: Donald Guarriello, Vice President and Chief Financial Officer

Resolution—5a.

Approval of Award
Package No. GP-0292-R01
Broker Services for the Business Program

Resolution

WHEREAS, the Operating Authority of the New Jersey Schools Development Authority (SDA or the Authority) requires that the Members of the Authority approve contracts for Goods and Services exceeding \$100,000; and

WHEREAS, the SDA maintains a Business Insurance Program for its business activities; and

WHEREAS, the SDA seeks to engage a broker for the placement and servicing of SDA's Business Insurance Program through an Agreement having a term of three years, with a one-year extension option; and

WHEREAS, as fully described in the memorandum presented to the Board on this date, the selected broker shall be responsible for the placement and servicing of the SDA's Business Insurance Program with an initial one-year policy term commencing on December 14, 2023 and with subsequent renewal programs during the term of the Agreement; and

WHEREAS, the SDA employed a two-step competitive process to obtain the services of a broker and, at its conclusion, management recommends that the SDA contract with The Safeguard Group, A Division of Patriot Growth Insurance Services, LLC (The Safeguard Group) for a three year term, with a one-year renewal option; and

WHEREAS, a description of the procurement process followed and the terms and financial details pertinent to the engagement are comprehensively set forth in the memorandum presented to the Board on this date; and

WHEREAS, the contract value for the initial policy year commencing on December 14, 2023 will be in the total not-to-exceed amount of \$705,000.00; and

WHEREAS, for ensuing annual renewal periods and following marketing of the annual Business Insurance Program, Board approval will be sought for annual not-to-exceed amounts for the corresponding policy years; and

WHEREAS, prior to execution of the contract, the contract and related documentation shall be reviewed and approved by the SDA Division of Chief Counsel.

NOW, THEREFORE, BE IT RESOLVED that, consistent with the provisions of the memorandum presented to the Board on this date, the Members of the Authority hereby authorize and approve the SDA contracting with The Safeguard Group, A Division of Patriot Growth Insurance Services, LLC for the placement and servicing of the SDA's Business Insurance Program.

BE IT FURTHER RESOLVED that, prior to execution of the contract, the contract and related documentation shall be reviewed and approved by the SDA Division of Chief Counsel.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Memorandum, Business Insurance Program, GP-0292-R01, dated November 1, 2023

Dated: November 1, 2023

**REPORT AND RECOMMENDATIONS OF THE SCHOOL REVIEW COMMITTEE
(CHAIRMAN'S REPORT)**

Approval of Awards – Professional/Technical Temporary Staffing Services - GP-0286-R01



MEMORANDUM

TO: Members of the Authority

FROM: Sean Murphy
Managing Director, Procurement

DATE: November 1, 2023

RE: Description: Professional/Technical Temporary Staffing Services
Package No.: GP-0286-R01
Fee: \$5,000,000 (aggregate Not-to-Exceed amount)

INTRODUCTION

The Authority is requesting the Members' approval to award contracts to a pool of thirteen (13) firms to provide temporary staffing services in the following Staffing Categories: (1) Architectural & Engineering; (2) Construction Operations & Cost Estimating; (3) Environmental Services; and (4) Information Systems. The term of agreement for these contracts is three (3) years with an option by the NJSDA to extend the term of agreement for one (1) additional year. For any assignment(s) accepted during the term of the agreement, the firm(s) will be allowed to complete the particular assignment(s), even if such completion will occur after the end of the initial or extended engagement period. Compensation for the engagement, including all awardees, shall not exceed \$5,000,000 in the aggregate.

Pursuant to the NJSDA Operating Authority adopted by the Board on December 1, 2010, as amended March 7, 2012, Board approval is required for the award of goods and services contracts greater than \$100,000.

DESCRIPTION

Each firm included in the temporary staffing services pool must be prepared to provide the NJSDA with supplemental staffing resources who are directly employed by the firm, or one of the firm's subconsultants, and who shall be assigned on an as-needed basis to meet the evolving workload demands of the NJSDA.

The firms' general role in performing staffing services is to provide the NJSDA with qualified temporary employees to perform temporary staffing services as required by the NJSDA on an as-needed basis. When the need for temporary staffing services arises, the NJSDA will request resumes and billing rates for a given job title from all firms within the relevant Staffing Category, perform an evaluation of available candidates, and then select the candidate that will best serve the interests of the NJSDA. For each individual assigned to perform temporary staffing services pursuant to this engagement, the NJSDA will pay the applicable firm an agreed-upon hourly rate established at the time of designation of an assigned staff member, based on the qualifications of such assigned staff member. The NJSDA is under no obligation to order any particular number of assignments of supplemental staffing resources.

PROCUREMENT PROCESS

This procurement was advertised beginning on July 27, 2023 on the NJSDA website, the New Jersey State website, and in selected newspapers for interested firms to participate in the bidding process. Outreach was also performed via e-mail.

Responsive Technical Proposals were received from nineteen (19) firms by September 6, 2023. A Selection Committee consisting of four (4) NJSDA staff members evaluated the Technical Proposals based upon the

information provided by the firms in response to the Request for Proposals (“RFP”) for this procurement. The Selection Committee members independently evaluated the Technical Proposals based on the following criteria:

- Team Overall Staffing Experience
- Company Resources

Each Selection Committee member evaluated each Technical Proposal, assigning a raw score for each criterion on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements with no significant deficiencies.
- Minimal (3-4): meets RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors were applied to each of the Selection Committee member’s raw scores for each criterion to arrive at a total weighted score as indicated in Table 1 below:

TABLE 1

Criteria	Weighting Factor (Applied to Raw Score)	Maximum Weighted Points
Team Overall Staffing Experience	5.0	50
Company Resources	5.0	50
Total Possible Points		100

For each firm’s Technical Proposal, the individual criteria scores awarded by a particular Selection Committee member for each Staffing Category were added together to calculate a Technical Proposal Score for that Staffing Category. Each firm could receive a maximum of 100 points per evaluator per Staffing Category. All of the scores awarded by the Selection Committee members to a particular firm for each Staffing Category were added together and averaged to arrive at a Final Technical Proposal Score for that Staffing Category. The Final Technical Proposal Scores and Final Technical Proposal Rankings are listed in Tables 2-5 below:

TABLE 2 – ARCHITECTURAL & ENGINEERING

Firm	Final Technical Proposal Score	Final Technical Proposal Rank
STV Incorporated	73.125	1
Enterprise Solutions, Inc.	48.750	2
Compunnel Software Group, Inc.	45.000	3
Tandym Group, LLC	34.375	4
Noor Staffing Group, LLC	28.750	5
AgreeYa Solutions, Inc.	21.250	6

TABLE 3 – CONSTRUCTION OPERATIONS & COST ESTIMATING

Firm	Final Technical Proposal Score	Final Technical Proposal Rank
Armand Corporation	77.500	1
STV Incorporated	76.875	2
Jay Shapiro & Associates, Inc.	71.875	3
Project Management Technologies, Inc. dba Promatech, Inc.	69.375	4
Enterprise Solutions, Inc.	46.250	5
Compunnel Software Group, Inc.	42.500	6
Tandym Group, LLC	40.000	7
Noor Staffing Group, LLC	26.250	8
AgreeYa Solutions, Inc.	20.000	9

TABLE 4 – ENVIRONMENTAL SERVICES

Firm	Final Technical Proposal Score	Final Technical Proposal Rank
STV Incorporated	69.375	1
Enterprise Solutions, Inc.	45.625	2
Compunnel Software Group, Inc.	43.750	3
Noor Staffing Group, LLC	27.500	4
AgreeYa Solutions, Inc.	20.000	5

TABLE 5 – INFORMATION SYSTEMS

Firm	Final Technical Proposal Score	Final Technical Proposal Rank
22nd Century Technologies, Inc.	81.250	1
Compu-Vision Consulting, Inc.	73.125	2
Enterprise Solutions, Inc.	71.250	3
Elegant Enterprise-Wide Solutions, Inc.	70.000	4
SBS Info Systems, LLC	70.000	4
California Creative Solution, Inc. dba CCS Global Tech	64.375	6
BayInfotech, LLC	60.625	7
Compunnel Software Group, Inc.	55.625	8
Infojini, Inc.	55.000	9
Effervescent Consulting, LLC	53.125	10
Spruce Technology Group, Inc.	51.250	11
Tandym Group, LLC	50.000	12
V Group, Inc.	48.750	13
AgreeYa Solutions, Inc.	42.500	14
Noor Staffing Group, LLC	35.000	15

Based on the Final Technical Proposal Scores and Final Technical Proposal Rankings as listed in Tables 2-5 above, the thirteen (13) firms listed in Table 6 below are proposed for awards of contracts in the Staffing Categories indicated. It should be noted that five (5) firms were selected for the various Staffing Categories in accordance with the terms of the RFP.

TABLE 6 – SUMMARY OF HIGHEST RANKED FIRMS PER STAFFING CATEGORY

Firm	Architectural & Engineering	Construction Operations & Cost Estimating	Environmental Services	Information Systems
22nd Century Technologies, Inc.				X
AgreeYa Solutions, Inc.			X	
Armand Corporation		X		
Compunnel Software Group, Inc.	X		X	
Compu-Vision Consulting, Inc.				X
Elegant Enterprise-Wide Solutions, Inc.				X
Enterprise Solutions, Inc.	X	X	X	X
Jay Shapiro & Associates, Inc.		X		
Noor Staffing Group, LLC	X		X	
Project Management Technologies, Inc. dba Promatech, Inc.		X		
SBS Info Systems, LLC				X
STV Incorporated	X	X	X	
Tandym Group, LLC	X			

Approval of Awards
Package No. GP-0286-R01
Professional/Technical Temporary Staffing Services
November 1, 2023
Page 5 of 5

RECOMMENDATION

The Members of the Authority are requested to approve the NJSDA contracting with the five (5) highest ranked firms in each of the four (4) Staffing Categories. Compensation for the engagement, including all awardees, shall not exceed \$5,000,000 in the aggregate. The term of agreement for these contracts is three (3) years with an option by the NJSDA to extend the term of agreement for one (1) additional year.

Prior to execution of each contract, the contract and related documentation will be reviewed and approved by the NJSDA Division of Chief Counsel.

/s/ Sean Murphy
Sean Murphy, Managing Director, Procurement

Reviewed and Recommended by: Manuel Da Silva, Chief Executive Officer
Reviewed and Recommended by: Donald Guarriello, Vice President and Chief Financial Officer
Reviewed and Recommended by: Amy Bitting, Director, Human Resources

Resolution—6a.

Approval of Award
Package No. GP-0286-R01
Professional/Technical Temporary Staffing Services

RESOLUTION

WHEREAS, the Operating Authority of the New Jersey Schools Development Authority (SDA or the Authority) requires that the Members of the Authority to approve the award of goods and services contracts greater than \$100,000; and

WHEREAS, the SDA seeks to engage a pool of firms to provide temporary staffing services in the following Staffing Categories: (1) Architectural & Engineering; (2) Construction Operations & Cost Estimating; (3) Environmental Services; and (4) Information Systems; and

WHEREAS, upon completion of a scored procurement process, executive management and associated SDA staff recommend that the Board approve the Authority's engagement of the five (5) highest ranked firms in each of the four Staffing Categories, as set forth in and consistent with the memorandum presented to the Board on this date; and

WHEREAS, as fully set forth in the memorandum presented to the Board on this date and incorporated herein, the selected firms will provide the SDA with qualified temporary staff to perform temporary staffing services as required by the SDA on an as-needed basis and at agreed-upon hourly rates established at the time of the selection and assignment of temporary staff; and

WHEREAS, the term of the firms' engagements will be three years, together with a one-year extension at the SDA's option, with compensation for the engagements, including all awardees, not-to-exceed \$5,000,000 in the aggregate; and

WHEREAS, prior to execution of each contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

NOW, THEREFORE, BE IT RESOLVED, that the Members of the Authority hereby authorize and approve the SDA entering into contracts with the thirteen temporary staffing services firms identified in and consistent with the terms described in the memorandum provided to the Board on this date and incorporated herein.

BE IT FURTHER RESOLVED, that, consistent with the memorandum presented to the Board on this date and incorporated herein, each firm shall be engaged for a three year term, together with an option of the SDA to extend for one-year, with compensation for the engagements, including all awardees, not-to-exceed \$5,000,000 in the aggregate.

BE IT FURTHER RESOLVED, that prior to execution of each contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Memorandum, Approval of Award Package No. GP-0286-R01, Professional/Technical
Temporary Staffing Services, dated November 1, 2023

Dated: November 1, 2023

Approval of Awards - Site Consultant Services for School Facilities Projects – GP-0289-L01



MEMORANDUM

TO: Members of the Authority

FROM: Sean Murphy
Managing Director, Procurement

Ronald Carper
Director, Environmental Services

DATE: November 1, 2023

RE: Description: Site Consultant Services
Package No.: GP-0289-L01
Fee: \$30,000,000 (aggregate Not-to-Exceed amount)

INTRODUCTION

The NJSDA most recently procured Site Consultant Services in 2020. Since the current Site Consultant Services task order contracts will be expiring in February 2024, the Authority is requesting the Members' approval to award contracts to a new pool of ten (10) firms to provide the requisite services. The contract term, per contract not-to-exceed amount, and standardized hourly rates delineated in this memorandum are consistent with those approved by the Members on October 7, 2020 for the current engagement for Site Consultant Services (Package No. GP-0270-L01).

Through these ten (10) engagements, the NJSDA will have available a pool of site consultants with relevant experience and qualifications to successfully perform the required site consultant services. Specific work assignments under the contracts will be made by way of "Task Order" on an as needed basis. The term of agreement for these contracts is three (3) years. For any assignment(s) accepted during the term of the agreement, the firm(s) will be allowed to complete the particular assignment(s), even if extending beyond the term of the agreement. Each of the ten contracts will individually have a not-to-exceed amount of \$3,000,000.

Task Order assignments under this engagement are contemplated to include predesign and site feasibility; environmental site review; early site development; site/civil planning and design; design-build construction administration; emergent projects; limited architectural and structural engineering and design services; and project closeout activities associated with school facilities projects. It is within the NJSDA's discretion to issue any number of Task Orders to a site consultant during the term of the agreement. Task Orders will be awarded pursuant to rotational assignments to pool members for performance of services on a time and materials not-to-exceed basis in accordance with the standardized hourly rates established by the NJSDA (see attached Exhibit A), with consideration given to the firms': (1) capacity to undertake the assignment; (2) unique local municipality or school district experience; (3) specialized experience applicable to the assignment; (4) commitment to meet schedule requirements; (5) past performance; (6) assessment of potential conflicts of interest; and (7) previous awards on the contract, including the number and aggregate contract value, in an effort to equitably distribute the work.

Pursuant to the NJSDA Operating Authority adopted by the Board on December 1, 2010, as amended March 7, 2012, Board approval is required for the award of consultant contracts greater than \$100,000.

PROCUREMENT PROCESS

This procurement was advertised beginning on July 28, 2023 on the NJSDA website, the New Jersey State website, and in selected newspapers for interested firms to participate in the bidding process. In addition, the advertisement was distributed to those firms that were pre-qualified with a minimum rating of \$10,000,000 in either the Civil Engineering (P005) discipline or the Environmental Engineering (P011) discipline by both the Department of Treasury-Division of Property Management and Construction and the NJSDA.

Responsive Technical Proposals were received from twenty (20) firms by August 30, 2023. A Selection Committee consisting of four (4) NJSDA staff members evaluated the Technical Proposals based upon the information provided by the firms in response to the Request for Proposals (“RFP”) for this procurement. The Selection Committee members independently evaluated the Technical Proposals based on the following criteria:

- Firm’s Site Consultant Experience;
- Firm’s Key Team Members Experience; and
- Firm’s Approach to Managing the Contract and Site Consultant Team.

Each Selection Committee member evaluated each Technical Proposal, assigning a raw score for each criterion on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements with no significant deficiencies.
- Minimal (3-4): meets RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors were applied to each of the Selection Committee member’s raw scores for each criterion to arrive at a total weighted score as indicated in Table 1 below:

TABLE 1

Criteria	Weighting Factor (Applied to Raw Score)	Maximum Weighted Points
Firm’s Site Consultant Experience	4.0	40
Firm’s Key Team Members Experience	3.0	30
Firm’s Approach to Managing the Contract and Site Consultant Team	3.0	30
Total Possible Points		100

For each firm’s Technical Proposal, the individual criteria scores awarded by a particular Selection Committee member were added together to calculate a score for that Technical Proposal. The maximum Technical Proposal score is 100. All of the scores awarded by the Selection Committee members to a

particular firm's Technical Proposal were added together and averaged to arrive at a Final Technical Proposal Score for each firm. The responsive firms, their scores and rankings are listed in Table 2 below:

TABLE 2

Firm	Final Technical Proposal Score	Final Technical Proposal Rank
Dewberry Engineers, Inc.	87.125	1
WSP USA Solutions Inc.	82.500	2
French & Parrello Associates, P.A.	81.750	3
Aptim Environmental & Infrastructure, LLC	80.750	4
Pennoni Associates, Inc.	79.875	5
T & M Associates	78.875	6
STV Incorporated	78.375	7
Vanasse Hangen Brustlin, Inc.	77.500	8
Remington & Vernick Engineers	76.750	9
LAN Associates Engineering, Planning, Architecture, Surveying, Inc.	75.250	10
Victor Holdings, Inc. dba Whitman	73.625	11
E2 Project Management, LLC	73.125	12
Dresdner Robin Environmental Management, Inc.	71.375	13
Paulus, Sokolowski and Sartor, LLC	65.750	14
GZA GeoEnvironmental, Inc.	64.500	15
Van Cleef Engineering Associates	64.250	16
EI Associates, Architects & Engineers, PA	59.625	17
Reynolds Group, Inc. (The)	54.500	18
Consulting and Municipal Engineers	52.125	19
Hammer Land Engineering, LLC	38.375	20

RECOMMENDATION

The Members of the Authority are requested to approve the NJSDA contracting with the ten (10) most highly-ranked firms, as listed in Table 2, at the standardized hourly rates set forth in Exhibit A to this memorandum. Each firm would enter into a contract for a not-to-exceed amount of \$3,000,000 over the three-year term of the agreement.

Prior to execution of each contract, the contract and related documentation will be reviewed and approved by the NJSDA Division of Chief Counsel.

/s/ Sean Murphy
 Sean Murphy, Managing Director, Procurement

/s/ Ronald Carper
 Ronald Carper, Director, Environmental Services

Reviewed and Recommended by: Manuel Da Silva, Chief Executive Officer
 Reviewed and Recommended by: Donald Guarriello, Vice President and Chief Financial Office

EXHIBIT A – STANDARDIZED HOURLY RATES

Staff Category	Hourly Rate
SENIOR PROFESSIONAL STAFF (more than 15 years relevant experience, license, firm practice leader)	
Principal Architect / Principal Environmental Specialist / Principal PE	\$200
Project Manager	\$175
Engineering Manager / Sr. Environmental Specialist	\$175
Licensed Professional Engineer – Sr. Geotechnical Engineer	\$175
Licensed Site Remediation Professional (LSRP) – Professional Geologist	\$175
Sr. Certified Industrial Hygienist (CIH) – Indoor Environmental Health	\$175
Sr. Risk Assessor / Toxicologist	\$175
Historical & Cultural Resources Specialist	\$150
Expert Testimony (Litigation Support, Depositions)	\$175
Expert Testimony (Court Defense)	\$200
MID-LEVEL SUPPORT STAFF (more than 10 years relevant experience)	
Field Project Manager / Project Environmental Specialist	\$150
Project Geologist / Hydrogeologist / Biologist / Ecologist / Project Engineer	\$150
LEED Specialist / Commissioning Specialist / E-Rate Specialist	\$150
Specifications Writer / QA/QC Specialist / Construction Administrator	\$150
Geotechnical Engineer / Civil Engineer / Structural Engineer	\$150
Plumbing - Fire Protection Engineer / HVAC Engineer / Electrical Engineer	\$150
Educational Planner / Sr. Cost Estimator / Technology – Security Specialist	\$150
Certified Industrial Hygienist (CIH) / Licensed Mold Inspector	\$150
Project Architect/ Staff Planner / Traffic Engineer / Acoustic Specialist	\$150
Landscape Architect / Environmental Specialist	\$125
Licensed Professional Engineer / Geotechnical / Construction Admin.	\$150
Health & Safety Specialist	\$150
Project Scientist / Licensed Mold / ACM/Haz Mat Inspector	\$125
Risk Assessor / Toxicologist	\$125
Staff Architect / Cost Estimator	\$125
Cost Estimator / Scheduling Specialist	\$100
CAD / Draftsperson	\$95
TECHNICAL STAFF (less than 10 years relevant experience)	
Environmental Scientist / Environmental Staff	\$105
Geologist / Hydrogeologist	\$105
Data Validation Chemist	\$105
Site Engineer (EIT) / Demolition Oversight / CM	\$105
Health & Safety Personnel	\$105
Haz Mat Sampling Technician	\$95
Biologist - Ecologist	\$105
Administrative / Clerical	\$65
Field Sampling Personnel – Noise / Traffic / Air Data Collection	\$95

Resolution—6b.

Approval of Award
Package No. GP-0289-L01
Site Consultant Services for Facilities Projects

WHEREAS, pursuant to the New Jersey Schools Development Authority (SDA or the Authority) Operating Authority adopted by the Board on December 1, 2010, as amended March 7, 2012, Board approval is required for the award of consultant contracts greater than \$100,000; and

WHEREAS, most recently in 2020, the SDA entered into contracts with various firms for the provision of site consultant and environmental services on a task order basis; and

WHEREAS, the current task order contracts will expire in February 2024; and

WHEREAS, the SDA needs to engage a new pool of firms to provide environmental services, on a task order basis, to perform assigned tasks which may include, but are not limited to, predesign and site feasibility; environmental site review; early site development; site/civil planning and design; design-build construction administration; emergent projects; limited architectural and structural engineering and design services; and project closeout activities; and

WHEREAS, as detailed in the memorandum presented to the Board on this date and incorporated herein, following a competitive scored procurement process, the SDA's Managing Director of Procurement, Director of Environmental Services and Executive Management recommend and request Board approval of the award of contracts to the ten most highly-ranked firms to provide site consultant and environmental services on an as-needed task order basis; and

WHEREAS, each of these contracts shall be for a three year term, performed at standardized rates and each shall have a not-to-exceed amount of \$3,000,000; and

WHEREAS, prior to execution, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

NOW, THEREFORE, BE IT RESOLVED, that, the Members of the Authority hereby authorize SDA management to contract with the ten most highly-ranked firms upon completion of a competitive procurement process for the provision of site consultant and environmental services on a task order basis, as described and consistent with the terms described in the memorandum presented to the Board on this date and incorporated herein.

BE IT FURTHER RESOLVED, that the ten firms shall perform the services at the standardized hourly rates and for a total not-to-exceed amount of \$3,000,000 over the three year term of the contracts, as described in the said memorandum.

BE IT FURTHER RESOLVED, that prior to execution of each contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Memorandum, Approval of Award, Package No. GP-0289-L01, Site Consultant Services for School Facilities Projects, dated November 1, 2023

Dated: November 1, 2023

Approval of Awards - Relocation Consultant Services - GP-0293-R01



MEMORANDUM

TO: Members of the Authority

FROM: Sean Murphy
Managing Director, Procurement

Vishal Maher
Cost Engineer, Financial Operations

DATE: November 1, 2023

RE: Description: Relocation Consultant Services
Package No.: GP-0293-R01
Fee: Not-to-Exceed \$3,000,000

INTRODUCTION

The NJSDA most recently procured Relocation Consultant Services in 2020. Since the current task order contract will expire in December 2023, the Members of the Authority are requested to approve the award of a contract to a firm with relevant experience and qualifications to successfully perform the required Relocation Consultant Services. Specific work assignments under the contract will be made by way of “task order” on an as-needed basis. The term of the agreement for this contract is three years with an option by the NJSDA to extend the agreement for one additional year. For any assignment(s) accepted during the term of the agreement, or any such extended period, the firm will be allowed to complete the particular assignment(s), even if such completion will occur after the end of the initial or extended engagement period. The contract will have a not-to-exceed amount of \$3,000,000.

Pursuant to the NJSDA Operating Authority adopted by the Board on December 1, 2010, as amended March 7, 2012, Board approval is required for the award of goods and services contracts greater than \$100,000.

DESCRIPTION

When the Authority initially engages the consultant to perform relocation services, the consultant is required to submit to the Authority a budget proposal for the project assignment based upon the expected number of hours required for the various relocation services and the hourly rates contained in the contract. All such proposals are subject to Authority review and approval. The relocation consultant is responsible for completing all required services for any such project assignments in accordance with applicable laws and regulations governing relocation assistance.

PROCUREMENT PROCESS

This procurement was advertised beginning on August 17, 2023 on the NJSDA website, on the New Jersey State website, and in selected newspapers for interested firms to participate in the bidding process. Outreach was also performed via e-mail.

Responsive proposals were received from two (2) firms by September 20, 2023. A Selection Committee consisting of four (4) NJSDA staff members evaluated the Technical Proposals based upon the information provided by the firms in response to the Request for Proposals (“RFP”) for this procurement. The Selection Committee members independently evaluated the Technical Proposals based on the following criteria:

- Team Experience
- Key Team Members Experience and Qualifications
- Approach to Providing the Scope of Services
- Approach to Budget and Scheduling

Each Selection Committee member evaluated each Technical Proposal, assigning a raw score for each criterion on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements with no significant deficiencies.
- Minimal (3-4): meets RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors were applied to each of the Selection Committee member’s raw scores for each criterion to arrive at a total weighted score as indicated in Table 1 below:

TABLE 1

Criteria	Weighting Factor (Applied to Raw Score)	Maximum Weighted Points
Team Experience	4.0	40
Key Team Members Experience and Qualifications	2.0	20
Approach to Providing the Scope of Services	2.0	20
Approach to Budget and Scheduling	2.0	20
Total Possible Points		100

For each firm’s Technical Proposal, the individual criteria scores awarded by a particular Selection Committee member were added together to calculate a score for that Technical Proposal. The maximum Technical Proposal Score is 100. All of the scores awarded by the Selection Committee members to a particular firm’s Technical Proposal were added together and averaged to arrive at a Technical Proposal Score for each firm. The responsive firms, their scores and rankings are listed in Table 2 below:

TABLE 2

Firm	Technical Proposal Score	Technical Proposal Rank
O.R. Colan Associates, LLC	91.500	1
Cornerstone Group Real Estate Services, LLC	62.500	2

Members of the Selection Committee were satisfied that the information contained within the Technical Proposals was sufficient for their evaluations and determined that interviews would not be necessary. Accordingly, the Technical Proposal Scores and Technical Proposal Rankings became the Final Technical

Scores and Final Technical Rankings.

The Fee Proposals, which had been kept separate and sealed, were then opened on October 2, 2023. The fee schedule required that firms propose loaded hourly rates for specific job titles. The proposed loaded hourly rates are listed in Table 3 below:

TABLE 3¹

Job Title	O.R. Colan	Cornerstone
Project Manager	\$ 185.00	\$ 190.00
Senior Relocation Agent	\$ 150.00	\$ 175.00
Staff Relocation Agent	\$ 130.00	\$ 150.00
Quality Control	\$ 135.00	\$ 125.00
Administrative/Clerical	\$ 80.00	\$ 100.00
Corporate Executive	\$ 230.00	N/A
Program Manager	\$ 225.00	N/A
Relocation Trainee	\$ 105.00	N/A
Translator	\$ 95.00	N/A

After reviewing the hourly rates proposed by both firms, it was determined on the basis of comparison that the loaded hourly rates proposed by the highest-ranked firm, O.R. Colan Associates, LLC (“O.R. Colan”), are generally lower than the rates proposed by the other bidder but are higher than the rates NJSDA is currently paying to O.R. Colan, the incumbent Relocation Consultant Services firm. Therefore, NJSDA staff negotiated reductions to O.R. Colan’s proposed loaded hourly rates. The negotiated loaded hourly rates are listed in Table 4 below:

TABLE 4²

O.R. Colan Associates, LLC	
Job Title	Loaded Hourly Rate
Project Manager	\$ 175.00
Senior Relocation Agent	\$ 142.00
Staff Relocation Agent	\$ 125.00
Quality Control	\$ 130.00
Administrative/Clerical	\$ 67.00
Corporate Executive	\$ 190.00
Program Manager	\$ 190.00
Relocation Trainee	\$ 85.00
Translator	\$ 85.00
Technical Advisor	\$ 190.00

¹ The Fee Proposal Form required that firms provide loaded hourly rates for specific job titles. As permitted by the Fee Proposal Form, O.R. Colan opted to provide loaded hourly rates for additional human resources that may be required during contract performance.

² The Technical Advisor job title was added to O.R. Colan’s fee schedule during negotiations.

Approval of Award
Package No. GP-0293-R01
Relocation Consultant Services
November 1, 2023
Page 4 of 4

RECOMMENDATION

The Members of the Authority are requested to authorize NJSDA management to execute a contract with O.R. Colan Associates, LLC for Relocation Consultant Services at the loaded hourly labor rates listed in Table 4 above. The contract will have a not-to-exceed amount of \$3,000,000 over the term of the agreement. The term of the agreement is three years with an option by the NJSDA to extend the agreement for one additional year.

Prior to execution of the contract, the contract and related documentation will be reviewed and approved by the NJSDA Division of Chief Counsel.

/s/ Sean Murphy
Sean Murphy, Managing Director, Procurement

/s/ Vishal Maher
Vishal Maher, Cost Engineer, Financial Operations

Reviewed and Recommended by: Manuel Da Silva, Chief Executive Officer

Reviewed and Recommended by: Donald Guarriello, Vice President and Chief Financial Officer

Resolution—6c.

Approval of Award
Package No. GP-0293-R01
Relocation Consultant Services

Resolution

WHEREAS, pursuant to the New Jersey Schools Development Authority (SDA or the Authority) Operating Authority adopted by the Board on December 1, 2010, as amended March 7, 2012, Board approval is required for the award of goods and services contracts greater than \$100,000; and

WHEREAS, the SDA's current task order contract for state-wide relocation consultant services, procured in 2020, will expire in December 2023; and

WHEREAS, in order to address the SDA's future needs for relocation consultant services, the SDA seeks to engage a firm with relevant experience and qualifications to successfully perform required relocation services on an as-needed task order basis over a three year term, with an option for SDA to extend the term for an additional year; and

WHEREAS, on August 17, 2023, the SDA commenced a single-step process to procure a relocation services consultant; and

WHEREAS, the details of the procurement process and the scope of the services to be provided pursuant to the relocation services contract are set forth in the memorandum presented to the Board on this date and are incorporated herein; and

WHEREAS, upon completion of the procurement process, SDA management is recommending that the Board authorize SDA management to contract with O.R. Colan Associates to provide state-wide relocation consultant services at rates set forth in the memorandum presented to the Board on this date, for the not-to-exceed amount of \$3,000,000 over the three year term of the contract, with an option for SDA to extend the term for one additional year; and

WHEREAS, prior to execution of the contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

NOW, THEREFORE, BE IT RESOLVED that, consistent with the memorandum presented to the Board on this date and incorporated herein, the Members of the Authority hereby authorize and approve the award of a contract (GP-0293-R01) to O.R. Colan Associates for state-wide relocation consultant services at the rates specified and for a not-to-exceed amount of \$3,000,000 over the three year term of the contract, with an option for SDA to extend the term for one additional year.

BE IT FURTHER RESOLVED that, prior to execution of the contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Memorandum, Approval of Award, Package No. GP-0293-R01, Relocation Consultant Services, dated November 1, 2023

Dated: November 1, 2023

**Award for Demolition and Early Site Preparation – Garfield School District -
New Elementary School - NT-0053-N01**



MEMORANDUM

TO: Members of the Authority

FROM: Sean Murphy
Managing Director, Procurement

Joseph Lucarelli
Program Director, Construction Operations

RE: District: Garfield
School: New Elementary School
Description: Demolition and Early Site Preparation
Package No.: NT-0053-N01
CCE: \$3,049,074
Advertised CCE Range: \$2,800,000 to \$3,460,000
Award: \$2,071,000

DATE: November 1, 2023

SUBJECT: Award of Contract

INTRODUCTION

We are writing to recommend approval by the Members of the Authority of the award of a contract in the amount of \$2,071,000 to APS Contracting, Inc.¹ for demolition of the existing Woodrow Wilson Elementary School No. 5 (207 Outwater Lane, Garfield, NJ), and limited site restoration activities, in preparation for the delivery by the NJSDA of the New Garfield Elementary School for the Garfield Public School District (District).

Pursuant to the NJSDA Operating Authority adopted by the Board on December 1, 2010, as amended March 7, 2012, Board approval is required for the award of construction contracts greater than \$500,000.

BACKGROUND

At the November 2, 2022 Board Meeting, the Members approved the Preliminary Project Charter for the New Garfield Elementary School project. The project is planned to be a 125,000 SF new school to educate 767 students in grades Kindergarten through Five. We expect to advertise in the fourth quarter of 2023 for Design-Build services for delivery of the New Garfield Elementary School.

PROCUREMENT PROCESS

This package was advertised beginning on August 9, 2023 on the NJSDA website, NJ State website and in selected newspapers for interested firms to participate in the bidding process.

¹ APS Contracting, Inc. listed the following subcontractors for the required trades in its Price Proposal: APS Contracting, Inc. (Demolition & Asbestos Removal/Treatment), Brooks Mechanical Consultants, Inc. (Plumbing), and Lemco Corporation (Electrical).

A non-mandatory pre-bid teleconference and mandatory site visit were held on August 24, 2023.

Project Rating Proposals were received from bidders on or before August 29, 2023. The Project Rating Proposal was used by the NJSDA to determine each bidder’s Project Rating Limit (i.e. the maximum amount that a bidder may bid for the Project). Bidders were evaluated based on a review of the largest of their four projects completed in the past ten years, reference checks, their safety rating, and prevailing wage record. Based on an evaluation of the information submitted, eight (8) bidders received a Project Rating Limit.

The Project Rating Limits resulting from the Project Rating Evaluations are listed in Table 1 below:

TABLE 1

Contractor	Project Rating Limit
Ambient Group, LLC (The)	\$ 6,011,135
APS Contracting, Inc.	\$ 21,339,919
Niram, Inc.	\$ 35,052,763
PMY Construction Corporation	\$ 4,712,561
PSP Construction, Inc.	\$ 4,944,209
Seawolf Construction Corporation dba Imperial Construction & Electric	\$ 12,999,657
Two Brothers Contracting, Inc.	\$ 5,839,583
USA Environmental Management, Inc.	\$ 6,990,286

In advance of submission of Price Proposals, bidders were permitted to submit questions seeking clarification of the procurement documents until September 15, 2023. An Addendum containing responses to the Bidder Questions was issued to the bidders on September 22, 2023.

This procurement employed an internet-based, electronic bidding platform administered by Bid Express. Price Proposal submissions were due no later than 2:00 PM on October 4, 2023. The Price Proposals were publicly opened and the lump sum base bids were read aloud as required by law.

Following the public bid opening, the NJSDA performed a review of the Price Proposals to determine the responsiveness of each bidder to the solicitation. The review determined that four (4) bidders were responsive. The results of the review are listed in Table 2 below:

TABLE 2

Contractor	Bid Amount	Comments
APS Contracting, Inc.	\$2,071,000	Qualified and responsive bidder.
Niram, Inc.	\$2,467,000	Qualified and responsive bidder.
USA Environmental Management, Inc.	\$2,618,000	Non-responsive bidder. Bid rejected.
PMY Construction Corporation	\$2,786,148	Non-responsive bidder. Bid rejected.
Two Brothers Contracting, Inc.	\$2,928,800	Qualified and responsive bidder.
Seawolf Construction Corporation dba Imperial Construction & Electric	\$3,336,000	Qualified and responsive bidder.

As stipulated in the Contract Documents, each Bid Amount is inclusive of NJSDA-established Allowances totaling \$450,000, as follows: \$100,000 for General Construction; \$50,000 for Removal and Disposal of Remaining District Material and Furniture; \$150,000 for Impacted and Unsuitable Material; and \$150,000 for Hazardous Materials and Related Activities.

The responsive low bidder was APS Contracting, Inc. (APS).

The bid submitted by APS was less than the CCE. In order to understand the differential between the CCE and the bid price and to ensure the contractor's Price Proposal was inclusive of all scope elements, a conference was conducted on October 6, 2023 with APS and staff from NJSDA's Procurement, Construction Operations, Program Operations, and Financial Operations divisions to review the bid. The discussion verified that APS had included all project scope work in its bid and identified that the majority of the overall variance between the NJSDA's CCE and APS's Price Proposal is attributable to the contractor self-performing the demolition and abatement work. At the time of review, APS confirmed that its Price Proposal is inclusive of all scope elements contained in the Contract Documents.

The Construction Operations Director and the Financial Operations Director recommend award of the project to APS.

RECOMMENDATION

The Members of the Authority are requested to approve the award of a contract to APS Contracting, Inc. for Package No. NT-0053-N01 in the amount of \$2,071,000, inclusive of NJSDA-established Allowances totaling \$450,000.

Prior to execution of the contract, the contract and related documentation will be reviewed and approved by the NJSDA Division of Chief Counsel.

/s/ Sean Murphy
Sean Murphy, Managing Director, Procurement

/s/ Joseph Lucarelli
Joseph Lucarelli, Director, Construction Operations

Reviewed and Recommended by: Manuel Da Silva, Chief Executive Officer

Reviewed and Recommended by: Donald Guarriello, Vice President and Chief Financial Officer

Reviewed and Recommended by: Gregory Voronov, Managing Director, Planning and Program Operations

Reviewed and Recommended by: Robert Carney, Director, Financial Operations

Reviewed and Recommended by: Denise Petraglia, Deputy Program Director, Construction Operations

Resolution 6d.

Demolition and Site Preparation Construction Award

District:	Garfield
School:	New Elementary School
Description:	Demolition and Early Site Preparation
Package No.:	NT-0053-N01
CCE:	\$3,049,074
Advertised CCE Range:	\$2,800,000 to \$3,460,000
Award:	\$2,071,000

Resolution

WHEREAS, the Operating Authority of the New Jersey Schools Development Authority (SDA or the Authority) requires that the Members of the Authority approve the award of construction contracts greater than \$500,000; and

WHEREAS, the Garfield New Elementary School Project (Project) is planned to be a 125,000 square foot new school to educate 767 students in grades Kindergarten through Five; and

WHEREAS, on November 2, 2022, the Members of the Authority approved a preliminary project charter for the Project; and

WHEREAS, in preparation for the design and construction of the new school, the SDA seeks to engage a contractor to perform demolition of the existing Woodrow Wilson Elementary School No. 5 and limited site restoration activities as described in the memorandum presented to the Board on this date and incorporated herein; and

WHEREAS, the package for the required services was advertised beginning on August 9, 2023 and, upon completion of a competitive procurement process, the responsive low bidder was APS Contracting, Inc. (APS); and

WHEREAS, following a review, APS confirmed that its price proposal is inclusive of all scope elements contained in the contract documents; and

WHEREAS, management now requests and recommends that the Members of the Authority authorize and approve the award of a contract in the amount of \$2,071,000, inclusive of SDA-established Allowances totaling \$450,000, to APS to perform demolition of the existing school and limited site restoration activities, in preparation for the delivery of the Project by the SDA; and

WHEREAS, the SDA construction operations director and financial operations director recommend award of the contract to APS; and

WHEREAS, the Project background and the details of the procurement process followed for the proposed contract award are comprehensively set forth in the memorandum presented to the Board on this date and incorporated herein; and

WHEREAS, management expects to advertise in the fourth quarter of 2023 for design-build services for delivery of the Project; and

WHEREAS, prior to execution of the contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

NOW, THEREFORE, BE IT RESOLVED, that, consistent with the memorandum presented to the Members of the Authority on this date and incorporated herein, the Members of the Authority hereby authorize and approve the award of a contract to APS Contracting, Inc. for Contract No. NT-0053-N01 in the amount of \$2,071,000, inclusive of SDA-established Allowances totaling \$450,000, for the Garfield New Elementary School Project.

BE IT FURTHER RESOLVED, that prior to execution of the contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Memorandum, Demolition and Early Site Preparation Award, Garfield Public School District, Garfield New Elementary School, Package No. NT-0053-N01, dated November 1, 2023

Dated: November 1, 2023

**REPORT AND RECOMMENDATIONS OF THE REAL ESTATE COMMITTEE
(CHAIRMAN'S REPORT) – TO BE PROVIDED IN EXECUTIVE SESSION**

MONTHLY REPORTS
(For Informational Purposes)

ACTIVE PROJECTS STATUS REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director

DATE: November 1, 2023

SUBJECT: Active Project Status Report
(For Informational Purposes Only)

The 1st section of the report includes an Activities Summary of projects identified for advancement in the Authority's Capital Plans.

The 2nd part of the report displays project completion milestones for all other active major capital projects and emergent projects for which a contract for construction has been awarded.

The 1st section of the report has been reformatted this month to incorporate the 2022 Capital Plan projects. The project order for this section of the report has been updated to the following order:

1. 2022 Capital Plan Projects
2. 2012 Capital Plan – Active Projects
3. 2012 Capital Plan – Completed Projects
4. 2011 Capital Plan – Completed Projects

Portfolio Projects Activities Summary

as of 10/17/23

2022 Portfolio Projects - sorted by Advancement Status, District

1									
District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Delivery Method	Advancement Status	School Opening	Comments
Newark	Nelson Mandela ES (Existing Building Acq.)	PK-8	338	376	\$20.5	Alternative Delivery	Building Acquisition Complete.	Sep-23	
Bridgeton	HS Addition/Renovation	9-12	326	384	\$49.2	Design-Build	Preliminary Charter approved Nov. 2022 Board.	TBD	
Elizabeth	New ES (Battin Replacement)	PK-8	973	1,068	\$96.2	Design-Build	Preliminary Charter approved Nov. 2022 Board.	TBD	ESP advertised Sep. 2023. ESP proposals due 12/12/23.
Garfield	New ES (No. 5 Replacement)	PK-5	767	852	\$80.2	Design-Build	Preliminary Charter approved Nov. 2022 Board.	TBD	ESP advertised Aug. 2023. ESP proposals received 10/4/23.
New Brunswick	Middle School Annex (40 Van Dyke Ave.)	6-8, 9-12	765	859	TBD	Alternative Delivery	Acquisition approved Aug. 2023 Board.	n/a	Facility is currently leased by the District as an active school facility. Facility also housed the existing P-Tech HS Program.
Paterson	New STEAM & STARS HS	9-12	1,200	1,532	\$160.3	Design-Build	Preliminary Charter approved Jul. 2023 Board.	TBD	
Trenton	ES at Dunn MS	K-6	753	837	\$83.8	Design-Build	Preliminary Charter approved Jul. 2023 Board.	TBD	
Pleasantville	New Decatur Ave ES	PK-5	550	604	TBD	Design-Build	SDA In-House Design Program Concept Phase On-Going.	TBD	
West New York	New Middle School	6 - 8	750	833	TBD	Design-Build	SDA In-House Design Program Concept Phase On-Going.	TBD	Capital Plan included new PK - 5 school. Identified project will allow 6th grade students to move to MS and alleviate overcrowding in existing elementary schools.
Camden	New High School (East Side HS Replacement)	9 - 12	800	941	TBD	Design-Build	Bridging Design Consultant Procurement	TBD	Capital Plan included 2 replacement ES projects however District has requested advancement of a replacement HS project instead.
Newark	New High School (University HS Replacement)	9 - 12	900	1,059	TBD	Design-Build	Bridging Design Consultant Procurement	TBD	Replacement HS will leverage prior SDA site acquisition and allow existing aged Hawthorne School to occupy existing University HS.
Bridgeton	6-8	6-8	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Bridgeton	PK, 6-8	PK, 6-8	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Jersey City	PK	PK	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
New Brunswick	MS Addition	6 - 8	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	Need beyond acquisition of Middle School Annex under review with NJDOE.
Passaic City	9-12	9-12	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Perth Amboy	K-5	K - 5	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Salem City	PK-8	PK-8	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Garfield	PK-5	PK-5	TBD	TBD	TBD	Design-Build	Project phased with advancement of New ES (No. 5 Replacement).	TBD	

Notes

PLEASE NOTE - Dates in past are actual.

NOTE # 1 - Estimated Costs, Grade Alignment and Capacity are based upon approved Project Charters where applicable.

For projects without an approved charter, Estimated Costs, Grade Alignment and Capacity are based upon Planning Assumptions.

Portfolio Projects Activities Summary

as of 10/17/23

2012 Portfolio Projects (Active) - sorted by District

		1							
District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Delivery Method	Advancement Status	School Occupied	Comments
Orange	Cleveland St. ES	PK-6	316	348	\$51.7	Design-Bid-Build	Award for GC approved Apr. 2023. (Terminal).	Sep-24	Previous GC Terminated for convenience 3/1/22. (B&C)
Perth Amboy	High School	HS	2,800	3,295	\$283.8	Design-Build	Award for D-B approved Nov. 2019 Board. (Terminal)	Sep-24	
Union City	New Grade 7 to 9 School	7-9	756	840	\$93.7	Design-Build	Award for D-B approved Jun. 2022 Board. (Dobco, Inc.)	Sep-25	

Notes

PLEASE NOTE

- Dates in past are actual.

NOTE #1

- Estimated Costs, Grade Alignment and Capacity are based upon approved Project Charters where applicable.

For projects without an approved charter, Estimated Costs, Grade Alignment and Capacity are based upon Planning Assumptions.

Portfolio Projects Activities Summary

as of 10/17/23

2012 Portfolio Projects (Completed) - sorted by District

District	Project	1				Delivery Method	Advancement Status	School Occupied	Comments
		Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)				
Camden	High School	9-12	1,244	1,468	\$132.6	Design-Build	School occupied Sep. 2021. (Bock)	Sep-21	
East Orange	Sheila Y. Oliver Academy (GW Carver ES)	PK-5	470	512	\$41.2	Design-Build	School occupied Sep. 2020. (Dobco)	Sep-20	
Elizabeth	New ES @ Halloran PS #22 ES Site	2-8	860	956	\$55.3	Design-Build	School occupied Sep. 2017. (Torcon)	Sep-17	
Garfield	James Madison ES	K-5	275	305	\$29.7	Design-Bid-Build	School occupied Sep. 2018. (Brockwell & Carrington)	Sep-18	
Gloucester City	Elementary/Middle School	4-8	687	763	\$65.3	Design-Build	School occupied Sep. 2017. (Terminal)	Sep-17	
Harrison	New ES	PK - 1	392	432	\$36.1	Design-Build	School delivered Nov. 2020. (Bock)	Nov-20	
Irvington	Madison Avenue ES	PK-5	463	504	\$38.6	Design-Build	School occupied Sep. 2019. (Bock)	Sep-19	
Keansburg	Caruso ES	K-4	758	842	\$50.9	Design-Build	School occupied Sep. 2016. (Hall Construction)	Sep-16	
Keansburg	Port Monmouth Road School	PK	318	318	\$28.4	Design-Bid-Build	School occupied Sep. 2023 (Niram)	Sep-23	
Millville	Senior HS Addition/Renovation	HS	2,026	2,384	\$145.0	Design-Build	School occupied Sep. 2023 (Hall Construction)	May-23	
New Brunswick	Robeson ES	PK-5	823	893	\$48.5	Design-Build	School occupied Sep. 2018. (Hall Construction)	Sep-18	
Newark	Elliot Street ES	PK-8	848	932	\$46.7	Design-Build	School occupied Jan. 2016. (Hall Construction)	Jan-16	
Newark	South Street ES	PK-8	597	657	\$69.9	Design-Build	School occupied Sep. 2018. (Bock)	Sep-18	
Orange	High School	9-12	1,440	1,694	\$59.8	Design-Bid-Build	School occupied Sep. 2023. (Terminal)	Sep-23	
Passaic	Dayton Ave. Campus	PK-8	2,760	3,020	\$240.9	Design-Build	Sub. Comp. achieved Nov. 2021. (Terminal)	Nov-21	
Passaic	Sonia Sotomayor ES (New ES @ Leonard Place)	K-5	628	698	\$55.9	Design-Build	School occupied Sep. 2019. (Dobco, Inc.)	May-19	
Paterson	Joseph A. Taub MS (New MS @ Union Ave.)	6-8	996	1,107	\$113.9	Design-Build	School Delivered 1 QTR 2022. (Epic Management)	1 QTR 22	
Pemberton	Denbo-Crichton ES	K-5	846	930	\$58.7	Design-Build	School occupied Sep. 2020. (Bock)	Sep-20	
Perth Amboy	Rose M. Lopez ES (Seaman Avenue ES)	K-5	724	804	\$56.4	Design-Build	School occupied Sep. 2019. (Epic Management)	Sep-19	
Phillipsburg	High School	9-12	1,846	2,172	\$127.5	Design-Bid-Build	School occupied Sep. 2016. (Epic Management)	Sep-16	
Plainfield	New Woodland ES	K-5	756	840	\$59.4	Design-Build	School occupied Sep. 2023. (Epic Management)	Sep-23	
Trenton	Central HS	10-12	1,850	2,176	\$155.4	Design-Build	School occupied Sep. 2019. (Terminal)	Sep-19	
Vineland	Lincoln Ave. MS (New MS)	6-8	562	624	\$49.8	Design-Build	School occupied Sep. 2018. (Bock)	Sep-18	
West New York	Memorial HS	9-12	1,859	2,194	\$16.0	Alternative Delivery	Acquisition of Existing St. Joseph's HS complete.	n/a	Renovation work delegated to District via Grant.

Notes

PLEASE NOTE - Dates in past are actual.

NOTE # 1 - Estimated Costs, Grade Alignment and Capacity are based upon approved Project Charters where applicable.

For projects without an approved charter, Estimated Costs, Grade Alignment and Capacity are based upon Planning Assumptions.

Portfolio Projects Activities Summary

as of 10/17/23

2011 Portfolio Projects (Completed) - sorted by District

		1							
District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Delivery Method	Advancement Status	School Occupied	Comments
Bridgeton	Buckshutem ES	K-8	581	645	\$23.3	Design-Build	School occupied Sep. 2016. (Bock)	Sep-16	
Bridgeton	Quarter Mile Lane ES	PK-8	731	795	\$39.0	Design-Build	School occupied Sep. 2017. (Bock)	Sep-17	
Elizabeth	Frank J. Cicarell Academy (Academic HS)	9-12	1,091	1,284	\$64.1	Design-Bid-Build	School occupied Sep. 2016. (Patock)	Sep-16	
Jersey City	Patricia M. Noonan ES (ES 3)	PK-5	778	848	\$54.0	Design-Build	School occupied Sep. 2017. (Dobco, Inc.)	Sep-17	
Jersey City	Dr. Maya Angelou PS #20	K-5	628	698	\$49.3	Design-Bid-Build	School occupied Sep. 2016. (Dobco, Inc.)	Sep-16	
Long Branch	Catrambone ES	PK-5	794	867	\$40.0	Design-Bid-Build	School occupied Sep. 2014. (Terminal Construction)	Sep-14	
New Brunswick	Redshaw ES	PK-5	906	990	\$51.2	Design-Build	School occupied Jan. 2015. (Hall Construction)	Jan-15	
Newark	Oliver St. ES	PK-8	848	932	\$73.6	Design-Build	School occupied May 2016. (Epic Management)	May-16	
Paterson	Dr. Hani Awadallah ES (Marshall St. ES)	K-8	650	722	\$55.2	Design-Bid-Build	School occupied Sep. 2016. (Dobco, Inc.)	Sep-16	
Paterson	PS 16	PK-8	641	705	\$62.4	Design-Build	School occupied Sep. 2016. (Hall Construction)	Sep-16	
West New York	Harry L. Bain PS 6	PK-6	736	814	\$16.8	Design-Bid-Build	School occupied Sep. 2017. (Paul Otto)	Aug-17	

Notes
PLEASE NOTE - Dates in past are actual.

NOTE # 1 - Estimated Costs, Grade Alignment and Capacity are based upon approved Project Charters where applicable.

For projects without an approved charter, Estimated Costs, Grade Alignment and Capacity are based upon Planning Assumptions.

Active Project Status Report Status as of 10/1/2023

Major Capital Projects - With Contract for Building Construction Awarded

#	District	Project Name	Project Scope	Project Status	Substantial Completion	Status Substantial Completion	School Opening	Status of School Opening	Total Estimated Project Cost
1	City of Orange	Cleveland Street ES	Addition/Renovation	Construction	2Q 2024	On-target	Sep-24	On-target	\$ 51,682,267
2	Perth Amboy	New High School	New Construction	Construction	2Q 2024	On-target	Sep-24	On-target	\$ 283,830,000
3	Union City	New Grade 7 to 9 School	New Construction	Design-Build Design	3Q 2025	On-target	Sep-25	On-target	\$ 93,696,300

Active Project Status Report Status as of 10/1/2023

Emergent Projects - With Contract for Construction Awarded

#	District	Project Name	Project Scope	Project Phase	Substantial Completion	Status Substantial Completion	Final Completion	Status of Final Completion	Total Estimated Project Cost
1	East Orange	Fresh Start Academy	Building Envelope Repairs	GCTO w/ Design Design Phase	2Q 2024	On Target	2Q 2024	On-Target	\$ 3,909,963
2	Irvington	Grove Street School	Boiler Replacement	GCTO w/ Design Construction Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 3,762,782
3	Newark	Branch Brook School	Building Envelope Repairs	GCTO w/ Design Design Phase	2Q 2024	On Target	3Q 2024	On-Target	\$ 321,635
4	Newark	Cleveland School	Boiler Room Vault Repairs	GCTO w/ Design Design Phase	4Q 2023	On Target	1Q 2024	On-Target	\$ 1,664,389
5	Newark	Salome Urena School	Exterior Masonry Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 342,938
6	Newark	Techonology High School	Structural Vault Repairs and Façade Repairs	GCTO w/ Design Design Phase	4Q 2023	On Target	1Q 2024	On-Target	\$ 2,867,680
7	Newark	University High School	Building Envelope Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 1,819,548
8	Paterson	PS #5	Roof Replacement & Masonry Repairs	Construction	1Q 2023	Achieved	4Q 2023	On-Target	\$ 10,968,112
9	Trenton	Franklin ES	Exterior Structural Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 476,424
10	Union City	Emerson Middle School	Roof, Masonry & Stucco Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 2,842,848
11	Union City	Union Hill Middle School	Roof, Masonry, Stucco & Chimney Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 3,507,102

PROJECT STATUS REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director – Planning and Program Operations

DATE: November 1, 2023

SUBJECT: Executive Summary – Monthly Project Status Reports

MONTHLY PROJECT STATUS REPORT

Projects that have Expended 75% or More of Board Approved Contingency:

No activity during the reporting period

Projects Greater than 90 Days Behind Schedule:

No activity during the reporting period

Revisions to Project Charters:

No activity during the reporting period.



Projects that have Expended 75% or More of Board Approved Contingency

Reporting Period: January 2008 to September 2023

District	Project	Board Approved Project Charter Contingency	Contingency Expended/Committed	Contingency Remaining ¹	% of Contingency Expended/Committed	Project Completion %	Cause(s)	Current Status
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In Construction

Millville	Millville Senior HS - Addition & Renovation	\$5,000,000	\$5,000,000	\$0	100.0%	100%	Board approved additional building condition repair work and flood hazard area mitigation work added to the project.	Project is in construction and scheduled for completion per the original schedule. Revised Final Project Charter approved by the CEO in June 2021 to allocate additional contingency to the project from the Unforeseen Events Reserve.
Orange	Orange HS - Addition & Renovation	\$4,525,000	\$4,525,000	\$0	100.0%	100%	Unforeseen conditions related to the site and renovation portions of the project and connection of the HS to the Orange Preparatory Academy.	Project is in construction and scheduled for completion this year. Revised Final Project Charter approved by the CEO to allocate additional contingency to the project from the Unforeseen Events Reserve.

Substantially Complete & Building Occupied

Please refer to the Project Close-Out Activity Report for status of close-out activities

Newark	Speedway Avenue E.S.	\$1,826,000	\$1,754,119	\$71,881	96.1%	100%	1. Removal of unforeseen impacted materials	Project complete and building occupied. Project close-out pending resolution of open contracts.
West New York	West New York P.S. #2	\$2,708,883	\$2,708,883	\$0	100.0%	100%	1. Unforeseen site foundation issues	Project complete and building occupied. Project close-out pending resolution of open contracts.

¹ Does not include expended contingency or contingency funds allocated for change orders, amendments



Projects Greater than 90 Days Behind Schedule or with Occupancy Date in Jeopardy

Reporting Period: September 2023

#	Event Date	District	Project	Board Approved Project Charter SubComp Date	Current Contract SubComp Date	Forecasted Contract SubComp Date	# of Days Behind Schedule	Cause(s)	Current Status
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No Activity During the Reporting Period



Revisions to Project Charters

Reporting Period: September 2023

#	District	Project	Financial & Schedule Impacts	Additional Funds Approved	Additional Funds as % of Total Project Budget	Operating Authority Approval Requirement	Description of Revision
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No Activity During the Reporting Period

CONTRACTS EXECUTED REPORT/AMENDMENTS & CHANGE ORDERS REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director, Program Operations

DATE: November 1, 2023

SUBJECT: Contracts Executed Report and Amendments & Change Orders Report
(For Informational Purposes Only)

Contracts Executed Report

This report contains the activity of Contracts executed during the period September 1, 2023 through September 30, 2023.

Noteworthy Items during the reporting period:

- Executed 1 Bridging Design Consultant Task Order contract for the New Elizabeth Elementary School with STV Architects for \$1,273,935.
- Executed 1 General Construction Task Order contract for the emergent building envelope repair project at the Burlington City Samuel Smith Elementary School with Hall Construction for \$2,998,000.
- Executed 1 General Construction contract for the emergent building envelope, structural and site repairs project at the Camden Veteran's Memorial School with Seawolf Construction for \$3,811,000.

Amendments & Change Orders Report

This report contains the activity of Amendments and Change Orders executed during the September 1, 2023 through September 30, 2023.

Noteworthy Items during the reporting period:

- No Professional Services Amendment were executed during the reporting period.
- 3 Construction Services Change Orders were executed during the reporting period totaling \$132k, of the executed change orders none required Board approval.

Report of change orders less than \$10,000 yet requiring Board Approval

In accordance with the Operating Authority adopted by the Members on December 1, 2010 as amended on March 7, 2012, the Members are to be provided a report of any change order which received delegated approval by the CEO due to the fact that they are valued at less than \$10,000 yet require Board approval due the total change orders exceeding 10% of the contract value.

- No Activity to Report

Contracts Executed Report

Reporting Period: 9/1/2023 through: 9/30/2023

District	School Name(s)	Project Type	Contract Type	Contract Number	Vendor	MWSBE Cert(s)	Contract Award Amount	Contract Execution Date	Per School CCE	Total CCE	
Part 1. Professional Services											
Design Consultant											
Elizabeth	New School (N22)	New	Bridging Design	EL-0044-A01	STV Architects, Inc.		\$1,273,935	9/29/2023	-		
Design Consultant											
Part 1. Professional Services							\$1,273,935				

Contracts Executed Report

Reporting Period: 9/1/2023 through: 9/30/2023

District	School Name(s)	Project Type	Contract Type	Contract Number	Vendor	MWSBE Cert(s)	Contract Award Amount	Contract Execution Date	Per School CCE	Total CCE
Part 2. Construction Services										
Contractor										
Burlington City	Samuel Smith E.S.	Reno	Construction	EP-0122-C01	Hall Construction Co., Inc.		\$2,998,000	09/06/2023	-	\$2,998,000
Camden City	Veterans Memorial M.S.	Reno	Construction	EP-0116-C01	Seawolf Const Corp. DBA Imperial Const & Electric		\$3,811,000	09/26/2023	-	\$3,179,707
Contractor										
Part 2. Construction Services							\$6,809,000			\$6,177,707

Contracts Executed Report

Reporting Period: 9/1/2023 through: 9/30/2023

District	School Name(s)	Project Type	Contract Type	Contract Number	Vendor	MWSBE Cert(s)	Contract Award Amount	Contract Execution Date	Per School CCE	Total CCE
Part 4. Other Contracts & Services										
Others										
Multi-District, Project, or	Various	TBD	General	GP-0290-R01	Bluegrass Hydroseeding, LLC		\$1,786,000	9/1/2023	-	
Perth Amboy	New Perth Amboy High School	New	FFE	ET-0099-K05	Washington Computer Services		\$729,575	9/13/2023	-	
Perth Amboy	New Perth Amboy High School	New	FFE	ET-0099-K06	Apple Inc.		\$239,593	9/28/2023	-	
Perth Amboy	New Perth Amboy High School	New	FFE	ET-0099-K07	Computer Design & Integration, LLC		\$1,607,974	9/29/2023	-	
Perth Amboy	New Perth Amboy High School	New	FFE	ET-0099-K08	SHI International, Inc		\$123,000	9/29/2023	-	
Others										
Part 4. Other Contracts & Services							\$4,486,142			Total Contracts Awarded
Grand Totals - Professional and Construction Services Combined							\$12,569,077			8

**** Contracts less than \$10,000 are not displayed**

Project Types Legend

HS Health & Safety
 New New Constuction
 Add Addition
 RenoAdd Addition & Renovation
 Reno Renovation

Contract Types Legend

Aquisition Property Acquisition Related Costs
 Appraisal Appraisal, Appraisal Review, NRE
 Construction Construction
 Design Design or Site Investigation
 DB Design-Build
 E-Rate E-Rate
 FFE Furniture, Fixtures, and Equipment
 General General Program Cost
 Legal Legal
 Material Material Supply
 ProjectMgmt Project Management Firm
 PreDevelopment Predevelopment or Demolition
 Relocation Relocation Services
 SiteInvstgtn Site Investigation
 Testing Testing
 Title Title Services
 Utilities Utilities Services

MWSBE CERTIFICATIONS

M = Minority Business Enterprise
 W = Women Business Enterprise
 S = Small Business Enterprise

Amendments & Change Orders Report

Reporting Period: 9/1/2023 through: 9/30/2023

District	School Name(s)	Contract Number	Contract Execution Date	CO #	Vendor Name	CO Execution Date	Contract Award Amount	Prior CO's (cumulative)	Current CO Amount	Board Approval Required	Board Approval Date	Revised Contract Amount	Cumulative CO %
Construction Services													
Contractor													
City Of Orange Township	Cleveland Street E.S.	ES-0043-C02	5/2/2023	1	Terminal Construction Corp.	9/18/2023	\$19,434,958	\$0	(\$1,257)			\$19,433,701	0.00%
City Of Orange Township	Cleveland Street E.S.	ES-0043-C02	5/2/2023	2	Terminal Construction Corp.	9/18/2023	\$19,434,958	(\$1,257)	\$13,378			\$19,447,079	0.06%
Paterson	Number 5 E.S.	EP-0113-C01	6/15/2021	18	Paul Otto Building Co., Inc.	9/21/2023	\$7,494,000	\$365,128	\$120,184			\$7,979,313	6.47%
Contractor													
Construction Services													
									\$132,305				
										Total Change Order Summary		Total Change Orders	
Grand Totals										\$132,305		3	

Column Description Legend

CO Execution Date	Date the Change Order was entered into the SIMS system
Revised Contract Amount	Current value of the contract (excluding additional assignments) including current change order

CONTRACT TERMINATIONS REPORT *(no activity)*

SETTLEMENT CLAIMS *(no activity)*

DIVERSITY AND WORKFORCE PARTICIPATION REPORT



MEMORANDUM

TO: Members of the Authority

FROM: J Manuel Castillo, Director – EEO/Affirmative Action & Vendor Services

DATE: November 1, 2023

RE: Diversity and Workforce Participation Monthly Update for August 2023

The EEO/Affirmative Action & Vendor Services Team consistently participates in mandatory pre-bid and pre-construction meetings to inform and provide guidance to vendors regarding SDA’s Small Business Enterprise (SBE) and Workforce goals, policies and procedures. The guidance provided in such meetings is on, among other things, the following:

- SBE subcontracting goal of 25% of all contracts
- County workforce goals for minorities and females
- Local county workforce goals for minorities and females
- Detailed process procedures to monitor and track the progress made toward these goals throughout the life cycle of each project

During these meetings, our Team strongly encourages vendors to identify and hire minority-owned, female-owned and disabled veteran-owned firms, as well as locally based enterprises, for diverse business participation on all school building projects. As each project progresses, our Team provides vendors outreach strategies to support their efforts in reaching the above-mentioned goals.

SMALL BUSINESS ENTERPRISE ATTAINMENT

The SDA regularly exceeds the State-mandated 25% SBE goal. The total SDA fully contracted dollars awarded in August 2023 was \$2,950,968. The total fully contracted dollars awarded in 2023 through August 31, 2023 was \$30,676,491. Of that total, \$9,841,092 was awarded to SBEs, including any minority, female and veteran owned SBEs. This represents an SBE current participation of 32.08% of all NTP-issued SDA contracts awarded in calendar year 2023. Participation will continue to increase as prime contractors hire additional subcontractors/subconsultants throughout the lifecycle of the construction project.

Diversity Breakdown

Type of Business Enterprise	Contract Amount	% of Total SDA Contracts
Small Business Enterprises	\$ 9,841,092	32.08%
Minority Business Enterprises	\$ 540,000	1.76%
Women Business Enterprises	\$ 1,283,000	4.18%
Minority/Women Owned Business Enterprises	\$ -0-	0.00%
Veteran Owned Business Enterprises	\$ -0-	0.00%
Disabled Veteran Owned Business Enterprises	\$ -0-	0.00%
TOTAL DIVERSITY CONTRACTS	\$ 11,664,092	38.02%

WORKFORCE PARTICIPATION

For the month of August 2023, there was a contractor workforce of 374 on SDA projects. This workforce has to this point amassed a total of 36,258 contractor workforce hours. This is explained in more detail below:

Contractor Workforce Breakdown (All Trades/Districts/Counties)			
Ethnicity	Total Workforce	Total Workforce Hours	Workforce Hours Percentage
Black	28	3,310	9.13%
Hispanic	81	7,001	19.31%
Indigenous American	0	0	0.00%
Asian	1	197	0.54%
Total Minority Participation	110	10,508	28.98%
Total Non-Minority Participation	264	25,750	71.02%
Total Contractor Workforce	374	36,258	100.00%

There was a contractor workforce of 316,938 total workforce hours on SDA projects for the period of January 1, 2023 through August 31, 2023, which includes 7,535 total female workforce hours.

The following table highlights the *Local County Contractor Workforce* participation for this period:

Local County Contractor Workforce Participation	Workforce Hours	Percentage
*Total Workforce Hours	316,938	100.00%
*Total Local County Workforce Hours	28,713	9.06%
Total Local County Non-Minority Workforce Hours	20,205	6.38%
Total Local County Female Workforce Hours	549	0.17%
Total Local County Minority Workforce Hours	8,508	2.68%
**Local County Workforce Hours by Race/Ethnicity:		
Black	1,429	0.45%
Hispanic	6,815	2.15%
Indigenous American	0	0.00%
Asian	264	0.08%

*Total workforce and total local county workforce represent all laborers including females.

**Race/Ethnicity breakdown of Total Local County Minority Workforce Hours.

NOTE: Hours worked by female laborers who are minority are included in total number of hours worked by female laborers. Therefore, for the purposes of this memorandum, hours worked by female minority laborers are not included in the minority breakdown.

The following table represents contractor minority and female workforce for all SDA active Capital Projects and all active and completed Emergent Projects for the period of January 1, 2023 through August 31, 2023.

SDA Managed Project	Total Workforce Hours	Minority Workforce Hours & Percentage		Local County Workforce Hours & Percentage	
Millville HS	8,891	1,308	14.71%	416	4.68%
Orange HS	944	278	29.45%	82	8.69%
Perth Amboy HS	271,573	77,411	28.50%	24,119	8.88%
Plainfield ES	23,911	5,642	23.60%	55	0.23%
Cleveland St ES	8,934	3,881	43.44%	546	6.11%
Emergent Projects	2,436	1,552	63.71%	0	0.00%

Reviewed and recommended by: J Manuel Castillo
Prepared by: Charlotte Brooks

REGULAR OPERATING DISTRICTS (RODs) ACTIVITY REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director, Planning and Program Operations

DATE: November 1, 2023

SUBJECT: Regular Operating District Grant Activity Report
(For Informational Purposes Only)

This report summarizes the Regular Operating District Grant activity from inception to date and for the month of September 2023. Also included is a detailed list of grants executed and grants offered during the reporting period if applicable.

Monthly Update:

- No grants were offered during the reporting period.
- No grants were executed during the reporting period.
- 4 grants impacting 3 districts were closed out during the reporting period representing total project costs of \$5.6M and state share of \$2.4M.
- Since inception, over \$2.95B has been disbursed to 523 regular operating districts through the grant program.
- Since inception over \$3.3B in funding has been approved by the Department of Education and offered to regular operating districts through the grant program.

Monthly Regular Operating District Grant Report - Summary
September 2023

ROD Grant Summary Since Program Inception				
	Offered¹	Executed	Closed-Out	Active
Districts Impacted	-	523	520	44
Number of Grant Projects	-	5,395	5,229	166
Total Project Cost Estimate	\$ -	\$ 8,937,565,643	\$ 8,808,420,033	\$ 129,145,611
Grant Amount	\$ -	\$ 2,997,047,405	\$ 2,936,682,209	\$ 60,365,196
Amount Disbursed	N/A	\$ 2,955,850,385	\$ 2,936,682,209	\$ 19,168,176

Total Funding Offered to School Districts via Grant Program	\$ 3,342,209,450
---	------------------

Total ROD Grant Funding remaining for new Grant Projects	\$ 478,659,440
--	----------------

1. Includes grants that have been offered to District's but have not yet been executed.

Monthly Activity ROD Grant Summary		
	Executed	Closed-Out
Districts Impacted	-	3
Number of Grant Projects	-	4
Total Project Cost Estimate	\$ -	\$ 5,645,750
Grant Amount	\$ -	\$ 2,424,104
Amount Disbursed	NA	\$ 2,424,104

* Report is inclusive of all Regular Operating Districts grants (including vocational school districts).

** Total Project Cost Estimate and Grant Amount may be adjusted as the projects advance. Grant Amount is capped at the value approved in the DOE Final Eligible Cost Approval.

**NOTIFICATION OF AMENDMENTS TO GOODS AND SERVICES CONTRACTS NOT
EXCEEDING \$100,000 OR 10% OF THE CONTRACT VALUE (*no activity*)**

COMMUNICATIONS MONTHLY REPORT *(no report)*

MONTHLY FINANCIAL REPORT



MEMORANDUM

TO: The Members of the Authority

FROM: Sherman E. Cole, MBA, CPA
Controller

DATE: November 1, 2023

RE: Monthly Financial Report – September 2023

Fund Reporting Operating Expenses (Year-to-Date Actual vs. Budget)

For September 2023 year to date, Authority operating expenses, **\$9.8M**, are **\$2.5M** lower than budget for the corresponding period. This variance is attributable to lower spending activity for personnel costs **\$2.0M**, professional and other contracted services **\$478K**, information systems **\$466K** and facilities and general office expenses **\$123K**. This variance is offset by a lower payroll and benefits expense allocation to project costs, **\$804K**.

The full time employee (FTE) headcount is 128 as of September 30, 2023. This total represents a 16 FTE decrease in comparison to the year to date budgeted headcount.

Fund Reporting Operating Expenses (Year-to-Date Actual vs. Prior Year Actual)

For September 2023 year to date, Authority operating expenses, **\$9.8M**, are **\$822K** lower when compared to the corresponding prior year. This variance is primarily attributable to year-over-year decreases in personnel costs **\$294K** and a higher payroll and benefits expense allocation to project costs **\$480K**.

The current number of FTEs, 128, is down 4 FTEs as compared to the corresponding prior year headcount.

School Facilities Project Expenditures (Year-to-Date Actual vs. Forecast)

For September 2023 year to date, project costs, **\$197.4M**, are **\$25.6M** lower than the capital spending forecast for the corresponding period. This variance is attributable to decreased spending for construction work **\$21.4M**, grant agreements **\$12.2M**, project insurance **\$1.9M**, design services **\$1.7M**, construction management services **\$900K**, and lower payroll and benefits expense allocation to project costs **\$804K**. Partially offsetting this variance is the increase in acquisition costs associated with the purchase of a school facility in 2023, **\$15.5M**.

School Facilities Project Expenditures (Year-to-Date Actual vs. Prior Year Actual)

For September 2023 year to date, project expenditures, **\$197.4M**, are lower by **\$23.8M** when compared to the corresponding prior year. This variance is attributable to decreases in spending for construction work **\$17.3M**, grant agreements **\$16.0M**, school furniture and equipment **\$7.8M**, and construction management services, **\$1.1M**. This variance is partially offset by an increase in acquisition costs associated with the aforementioned purchase of a school facility, **\$15.5M**, design services **\$1.3M**, and project insurance, **\$1.1M**.

Other

Since program inception, 80.5% of the funds authorized for the SDA Districts have been disbursed. Additionally, since program inception, 96% of all SDA disbursements relate to school facility projects and 4% relate to operating expense.

The estimated value of active school facilities, capital, emergent and ROD grant projects is approximately \$1.2B.

Attachment

New Jersey Schools Development Authority
Monthly Financial Report
September 2023
(Unaudited)

New Jersey Schools Development Authority

Overview of Financial Position

September 30, 2023

To: The Audit Committee

From: Sherman E. Cole, Controller

The information contained in this monthly financial report is for the period as of, and for the year-to-date ending, September 30, 2023.

► Overall **Cash and Cash Equivalents** have increased by \$54.5 million to \$457.3 million, as follows:

■ Appropriation from State	\$ 250,000,000
■ Investment earnings	11,538,793
■ Miscellaneous revenue	16,639
■ Project costs	(197,408,729)
■ SDA operating expenses	(10,128,585)
■ SDA capital expenditures	-
■ Deposits (primarily district local shares)	492,467
Net Change in Cash	\$ 54,510,585

► **Prepaid Expenses** total \$237,486 as follows:

- Prepaid insurance of \$150,755.
- Prepaid security deposit of \$55,798 for the Authority's leased swing space.
- Prepaid MIS maintenance service contracts of \$28,937.
- Other prepaids of \$1,996.

► **Capital Assets** total \$1,523,092 (net of accumulated depreciation of \$8,768,801), consisting of leasehold improvements (SDA office), and capitalized software, equipment, furniture and fixtures in support of SDA operations. Depreciation on capital assets is generally calculated using the straight-line method over the life of each asset. For the year to date, **Capital Expenditures** are \$0 and **Depreciation Expense** is \$399,768.

► **Accrued Liabilities** total \$78.5 million, as follows:

- Accrued project costs of \$14.1 million consisting of unpaid invoices (\$1.4 million) and retainage (\$12.7 million). Project-related lease liabilities are \$0.6 million.
- Net pension liability of \$29.4 million.
- Other post-employment benefits obligation of \$24.6 million.
- Pollution remediation obligations (PRO) under GASB 49 net to \$2.4 million (PRO liability \$2.4 million, offset by expected cost recoveries of \$0.0 million).
- Estimated liability for loss contingencies totaling \$5.5 million.
- Payroll related liabilities of \$1.4 million.
- Other accrued liabilities of \$ 0.5 million, including non-project lease liabilities of \$0.4 million.

► **Deposits** total \$8.5 million, as follows:

- \$8.5 million is held for local share agreements (pass-through item).

► The Authority's **Net Position** at month end is \$354.3 million.

New Jersey Schools Development Authority

School Facilities Project Expenditures & Funding Allocation

September 30, 2023

► **School Facilities Construction Bond/Note Proceeds/Appropriations & Project Expenditures**

- During the current year to date, the SDA has received \$0.0 million in bond/note proceeds & \$250.0 million in appropriations. The total amount received since program inception is \$12.4 billion.
- Project expenditures for the month and year-to-date periods total \$12.1 million and \$197.4 million, respectively, as follows:

Category	Current Month	Year-To-Date	Since Inception
Construction	\$ 9,252,124	\$ 103,884,414	\$ 5,767,731,526
Design Services	211,139	1,135,224	414,090,718
PMF/CM Services	313,818	2,415,164	481,907,119
SDA Project Management	1,097,377	7,542,080	138,625,876
Property Acquisition, Relocation & Enviro	174,280	16,372,508	602,690,901
School Furniture, Fixtures & Equipment	75,196	3,972,208	240,200,202
Project Insurance	-	159,145	114,759,113
NJ State Inter-Agency Transfers	-	545,421	53,621,820
SDA District Grant & Funding Agreements	-	42,585,921	980,304,987
Regular Operating District Grant Agreements	872,545	18,106,160	3,004,398,796
Real-Time Project Audits	21,187	150,333	1,215,010
Property Management, Maintenance & Utils	21,700	236,632	19,369,659
Outside Legal & Claims Resolution Services	21,044	115,094	12,359,374
Temporary Staffing	2,280	30,875	10,757,314
Other Project Costs	649	157,550	62,598,077
Project Credits	-	-	(54,902,944)
Total Project Expenditures	12,063,339	197,408,729	11,849,727,548
Less: Local Share Contributions	-	-	(185,112,439)
Project Expenditures (State Share)	\$ 12,063,339	\$ 197,408,729	\$ 11,664,615,109
2023 Capital Spending Forecast	\$ 18,456,282	\$ 223,013,340	

Allocations Since Program Inception

► **All Funding Sources & Expenditures**

	All Sources ¹	Total Funding ²	Paid to Date ³
■ SDA Districts	\$ 10,750,000,000	\$ 10,890,671,687	\$ 8,766,146,746
■ RODs Incl Vo-Tech Schools	4,000,000,000	4,056,630,653	3,429,995,147
Total - State Share	\$ 14,750,000,000	\$ 14,947,302,340	\$ 12,196,141,893

► **Percentage of Total Funding Paid to Date**

■ SDA Districts	80.5%
■ RODs Incl Vo-Tech Schools	84.6%
Total - State Share	81.6%

1 Of the \$14.8 billion authorized for the school construction program (including bond funds & appropriations), \$12,447,702,648 has been received to date.

2 Includes bonding cap amounts, appropriations and other income and miscellaneous revenue earned to date (i.e., interest income on invested funds).

3 These amounts include the allocation of SDA operating expenses and capital expenditures totaling \$531,526,784.

New Jersey Schools Development Authority
Fund Reporting Operating Expenses vs Budget
September 30, 2023

<u>Category</u>	<u>Actual</u> <u>Year-To-Date</u>	<u>Budget</u> <u>Year-To-Date</u>	<u>Over/</u> <u>(Under)</u>
Personnel Expenses:			
Employee Salaries	\$ 9,399,590	\$ 10,773,117	\$ (1,373,527)
Employee Benefits	4,933,332	5,479,678	(546,346)
Direct Hire Temporary Employee Costs	6,133	36,333	(30,200)
Total Employee Salaries & Benefits Costs	14,339,055	16,289,128	(1,950,073)
Less: Employee Salaries & Benefits Costs			
Charged to Projects	7,542,080	8,345,661	(803,581)
Salaries & Benefits Charged to Operating Expense	6,796,975	7,943,467	(1,146,492)
Temporary Staffing Services	-	112,500	(112,500)
Travel & Expense Reimbursements	11,131	23,175	(12,044)
Training & Professional Development	23,547	71,100	(47,553)
Total Personnel Expenses	6,831,653	8,150,242	(1,318,589)
Non-Personnel Operating Expenses:			
Facilities & General Office Expenses	1,633,675	1,756,872	(123,197)
Information Systems	729,671	1,196,041	(466,370)
Professional & Other Contracted Services	195,234	673,200	(477,966)
Property & Casualty Insurance	383,888	415,035	(31,147)
SDA-Owned Automobiles	54,674	125,003	(70,329)
Communications & Outreach	855	2,997	(2,142)
Reserve for Unforeseen Events & New Initiatives	-	37,503	(37,503)
Total Authority Operating Expenses	\$ 9,829,650	\$ 12,356,893	\$ (2,527,243)
 2023 Annual Operating Budget		 <u>\$ 15,910,844</u>	

New Jersey Schools Development Authority

Fund Reporting Operating Expenses vs Prior Year

September 30, 2023

<u>Category</u>	<u>Actual</u> <u>Year-To-Date</u>	<u>2022</u> <u>Year-To-Date</u>	<u>Over/</u> <u>(Under)</u>
Personnel Expenses:			
Employee Salaries	\$ 9,399,590	\$ 9,680,615	\$ (281,025)
Employee Benefits	4,933,332	4,923,841	9,491
Direct Hire Temporary Employee Costs	6,133	28,100	(21,967)
Total Employee Salaries & Benefits Costs	14,339,055	14,632,556	(293,501)
Less: Employee Salaries & Benefits Costs			
Charged to Projects	7,542,080	7,061,725	480,355
Salaries & Benefits Charged to Operating Expense	6,796,975	7,570,831	(773,856)
Temporary Staffing Services	-	-	-
Travel & Expense Reimbursements	11,131	13,586	(2,455)
Training & Professional Development	23,547	22,444	1,103
Total Personnel Expenses	6,831,653	7,606,861	(775,208)
Non-Personnel Operating Expenses:			
Facilities & General Office Expenses	1,633,675	1,550,381	83,294
Information Systems	729,671	722,865	6,806
Professional & Other Contracted Services	195,234	325,348	(130,114)
Property & Casualty Insurance	383,888	345,673	38,215
SDA-Owned Automobiles	54,674	100,374	(45,700)
Communications & Outreach	855	72	783
Reserve for Unforeseen Events & New Initiatives	-	-	-
Total Authority Operating Expenses	\$ 9,829,650	\$ 10,651,574	\$ (821,924)

New Jersey Schools Development Authority

Employee Headcount

September 30, 2023

	<u>Current Month End</u>	<u>Budget</u>	<u>Over/ (Under)</u>
Office of Chief Executive Officer	2	2	-
Human Resources	4	4	-
Vacant Positions	0	6	(6)
Communications	3	3	-
Legislative Affairs	1	1	-
EEO/AA & Vendor Services	4	4	-
Office of Program Operations & Strategic Planning	0	1	(1)
Capital Planning & Program Operations	10	10	-
Design Studio	10	12	(2)
Grants Administration	7	7	-
Real Estate Services & Predevelopment	2	2	-
Office of Construction Operations	0	0	-
Project Teams	18	22	(4)
Office of Corporate Governance & Legal Affairs	3	4	(1)
Chief Counsel	8	7	1
Information Systems	11	12	(1)
Central Records Management	3	3	-
Safety	4	5	(1)
Internal Audit	2	2	-
Office of Chief Financial Officer	1	1	-
Financial Operations	7	7	-
Financial Accounting & Disbursements	11	11	-
Procurement	10	10	-
Risk Management	2	3	(1)
Facilities	5	5	-
Total Full-Time Employees at Month End	<u>128</u>	<u>144</u>	<u>(16)</u>
 Total Full-Time Employees at Year End		<u>150</u>	

New Jersey Schools Development Authority
Statement of Net Position
September 30, 2023

	<u>Current</u> <u>Month End</u>	<u>2022</u> <u>Year End</u>	<u>Over/</u> <u>(Under)</u>
ASSETS			
Cash and Cash Equivalents	\$ 457,341,974	\$ 402,831,389	\$ 54,510,585
Receivables	744	739	5
Prepaid Expenses	237,486	127,272	110,214
Capital Assets, net of accumulated depreciation	1,523,092	3,280,015	(1,756,923)
Total Assets	459,103,296	406,239,415	52,863,881
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Amount for Pensions & OPEB	7,491,381	9,950,484	(2,459,103)
TOTAL ASSETS & DEFERRED OUTFLOWS OF RESOURCES			
	\$ 466,594,677	\$ 416,189,899	\$ 50,404,778
LIABILITIES			
Accrued Project Costs	\$ 22,587,135	\$ 50,313,595	\$ (27,726,460)
Net Pension Liability	29,428,895	29,428,895	-
Accrued Other Post-Employment Benefits	24,589,603	24,317,811	271,792
Other Accrued Liabilities	1,936,998	5,409,755	(3,472,757)
Deposits	8,478,879	7,986,412	492,467
Total Liabilities	87,021,510	117,456,468	(30,434,958)
DEFERRED INFLOWS OF RESOURCES			
Deferred Amount for Pensions & OPEB	25,264,768	25,264,768	-
NET POSITION			
Net Investment in Capital Assets	1,523,092	3,280,015	(1,756,923)
Restricted for Schools Construction:			
Special Revenue Fund	352,785,307	270,188,648	82,596,659
Net Position	354,308,399	273,468,663	80,839,736
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES & NET POSITION			
	\$ 466,594,677	\$ 416,189,899	\$ 50,404,778

New Jersey Schools Development Authority
Statement of Activities
September 30, 2023

	<u>Current</u> <u>Year-To Date</u>	<u>2022</u> <u>Year-To Date</u>	<u>Over/</u> <u>(Under)</u>
REVENUES			
Program Revenues:			
Appropriation from State	\$ 250,000,000	\$ 75,000,000	\$ 175,000,000
General Revenues:			
Investment Earnings	11,538,793	2,692,506	8,846,287
Rental Income	4,800	11,520	(6,720)
Other Revenue-OPRA	11,839	10,984	855
Total Revenues	261,555,432	77,715,010	183,840,422
EXPENSES			
Administrative & General Expenses	10,490,533	11,753,577	(1,263,044)
School Facilities Project Costs	170,225,163	190,514,214	(20,289,051)
Total Expenses	180,715,696	202,267,791	(21,552,095)
CHANGE IN NET POSITION	80,839,736	(124,552,781)	205,392,517
Beginning of Period Net Position	273,468,663	483,103,647	(209,634,984)
NET POSITION END OF PERIOD	\$ 354,308,399	\$ 358,550,866	\$ (4,242,467)

DESIGN CONTRACT DE-OBLIGATIONS REPORT (*no activity*)

RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

Resolution to Adjourn into Executive Session

Resolution

WHEREAS, the “Senator Byron M. Baer Open Public Meetings Act” (OPMA), N.J.S.A. 10:4-6, declares “the right of the public to be present at all meetings of public bodies” except as expressly provided in the Act; and

WHEREAS, N.J.S.A. 10:4-12 (b) provides that a public body may exclude the public from that portion of a meeting at which the public body discusses, among other things, any matter involving the lease... of real property with public funds...or any pending or anticipated litigation or contract negotiations in which the public body is or may become a party...falling within the attorney-client privilege, to the extent that confidentiality is required to preserve the attorney-client relationship; and

WHEREAS, the Members of the Authority have before them on this date one matter that, pursuant to N.J.S.A. 10:4-12, are appropriate for consideration in Executive Session consistent with the provisions of the OPMA; and

WHEREAS, the matter for consideration by the Board in Executive Session is a Third Lease Modification and Extension between Matrix East Front Street Operating Company, LLC and New Jersey Schools Development Authority; and

WHEREAS, the minutes of the Board’s November 1, 2023 Executive Session meeting will be available for release for public review upon the full and final conclusion of all negotiations, legal proceedings, and settlements, and associated matters and/or the execution of all documentation, agreements and leases associated with the matters to be discussed therein.

NOW, THEREFORE, BE IT RESOLVED, that the Members of the Authority hereby resolve to adjourn into Executive Session to consider and deliberate with regard to the matter described herein and, thereafter, to vote on the associated Resolution No. 7a. upon the Board’s return to Open Session.

BE IT FURTHER RESOLVED, that the minutes of the Board’s November 1, 2023 Executive Session meeting will be available for release for public review upon the full and final conclusion of all negotiations, legal proceedings, settlements, and associated matters, and/or the execution of all documentation, agreements and leases associated with the matters to be discussed therein.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Resolution to Adjourn into Executive Session, dated November 1, 2023

Dated: November 1, 2023