DELAWARE RIVER
PORT AUTHORITY
&
PORT AUTHORITY TRANSIT CORP.

December 1, 2010 Board Meeting

Wednesday, December 1, 2010
One Port Center
Board Room
9:00 am

John J. Matheussen, Chief Executive Officer
1. Roll Call

2. Report of the Audit Committee

3. Report of the Compensation Committee

4. Approval of November Minutes – November 3, 2010 (previously mailed)

5. Approval of Operation & Maintenance Committee Report of November 3, 2010

6. Adopt Resolutions Approved by Operation & Maintenance Committee of November 3, 2010
   - DRPA-10-143  Construction Monitoring Services for Contract No. PATCO 3-C, PATCO Bridge Painting and Structural Repairs
   - DRPA-10-144  Contract No. WW-15-2010, Walt Whitman Bridge Permit Vehicle Staging Area

7. Unfinished Business
   - DRPA-10-106  401 Race Street Partners, LLC Purchase and Easement Agreement Affecting DRPA Property for the Purpose of Vehicular and Pedestrian Ingress, Egress, Construction Staging, Loading and Unloading of Vehicles, and Parking of Vehicles
   - DRPA-10-139  Amendments to Authority Policy and Procedure, Series #400

8. New Business
   - DRPA-10-146  Consideration of Pending DRPA Contracts (between $25,000 and $100,000)
   - DRPA-10-147  LEAP Academy University Charter School Bus Parking At the Benjamin Franklin Bridge Facility

9. Adjournment

*No Attachment*
Report of November 3, 2010 Committee Meeting
Operations and Maintenance Committee
DELAWARE RIVER PORT AUTHORITY
One Port Center
Camden, NJ 08101
November 3, 2010

Committee Members
John Estey, Cmte. Chair
John Dougherty (absent)
Charles Fentress
Albert F. Frattali
E. Frank DiAntonio
Robin Wiessmann (via phone)

Commissioners
Jeffrey Nash
John Lisko (Robert McCord)
Robert Teplitz (Jack Wagner)
Richard Sweeney
Rick Taylor (absent)
Tamarisk Jones
Denise Y. Mason
Maria Quinones-Sanchez (via phone)

Officers & Chiefs
J. Matheussen, CEO
R. Box, PATCO General Manager
R. Brown, General Counsel &
Corporate Secretary
R. Gross, Deputy CEO
J. Hanson, CFO
T. Brown, CAO
T. Pulite, COO
M. Venuto, Acting Chief Engineer

Counsel
D. Weinstein, Archer & Greiner, NJ Counsel
S. Kosta, Duane Morris, PA Counsel

Others:
M. Tully, Gov. Authorities Unit
C. Blacksheare, webcasting
E. McBride
D. Firman
C. Jandoli

DRPA Staff
F. DiCicco, Administrative Coordinator
A. DuVall, Executive Assistant to CEO
J. Egan, Project Manager, Special Projects
K. Imperatore, Director of Fare Collection
K. Jacobson, Assistant General Counsel
E. Kasuba, Director of Corporate Communications
K. LaMarca, Director IS
M. Lopez, Manager Gov. Relations
C. Maroney, Manager, Special Projects
D. Mc Clintock, Police Chief, Public Safety
S. Milner, Administrative Coordinator

DRPA Staff (Con’t.)
R. Only, Director, Horrelland Security &
Emergency Mgmt.
J. Quinn, Director of Revenue
W. Shanahan, Director of Gov. Rel. Grant Admin.
C. Spicer, PATCO Assistant General Manager
S. Suder, Manager, Purchasing
J. White, Director of Finance
D. Whiton, Administrative Coordinator
B. Williams, Bridge Director, BRB
M. Williams, Graphic Design
The Corporate Secretary announced that pursuant to the Bylaws of this Authority, public notice of this meeting of the DRPA Operations and Maintenance Committee has been given by posting in the lobby at One Port Center, and issuing proper notice to the press and news media.

Chairman Estey called the meeting to order and asked that the Corporate Secretary call the roll. The Corporate Secretary then called the roll for the Committee and announced that there is a quorum.

Chairman DiCicco asked that Mr. Venuto present both Items 1 and 2.

**Item 1 – Construction Monitoring Services for Contract No. PATCO 3-C, PATCO Bridge Painting and Structural Repairs** – Mike Venuto, Acting Chief Engineer, requested the Board’s approval for an agreement with Birdsall Services Group, Inc. for the PATCO Bridge Painting and Structural Repairs project in the amount of $766,302.51. The project was publicly advertised and five firms were deemed qualified, and four firms provided formal proposals. Birdsall was found to be the low responsive bidder. Mr. Venuto noted that this project is 80% funded by the Federal Transit Administration.

On motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption:

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DRPA -10-xxx
Construction Monitoring Services for Contract No.
PATCO 3-C, PATCO Bridge Painting and Structural Repairs
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**Item 2 – Contract No. WW-15-2010, Walt Whitman Bridge Permit Vehicle Staging Area** – Mike Venuto, Acting Chief Engineer, requested the Board’s approval to negotiate a construction contract with the firm of JPC Group, Inc. to construct a permit vehicle area on the New Jersey approach to the Walt Whitman Bridge in the amount of $1,928,765.00. The project was publicly advertised and five bids were received. JPC was found to be the low responsive bidder.

Commissioner Bogle asked for a more thorough explanation of what the staging area would do. CEO Matheussen explained that this staging area would be for oversized, overweight vehicles that must get a special permit to cross the bridge. Mr. Venuto explained how we currently deal with these vehicles and stated that the new location would increase safety and would be helpful during the WWB redecking project.

On motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption:

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DRPA -10-xxx
Contract No. WW-15-2010, Walt Whitman Bridge Permit Vehicle Staging Area
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Chairman Estey recognized Mr. Matheussen who stated that Chief Financial Officer Hanson and his staff have been working on the budget meeting schedule. Mr. Hanson reported that the schedule for consideration of the budget will be as follows: On November 22, Finance will mail the budget to Commissioners, on December 1 during the Finance Committee Meeting of the Board Meeting, staff will present the budget to Commissioners, the press and
the public. Finance will receive comments and will proceed to make any necessary changes. There will be a Special Board Meeting to consider and vote on the budget on December 8. Mr. Matheussen asked Mr. Hanson to send out an email notice today to Commissioners. Commissioner Wiessmann thanked CEO Matheussen as she was going to request this.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Frank DiCicco
Committee Chair

/sm
SUMMARY STATEMENT

ITEM NO.                               SUBJECT: Construction Monitoring Services for Contract No. PATCO 3-C, PATCO Bridge Painting and Structural Repairs

COMMITTEE:                             Operations & Maintenance

COMMITTEE MEETING DATE:                November 3, 2010

BOARD ACTION DATE:                    December 1, 2010

PROPOSAL:                              That the Board authorizes staff to negotiate an agreement with Birdsall Services Group, Inc. to provide Construction Monitoring Services for the PATCO Bridge Painting and Structural Repairs Project.

Amount:                                $766,302.51

Consultant:                            Birdsall Services Group, Inc.

Other Consultants:                     STV
                                      HAKS
                                      AECOM

Engineers Estimate:                    $780,176.00

PURPOSE:                               To provide full-time on-site construction inspection and monitoring services for PATCO Bridge Painting and Structural Repairs Project, Contract No. PATCO 3-C. The services shall include a Resident Engineer, and support inspection staff for inspecting all contract field activities and monitoring the contractor’s compliance with the plans and specifications.

BACKGROUND:                            Seventeen (17) Camden bridges were primarily constructed prior to 1940. These were rehabilitated and painted in the early 1990’s. These bridges carry PATCO tracks over city roadways. The remaining fourteen (14) bridges from Collingswood to Lindenwold were constructed in the late 1960’s and have not undergone any major rehabilitation. These bridges are a mixture of PATCO transit bridges over city roadways and vehicular bridges over the PATCO tracks under PATCO maintenance jurisdiction.

The work on the Camden Bridges consists of constructing containment, removing paint in selected areas, cleaning and spot painting. The
rehabilitation work also includes Structural steel and concrete repairs as identified in previous Biennial Inspection Reports.

The work on the PATCO bridges from Collingswood to Lindenwold consist of constructing containment, removal of existing lead based paint, surface preparation and the application of a new coating system. The vehicle bridges will be partially de-leaded and painted primarily at the stringer ends due to track restrictions. The rehabilitation work also includes structural steel and concrete repairs as identified in previous Biennial Inspection Reports.

The Authority publicly advertised its intent to retain a consultant and invited interested firms to submit Statements of Qualifications. Seven (7) firms responded with Statements of Qualifications on July 22, 2010. Five (5) firms were deemed qualified and were sent a formal Request for Proposal. Four (4) firms responded with Proposals.

A review committee of four (4) DRPA technical staff members evaluated the Technical Proposals on the basis of technical merit. Based on the technical evaluation the Proposal submitted by Birdsall Services Group, Inc. was deemed to be the most responsive to the requirement for Construction Monitoring services for this project, as outlined in the Request for Proposal.

This project involves the use of federal funding through the Federal Transit Administration (FTA). In accordance with the federally approved Brooks method of consultant selection, which is qualifications based. The Price Proposal submitted by Birdsall Services Group, Inc. was opened and evaluated against the Engineer’s Estimate. Based on this evaluation, a negotiated price of $766,302.51 was determined to be fair and reasonable.

It is recommended that an engineering services agreement be negotiated with Birdsall Services Group, Inc. for the costs and associated fees not to exceed $766,302.51. Upon approval of the Board, an agreement will be negotiated with Birdsall Services Group, Inc. to provide construction monitoring services in accordance with the Request for Proposal.
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<tr>
<td>Amount:</td>
<td>$766,302.51</td>
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<td>Source of Funds:</td>
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<tr>
<td>Estimated Number of Jobs Supported:</td>
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RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority accepts the Proposal of Birdsall Services Group, Inc. to provide Construction Monitoring Services for PATCO Bridge Painting and Structural Repairs Project and that the proper officers of the Authority be and hereby are authorized to negotiate an Agreement with Birdsall Services Group, Inc. for an amount not to exceed $766,302.51, as per the attached Summary Statement; and be it further

RESOLVED: The Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY: Amount: $766,302.51
Source of Funds:
2010 Revenue Bond (Series D) 20%
($153,260.50)

Capital Project #: PF0008
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources:
Federal Transit Administration 80%
($613,042.01)

Duration of Contract: 12 Months
Other Parties Involved: Federal Transit Administration
Estimated Number of Jobs Supported: 3
SUMMARY STATEMENT

ITEM NO.          SUBJECT:  Contract No. WW-15-2010, Walt Whitman Bridge Permit Vehicle Staging Area

COMMITTEE:        Operations & Maintenance

COMMITTEE MEETING DATE:  November 3, 2010

BOARD ACTION DATE:  December 1, 2010

PROPOSAL: That the Board authorizes staff to negotiate a construction contract with the firm of JPC Group Inc. to construct a permit vehicle area on the NJ approach to the Walt Whitman Bridge.

Amount: $1,928,765.00

Contractor: JPC Group, Inc.
228 Blackwood-Barnsboro Road
Blackwood, NJ 08012

Other Bidders:  Abbonizio Contractors $1,969,914.00
AP Construction, Inc. $2,044,634.00
Richard E. Pierson $2,390,000.00
D'Angelo Brothers, Inc  Not Responsive

Engineer’s Estimate:  $1,671,000.00

PURPOSE: To provide a permit vehicle area for Bridge Operations.

BACKGROUND: The main line approach from New Jersey to the Walt Whitman Bridge does not have a dedicated area for permit vehicles, bridge operations or truck enforcement. Currently the permit load staging area is in the gore area between I676 and I76 split. This project will provide for a much safer process than the current operation by constructing a designated area away from traffic. Communication and power systems impacted by the construction will be upgraded on this project.

The project was publicly advertised and bid documents were offered to the public beginning on August 1, 2010 with a bid opening date of September 2, 2010. Fourteen (14) sets of documents were sold. A total of five (5) bids were received. The low responsive and responsible bid was submitted by JPC Group, Inc. in the amount of $1,928,765.00.
Staff has completed the evaluation of bids and recommends that the contract be awarded to JPC Group, Inc., in the amount of $1,928,765.00 as the low responsive and responsible bidder.

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<td>Estimated Number of Jobs Supported:</td>
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RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority accepts the bid of $1,928,765.00 to construct the Walt Whitman Bridge Permit Vehicle Staging Area, and that the proper officers of the Authority be and hereby are authorized to negotiate a contract with JPC Group, Inc. for the required work in an amount not to exceed $1,928,765.00, as per the attached Summary Statement; and be it further

RESOLVED: The Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY: Amount: $1,928,765.00
Source of Funds: N/A
Capital Project #: WB1003
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: 180 days
Other Parties Involved: N/A
Estimated Number of Jobs Supported: 58
SUMMARY STATEMENT

ITEM NO. | SUBJECT: 401 Race Street Partners, LLC  
Purchase and Easement Agreement  
Effecting DRPA Property for the Purpose  
of Vehicular and Pedestrian Ingress,  
Egress, Construction Staging, Loading  
and Unloading of Vehicles, and Parking  
of Vehicles

COMMITTEE: Executive Committee

COMMITTEE MEETING DATE: September 15, 2010

BOARD ACTION DATE: December 1, 2010

PROPOSAL: That the Board authorize staff to negotiate a purchase and easement agreement and other necessary agreements permitting 401 Race Street Partners, LLC (“Developer”) to purchase a fee simple interest in certain parcel of land owned by the DRPA and designated as “Area A” in the plans attached hereto, to acquire a permanent easement in the parcel of land designated as “Area B” in said plans (“Easement Area”) (Areas A and B to be referred to hereinafter collectively as the “Areas”), and to also to complete those improvements necessary to make the subject premises suitable for the Developer’s intended use.

PURPOSE: The purpose of the proposed purchase and easement agreement is to permit the Developer to utilize the Areas for the passage by ingress, egress, and regress of vehicular and pedestrian traffic, for staging areas relating to the construction of the improvements of the Pincus Brothers Building (“Building”), loading and unloading of vehicles, and the parking of vehicles.

BACKGROUND: Developer is affiliated with ARC Properties, Inc. and is the owner of the Pincus Brothers Building located at 401 Race Street, Philadelphia, Pennsylvania. The Developer has purchased the Building and intends to develop the same as a hotel with retail and restaurant tenants. The Developer seeks to purchase the sidewalk and 4’ area of roadway that runs adjacent to the Building along 5th Street and South Marginal Road (previously referred to as Area A), and to acquire a perpetual easement with restrictions providing for its exclusive use of the Easement Area which is situated along Fifth Street, Race Street and South Marginal Road (commonly known as “Florist Street”).

The Developer proposes to use the Areas for the purpose of providing ingress, egress, and regress of vehicular and pedestrian traffic, the loading and unloading of vehicles, and the parking of vehicles for its hotel and retail patrons. The Developer also purposes to utilize the
Easement Area as a staging area during the construction of the improvements of the Building.

The DRPA will reserve the right to approve the transfer or assignment of the interests conferred pursuant to the permanent easement, will reserve the right to enter onto and utilize the Easement Area in furtherance of its operation and maintenance of the Benjamin Franklin Bridge, and to approve any improvements to the Easement Area.

As consideration for DRPA's transfer of fee simple interest and the grant of a permanent easement, the Developer proposes the following terms:

1. Purchase Price of Area A, Easement and Reconfiguration of 5th Street: $1.6 Million


Engineering and Bridge Operations staff have reviewed the proposal and determined that the transfer of fee interest in Area A and the transfer of a permanent easement in Area B will not be detrimental to the interests of the DRPA and will not adversely impact the operations of the DRPA. Staff has also ordered an appraisal of the involved premises and the sales price and rental fees will be consistent with market value of the involved DRPA property.
SUMMARY STATEMENT

12/1/10

401 Race Street Partners, LLC
Purchase and Easement Agreement
Effecting DRPA Property for the Purpose
of Vehicular and Pedestrian Ingress,
Egress, Construction Staging, Loading
and Unloading of Vehicles, and Parking
of Vehicles

SUMMARY: Amount: $1.6 Million
Source of Funds: N/A
Capital Project #: N/A
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Perpetual
Other Parties Involved: 401 Race Street Partners, LLC
Executive Committee: September 15, 2010
Board Date: December 1, 2010
401 Race Street Partners, LLC Purchase
and Easement Agreement Effecting
DRPA Property for the Purpose of
Vehicular and Pedestrian Ingress, Egress,
Construction Staging, Loading and
Unloading of Vehicles, and Parking of
Vehicles

RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority hereby accepts the proposal of 401 Race Street Partners, LLC as set forth in this summary statement and resolution and approves the purchase and easement agreement in favor of the 401 Race Street Partners, LLC to purchase the sidewalk and 4' area of roadway that runs adjacent to the Building along 5th Street and South Marginal Road, and to acquire a perpetual easement with restrictions providing for its exclusive use of the Easement Area which is situated along Fifth Street, Race Street and South Marginal Road (commonly known as “Florist Street”) (referred to respectively as Areas “A” and “B” on the plans attached hereto); and be it further

RESOLVED: That the Board of Commissioners authorizes the proper officer of the Authority to negotiate the purchase and easement agreement and any other documents required to complete the involved transaction and consistent with the intent of this resolution; and be it further

RESOLVED: That the Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY: Amount: Purchase Price of $1.6 Million to be Paid by 401 Race Street Partners, LLC
Source of Funds: N/A
Capital Project #: N/A
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Perpetual
Other Parties Involved: 401 Race Street Partners, LLC
SUMMARY STATEMENT


COMMITTEE: New Business

COMMITTEE MEETING DATE: November 10, 2010

BOARD ACTION DATE: December 1, 2010


PURPOSE: To clarify the DRPA policies and procedures on selecting consultants for professional engineering services by amending recently adopted Board Resolution 10-044 and DRPA Policy 303a.


The new policy arising from DRPA 10-044 is consistent with the current DRPA Policy 303a with two exceptions. (1) The new policy determined that “the rate or price to be charged by the firm” should be used as a part of the initial scoring process. The existing policy 303a requires Engineering Consultants to be reviewed and rated based on technical merit. Consultants are required to submit separate technical and price proposals. After the technical evaluation has been completed, price is a factor in the recommendation of award of a professional services contract however, it is not a factor in the technical evaluation. The price proposal is opened after a Consultant has been identified as the most technically qualified. Engineering then negotiates the price with the selected firm based on our Engineer’s Estimate. The current DRPA process is consistent with the standard practice in Federal contracting.
The O&M Committee recommends that the “the rate or price to be charged by the firm” be removed as a part of the technical proposal scoring process.

(2) DRPA Policy 303a requires a Review Committee, consisting of Engineering staff and necessary PATCO or other department staff, is established to evaluate and score all technical proposals during the Engineering review. Engineering prepares a Technical Review Memo and the Chief Engineer presents it to the “Consultant Selection Committee”. This committee is composed of the Chairman, Vice-Chairman, and Chief Executive Officer. Recent practice has been that the Consultant Selection Committee was made up of the Assistant to the Chairman, Assistant to the Vice-Chairman and the Deputy Chief Executive Officer. The Consultant Selection Committee provided a selection for each Engineering professional services project and that was presented to the appropriate Committee of the DRPA Board and then to the Board.

In recent Board actions, the Assistant to the Chairman and Assistant to the Vice-Chairman positions have been eliminated. The new policy does not address the Consultant Selection Committee.

The O&M Committee recommends that they participate in the selection process in place of the “Consultant Selection Committee” and work with the Chief Engineer in bringing recommendations to the Board.

| SUMMARY: | Amount: | N/A |
| Source of Funds: | N/A |
| Capital Project #: | N/A |
| Operating Budget: | N/A |
| Master Plan Status: | N/A |
| Other Fund Sources: | N/A |
| Duration of Contract: | N/A |
| Other Parties Involved: | N/A |
| Estimated Number of Jobs Supported: | N/A |
RESOLUTION


SUMMARY:  

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ENGINEERING REQUEST FOR PROPOSAL-NON BROOKS

REPLACES
Series #303a, dated August 7, 1997

SCOPE
Outlines procedure for Request for Proposal selection of consultants (not utilizing the Brooks Method) by the Engineering Department.

PROCEDURE
The procurement process begins with the Project Engineer completing a Contract Initiation Form and submitting it to the Director of Engineering. This form details the Responsible Contract/Project Individuals, Project and Contract Details, Justification, and Authorization.

An advertisement is prepared which requests statements of qualification; this advertisement is publicly advertised on the DRPA website. If deemed necessary by the Chief Engineer and the Project Engineer, the advertisement will be placed in the Engineering News Record, other relevant publications, or internet-based sites. This is determined based on the size, complexity, or specialized nature of the planned project.

A Review Committee is formed, consisting of approximately five professionals (which may include professionals from Port Authority Transit Corporation-PATCO), who individually review materials submitted in response to the advertisement and rate the respondents according to prescribed categories, e.g. experience of firm, professional personnel, etc. When the reviewers convene and discuss their findings, a short list of the most qualified firms results. On small projects, or if time does not permit, the advertising for statements of qualification may be waived.

The Project Engineer develops the Request for Proposal (RFP) concurrent with the engineer's cost estimate. The RFP contains a detailed Scope of Work for the project, detailed instructions regarding information to be submitted with the RFP and the schedule for the Proposal process. The RFP, before being publicly offered, is reviewed by DRPA legal staff and the DRPA insurance consultant.

The short listed firms (usually including 4-7 firms) are sent the Request for Proposal. A pre-proposal meeting and site visit may be scheduled. Problem or question areas, as well as any changes, are answered through the issuance of addenda which are sent to all prospective proposers; these are usually sent certified mail, return receipt requested, but may be sent via an overnight service, if necessary or via email.
PROCEDURE (cont'd.)

Firms, which generally have 3-4 weeks to respond, are asked to provide technical and cost proposals, which must be separately submitted in sealed envelopes.

The Review Committee members then independently review the proposals and evaluate them based on technical merit. The Review Committee meets to discuss and rank the proposals. The Project Engineer prepares a memorandum, setting forth the Review Committee's evaluation of all of the technical proposals received and identifying as "recommended" the firms that they have determined should be considered for the project because these firms have demonstrated that they possess the necessary technical qualifications and experience for the project. After review of the Committee's evaluation, the Chief Engineer shall select one of these recommended firms to advance in the selection process. In selecting a firm, the Chief Engineer will primarily rely on the Review Committee's analysis of the proposals but may consider, among other things, the project needs, the Review Committee's analysis of the proposals, the DRPA's experience with the firms under consideration, the bi-state jurisdiction of the DRPA, and the need to foster, develop, and maintain competition in the selection of firms performing work for the DRPA.

After a firm is selected from the list of recommended firms, the Chief Engineer shall inform the Project Engineer. The price proposal of the selected firm shall then be compared to the Engineering Department's estimate and a cost analysis shall be performed on cost factors provided by the selected firm. Negotiations commence with the selected firm; negotiations cover items such as the overhead cost rate, hourly rates, appropriateness of the classification of personnel, comparison to the engineer's estimate, and other relevant factors. If a fair and reasonable cost proposal can be negotiated, a recommendation to award the work to the selected firm will be advanced.

If the negotiations do not result in a fair and reasonable cost, negotiations are concluded with that firm and another one of the recommended firms shall be selected by the Chief Engineer.

The second selected firm's price proposal shall be opened and negotiations with that firm shall commence. This format is followed until an agreement can be reached with a firm or until a determination is made to either re-advertise or abandon the project.

PROCEDURE (cont'd.)

Once negotiations have been successfully completed with a firm, a Summary Statement and Resolution is then prepared by the Chief Engineer.

The Chief Engineer will recommend a firm in a Summary Statement and Resolution to the Operations and Maintenance (O&M) Committee for its review and approval. The
O&M Committee will work with the Chief Engineer to bring final recommendations to the Board for action. Upon approval at the committee level, the Summary Statement and Resolution are submitted to the full Board of Commissioners for discussion and approval. Once approved, the Governor of New Jersey has a ten day veto period.

After the Governor’s veto period has passed, the consulting agreement is prepared by the Project Engineer and is sent by the Chief Engineer to the DRPA Legal department for review and approval. Then the agreement is sent to the consultant for execution, to Legal for final sign-off and finally to the Chief Executive Officer for signature.

PROCEDURE FOR AMENDING RFP

Amendments to an RFP prior to receipt of proposals sometime become necessary to make changes in requirements, delivery schedules, opening dates, and the like, or to correct defective or ambiguous information. Should such changes become necessary, they will be accomplished by issuance of an Addendum to the Solicitation documents.

When issuing Addenda, the following will apply:

A. The Addendum will be sent to each prospective proposer to whom the RFP has been furnished.

B. The Addendum will be issued in a reasonable time (not less than five (5) days) before the scheduled receipt of proposals to allow proposers sufficient time to consider the Addendum in their proposals.

C. Any information given to a prospective proposer concerning Solicitation documents will be issued simultaneously to all other prospective proposers as an Addendum.

D. The Addendum will clearly state the changes made and whether or not the proposal due date is changed.

E. The Addendum will include instructions to proposers for acknowledging receipt of the Addendum and information concerning the effect of failure to acknowledge or return the Addendum sent to all interested parties.

PROTEST PROCEDURE

A Proposer may file an objection and protest the Proposal process if the Proposer believes there have been improprieties in the process. Such objections and protests must be filed within ten (10) days of the deadline for receipt of Proposals.
Protests must be filed in writing with the General Counsel. Verbal protests will not be accepted under any circumstances. The protest must contain the following information: 1) Name, address and telephone number of the protesting party; 2) Protested RFP identified; 3) Statement of the grounds for the protest and supporting documentation; and 4) Remedy sought by the protesting party. Only issues originally raised by the protesting party will be discussed throughout the protest period.

Upon receipt of the written protest, the General Counsel shall provide copies to the Chief Executive Officer and the Director of Engineering. The Director of Engineering shall, within five (5) days of the notification from the General Counsel, conduct an investigation into the allegations and report to the General Counsel.

Following a review of the Director of Engineering's report, and any other pertinent information, within seven (7) days after receipt of the written protest, the General Counsel shall advise the protesting party of the staff's recommended action.

In the event that the protesting party is not satisfied with the staff's recommendations, the protesting party may, within five (5) days, file with the Secretary of the Authority, a written appeal to the Chief Executive Officer, setting forth the reasons for disagreement with the Authority's response; and, if desired, requesting a personal appearance before the Chief Executive Officer or his designated representative.

The Chief Executive Officer may, in his sole discretion, consider only the record, or may grant the protesting party a further opportunity to be heard. The action of the Chief Executive Officer shall constitute an exhaustion of the remedies available to the protesting party.
SUMMARY STATEMENT

ITEM NO.  SUBJECT: Amendments to Authority Policy and Procedure, Series #400

COMMITTEE:  Unfinished Business

COMMITTEE MEETING DATE:  N/A

BOARD ACTION DATE:  December 1, 2010

PROPOSAL:  That the Board approves the amendments to Authority Policy and Procedure Series #400, “Expense Accounts” as more fully detailed below.

PURPOSE:  To obtain specific Board approval of the amendments to Authority Policy and Procedure Series #400, “Expense Accounts” as detailed below.

BACKGROUND:  On August 18, 2010, the Board passed a resolution (DRPA-10-061) directing staff to review the Authority’s travel expenditures policy and propose revisions thereto for the Board’s consideration. The proposed amendments are as follows: 1) the elimination of the Authority’s American Express card formerly issued to certain executives at the DRPA; 2) the elimination of the minimum mileage requirement for travel reimbursement; 3) the addition of language indicating that a waiver of the hotel and meal maximum allowable rates rarely will be granted by the CEO; 4) the addition of the definition of “travel status” to include time waiting in an airport, train station, etc.; 5) the addition of language limiting reimbursement for personal phone calls while on company business; and 6) emphasizing the requirement that employees and Commissioners submit receipts with all requests for reimbursement.

SUMMARY:  Amount:  $ 0
Source of Funds:  N/A
Capital Project #:  N/A
Operating Budget:  N/A
Master Plan Status:  N/A
Other Fund Sources:  N/A
Duration of Contract:  N/A
Other Parties Involved:  N/A
RESOLUTION

RESOLVED: That the Board approves amendments to Authority Policy and Procedure Series #400, “Expense Accounts” as follows: 1) the elimination of the Authority’s American Express card formerly issued to certain executives at the DRPA; 2) the elimination of the minimum mileage requirement for travel reimbursement; 3) the addition of language indicating that a waiver of the hotel and meal maximum allowable rates rarely will be granted by the CEO; 4) the addition of the definition of “travel status” to include time waiting in an airport, train station, etc.; 5) the addition of language limiting reimbursement for personal phone calls while on company business; 6) emphasizing the requirement that employees and Commissioners submit receipts with all requests for reimbursement.

SUMMARY:

Amount: $ 0
Source of Funds: N/A
Capital Project #: N/A
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: N/A
Other Parties Involved: N/A
SUBJECT: EXPENSE ACCOUNTS

DATE ISSUED: February 20, 2004

REPLACES

REFERENCE

SCOPE
Defines the policy of the Delaware River Port Authority ("DRPA") and Port Authority Transit Corporation ("PATCO"), collectively the "Authority" concerning business and transportation expenses and furnishes guidelines where appropriate.

TAX EXEMPTION
The Authority is exempt from most Federal, New Jersey and Pennsylvania taxes and such exemption should be claimed whenever possible by use of Tax Exemption Certificates which may be obtained from the Finance Division.

POLICY
Among our responsibilities as a public agency is the necessity that all employees exercise prudent judgment in incurring expenses which are to be reimbursed by the Authority. In this connection, the Authority will pay for reasonable business expenses incurred in the course of transacting official business where proper documentation and/or approvals are submitted. In addition, it is the Authority’s intention to adhere in all respects to IRS requirements and standards regarding expenses incurred, and appropriate supporting documentation and substantiation. In some instances, Authority reporting requirements may exceed those of the IRS; in such cases, Authority requirements must be met. This policy shall not supersede any relevant agreements contained in current or future Authority collective bargaining agreements.

GUIDELINES
Travel is defined as an employee being away from his/her work location on official Authority business where an overnight stay is required. All overnight travel of Authority employees must be approved in advance in writing by the Chief Executive Officer on the Overnight Travel - Request For Approval Form. This form must be submitted with the Expense Report when requesting reimbursement.

Employees traveling on Authority business should make every effort to
GUIDELINES
(cont'd.)

efficiently use travel time and still meet business commitments. Employees should allow sufficient travel time to get to their destination, without incurring additional expenses due to personal convenience. **Example:** An employee is attending a conference in Chicago that starts at 1:00 PM on a Monday afternoon and ends at 12:00 Noon on Thursday. The employee should take flights out on Monday morning and return Thursday afternoon, instead of Sunday and Friday respectively, as this would save the cost of two hotel nights and several meals.

The following paragraphs are provided as guidance to enable employees to understand what business expenses are allowable when on official business.

1) **Hotel** - Employees will be reimbursed for the actual cost of a hotel room not to exceed **$200 a day**, excluding taxes. This is a maximum allowable rate and employees are still required to search for the lowest available hotel rate. Governmental discounts on room rates are available at many hotels if requested at the time the reservation is made or when checking in. Employees will need to present Authority identification when checking in to receive this discount. **All employees should avail themselves of this savings on hotel bills.** Requests to stay in hotels where the rates exceed the $200 per night maximum should only be submitted after the employee has exhausted all reasonable efforts to find a hotel whose rates meet or fall below the allowable reimbursable rate. Any request for a waiver or exception from standard reimbursable rate must be submitted in writing to the CEO for his review and consideration. A waiver or exception shall rarely be granted by the CEO keeping in mind that DRPA is a public agency and that such waivers or exceptions should only be granted only after a clear and convincing justification has been presented. The granting of exceptions or waivers rests solely in the discretion of the Authority. If the request for waiver or exception is granted, said approval must be provided in advance and documented by the employee on the **Overnight Travel - Request for Approval Form.** This form is available on line as an I-Form.

When hotel bills contain other than room charges, those charges that are business related (i.e. meals) should be identified and included on the Expense Report as a separate item.
2) **Meals** - Employees will be reimbursed for the actual cost of meal expenditures not to exceed **$70 per day** including tips. A reasonable guide for meals would be breakfast ($15), lunch ($15) and dinner ($40). Meal costs exceeding $25 must be substantiated with a receipt when submitting the Expense Report. There is no carryover if meal expenses on any given day are less than $70. **Example:** If an employee spends $60 one day, this does not allow them to carryover $10 for other travel days. The $70 a day is a guideline maximum, not an allowance. A waiver or exception to this policy shall rarely be granted by the CEO keeping in mind that DRPA is a public agency and that such waivers or exceptions should only be granted only after a clear and convincing justification has been presented. The granting of exceptions or waivers rests solely in the discretion of the Authority. Any approved waiver or exception to this policy must accompany the Expense Report which is to be approved by the employee’s Chief. Employees should only submit reimbursement for meals incurred while in an official travel status (travel status includes time spent waiting in an airport, train station, etc. so long as time waiting is within reasonable time from departure). As an example, if an employee departs on a business trip after breakfast or returns from a trip before dinner, these meals would not be considered reimbursable under this policy. When attending conferences, conventions, training or any event where meals are included in the price of the registration fee, the Authority will not reimburse for any meals which would duplicate those included in the registration fee.

Employees will not be reimbursed for meals on one day trips during a regular eight (8) hour workday. **Example:** An employee takes the train from Philadelphia to New York in the morning for a meeting and returns in the late afternoon. The employee is not entitled to claim lunch as they would have to eat lunch anyway.

Actual reasonable cost of meals with outside business associates will be reimbursed when properly documented. The per person meal cost should follow the guidelines established for meals for employees while in a travel status. This documentation must include the business associates’ names, their titles, company name, and a brief description of the nature of the business discussed and the intended business outcome, before the Expense
Report will be processed. Employees who attend business meetings where the content of the meeting is considered sensitive, must still include the appropriate documentation on the Expense Report, including a note to Finance on the confidential nature of the Expense Report. Finance will file the Expense Report in a restricted access file.

Employees will not be reimbursed for alcoholic beverages as part of their meal when traveling or meals with business associates. As a public agency with a zero tolerance drug and alcohol policy, this is not appropriate use of Authority funds.

3) Intercity Travel - Employees traveling on business should make every effort to obtain the most economical form of transportation available.

* Air - When traveling by air, employees should adequately plan to take advantage of advance purchase requirements. Employees are required to fly “coach” when traveling on business. Any exception to this policy must be approved in advance by the Chief Executive Officer on the Overnight Travel - Request for Approval Form and explained on the Expense Report. Employees wanting to charge their airfare to the Airline Credit Account must do so through the Authority’s contracted travel agencies. Finance periodically includes supplementals to this policy identifying the travel agencies that the Authority is contracting with to handle traveling arrangements. This information can be found on the Business Travel Management section of their INTRANET site. An employee who chooses to park his/her car at the airport must use long term parking.

GUIDELINES (cont'd.)

* Rail - When traveling by rail, employees should take commuter train service if available. If Amtrak must be used, then employees should take unreserved coach trains, as opposed to the high-end Metroliner or ACELA service. The use of premium train service must be explained on the Expense Report and approved by the employee’s Chief. Employees wanting to charge their rail fare to the Airline Credit Account must do so through the Authority’s contracted travel agencies.

4) Ground Transportation - The accepted method of local travel
(airport to hotel, train station to hotel, hotel to business site etc.) while away on business is commuter train or bus, airport or hotel shuttles or taxi. A rental car can only be used if it can be cost justified as cheaper than public transportation. Cars cannot be rented as a means of convenience or for leisure time sightseeing. Rental cars must be approved in advance by the employee's Chief on the Rental Car Authorization Form, which must be attached to the Expense Report when requesting reimbursement of expenses.

This form is available on line as an E-Form. Subcompact and compact cars are the acceptable standard for vehicle rental while traveling. In instances where more than three (3) employees are traveling together, a larger vehicle may be rented. When a rental car is used, employees should fill the gas tank prior to returning it because the rental agency will apply an excessive per gallon charge to refuel the vehicle.

5) Gratuities - Gratuities are permitted for those types of service and in the generally accepted amount for which gratuities are normally given, not to exceed 20%. Amounts exceeding a 20% gratuity will not be reimbursed.

6) Business Calls - Employees are expected to use the most cost effective method of calling. Employees assigned company cellular phones should use these phones to make all of their business calls. Employees who do not have company cell phones and anticipate the need to make business calls while traveling, should estimate their calling requirements in advance and acquire a Phone Card with appropriate minutes prior to their trip. Employees should submit the cost of the Phone Card for reimbursement on their Expense Report. These cards can be purchased in various amounts, depending on anticipated calling requirements (Example: A $20 Phone Card could provide 2 hours of talk time). The use of hotel phones will not be reimbursed due to the excessive access and per minute fees. Employees who use a personal cellular phone or credit card must submit a copy of the invoice and identify the business calls.

7) Personal Calls - Employees who are traveling overnight on Authority business will be automatically reimbursed up to $10 for personal calls for trips of three days or less and up to $20 for trips
that exceed three days provided appropriate documentation is submitted in support of said request for reimbursement. Personal phone calls made as a result of an emergency will be reimbursed separately, within reason, upon submission of appropriate supporting documentation.

8) Mileage Reimbursement - Personal Vehicles - Employees who drive their personal vehicles on company business will be reimbursed for mileage according to the IRS guidelines. Proper documentation will be required to be submitted along with the request for reimbursement.

CASH ADVANCES

Cash advances generally will not be paid in anticipation of employee business. In instances of hardship, the Chief Executive Officer or Chief Financial Officer may approve advances.

EXPENSE REPORT FORM

1) The “Expense Report” form is to be used for the reimbursement of expenses incurred and the settling of cash advances. Expenditures incurred by employees for legitimate business reasons not necessarily related to travel, such as the purchase of reference books, office supplies, business magazine subscriptions, should be submitted for reimbursement on the Expense Report and not a Finance Voucher. The Finance Voucher should be used for direct pay of expenditures to a vendor by the Authority on behalf of an employee. The Expense Report is available online as an E-Form. When expenses have been paid directly to a vendor - airline ticket, hotel, etc., - by the Authority, the employee is still required to submit the same detailed cost information as for other expense account items on the Expense Report. Example: If the Authority direct pays a hotel for an employee, the employee is still required to submit the hotel invoice, itemize the daily room charge, and deduct the cost in the “DRPA Paid” block on the Expense Report.

2) Each Expense Report is to be prepared in a logical daily sequence with an appropriate description of expenses and expenses itemized in the right column. The Expense Report must be signed by the person incurring the expense and approved by his/her Chief/Director or authorized designee. A copy of this delegation
shall be forwarded to the Chief Financial Officer.

3) All requests for reimbursement of cash expenditures must be accompanied by an original receipt. If a receipt is lost or misplaced, sufficient written substantiation of the expenditure must be provided (name of the restaurant, hotel, parking lot, etc.) in order for Finance to complete reimbursement. In instances where it is not reasonably possible to obtain a receipt, for example at a parking meter, a request for reimbursement will be handled in a reasonable manner. In those limited instances, sufficient written substantiation of the expenditure must be provided (e.g., location of the parking meter, length of time the vehicle was parked, etc.) in order for Finance to process the reimbursement.

4) Under the present law, an employee may be required to substantiate his/her travel and business expenses for the Internal Revenue Service. It is the Authority’s opinion that if this policy is adhered to, employee expense accounts will be adequately documented for IRS purposes. However, if an employee takes deductions on his/her personal tax return for expenses in excess of those reimbursed or for expenses not reimbursed, the substantiation of such deductions is entirely a matter between the employee and the Internal Revenue Service.

EXPENSE REPORT FORM (cont'd.)

GENERAL

1) Any item not specifically covered in this policy should be treated with good judgment consistent with a high concern for preventing needless expenditure of Authority funds. Employees should understand that this is a public agency and the level of scrutiny is higher than private sector organizations. A good question for employees to ask when they are in doubt: “Would I spend this if it were my own money?”

2) Expense Reports must be submitted on a timely basis. The longer it takes to submit expenses increases the likelihood that supporting documentation will be lost or misplaced and in turn increases the approval and payment cycles. Expense Reports must be submitted to Finance within 30 days of the expenses being incurred. Expense Reports submitted after 30 days must include a detailed explanation for lateness and must be approved by the employee’s Chief. Expense Reports submitted after 60 days of the expenses being incurred will not be reimbursed. There will be
no exceptions

3) When an employee is not traveling, reimbursement requests for expenses, including meals and entertainment, must be particularly well documented. **At no time will an employee who is not traveling be reimbursed for having meals alone or only with fellow employees.** Example: A Director decides to take three direct reports out to dinner after work to discuss business related issues. The Director cannot request reimbursement for the meals on his/her Expense Report.

4) No expenses incurred by spouses of Authority employees will be paid for by the Authority unless there is specific approval from the Chief Executive Officer. Any billing to the Authority for a spouse's unallowable expenses is to be reimbursed by the employee within 30 days of expenditure.

5) The cost of departmental celebrations including such things as Holiday or birthday parties are **not** chargeable to the Authority and will not be reimbursed.

**GENERAL**

(cont’d.)

6) When employees submit bills written in a foreign language, translation of the services should accompany a request for payment. In the case of foreign currencies, the expense should be shown in the foreign currency and translated to the U.S. dollar equivalent with the exchange rate shown.

7) With the prior approval of the Chief Financial Officer, Chiefs/Directors are authorized to issue additional amplifying instructions based upon this policy.

8) Commissioners' travel must be business related. Commissioners are to exercise prudent judgment in incurring expenses which are to be reimbursed by the Authority. Expense Reports are to be filled out in accordance with this policy. All requests for reimbursement of cash expenditures must be accompanied by an original receipt. In instances where is it not reasonably possible to obtain a receipt, for example at a parking meter, a request for reimbursement will be handled in a reasonable manner. In those limited instances, sufficient written substantiation of the expenditure must be provided (e.g., location of the parking meter, length of time the vehicle was
parked, etc.) in order for Finance to process the reimbursement. Commissioners' Expense Reports will be submitted to the Chair and Vice-Chair for written approval as appropriate. Chair and Vice-Chair Expense Reports must be signed by the Finance Committee Chairman of the Board. They will then be forwarded to the Chief Financial Officer for processing with copies to the Chief Executive Officer for informational purposes.

Commissioners should not request employees to pay for expenses on behalf of the Commissioners. Commissioners should pay for their own business travel expenses and request reimbursement on the Expense Report. Employees should be guided by and adhere to this policy.

9) Employees looking for additional information related to business travel should visit the Business Travel Management link on the Finance INTRANET site.

10) Supplemental expense account memorandums will be issued by the Chief Executive Officer or Chief Financial Officer as needed to clarify or further define Series No. 400.

GENERAL (cont’d)
SUMMARY STATEMENT

ITEM NO.          SUBJECT:      Consideration of Pending DRPA Contracts (Between $25,000 and $100,000)
COMMITTEE:        New Business
COMMITTEE MEETING DATE:  N/A
BOARD ACTION DATE:  December 1, 2010

PROPOSAL:  That the Board consider authorizing staff to enter into contracts as shown on the Attachment to this Resolution.

PURPOSE: To permit staff to continue and maintain DRPA operations in a safe and orderly manner.

BACKGROUND: At the Meeting held August 18, 2010 the DRPA Commission adopted Resolution 10-046 providing that all DRPA contracts must be adopted at an open meeting of the DRPA Board. The Board proposed modifications to that Resolution at its meeting of September 15, 2010; specifically that all contracts between $25,000 and $100,000 be brought to the Board for approval. The contracts are listed on the Attachment hereto with the understanding that the Board may be willing to consider all of these contracts at one time, but if any member of the Board wishes to remove any one or more items from the list for separate consideration, each member will have that privilege.

SUMMARY:  
Amount:  N/A
Source of Funds:  N/A
Capital Project #:  N/A
Operating Budget:  N/A
Master Plan Status:  N/A
Other Fund Sources:  N/A
Duration of Contract:  N/A
Other Parties Involved:  N/A
RESOLUTION

RESOLVED: That the Board authorizes and directs that subject to approval by counsel and the Chief Executive Officer, staff proceed to negotiate and enter into the contracts listed on the Attachment hereto.

SUMMARY:

Amount: N/A
Source of Funds: N/A
Capital Project #: N/A
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: N/A
Other Parties Involved: N/A

OGC
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<th>Item #</th>
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<th>Description</th>
<th>Amount</th>
<th>Procurement Method</th>
<th>Bids Received</th>
<th>Bid Amounts</th>
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SUMMARY STATEMENT

ITEM NO. 

SUBJECT: LEAP Academy University Charter School Bus Parking at the Benjamin Franklin Bridge Facility

COMMITTEE: New Business

COMMITTEE MEETING DATE: N/A

BOARD ACTION DATE: December 1, 2010

PROPOSAL: That the Board authorizes staff to enter into an Agreement to grant LEAP Academy University Charter School, Inc. (LEAP Academy) right of entry access and use of the Benjamin Franklin Bridge Facility in Camden, New Jersey.

Amount: $0

PURPOSE: For the purpose of parking one (1) 54 passenger school bus in a secured location at the Benjamin Franklin Bridge Facility.

BACKGROUND: LEAP ACADEMY is a NJ charter school and one of the original 13 charter schools started in the 1990’s and has been in existence for 14 years. The school educates 840 children Pre-K to 12th grade, who primarily come from Camden City with the balance from Camden County. Students generally come from depressed urban areas and are selected through a lottery process. Parents or guardians apply having elected the charter school route instead of public schools.

LEAP Academy is located at 6th & Cooper Streets in Camden, NJ, which is immediately south of the Benjamin Franklin Bridge. LEAP Academy purchased a 54 passenger school bus for use in class trips, casual trips around the area, enrichment activities, sports, etc. LEAP Academy is in need of a secure location in Camden to park the bus so the bus is not on city streets. LEAP Academy exhausted other nearby possibilities in Camden which were not feasible such as Camden County College Parkade, which does not have adequate vertical clearance for parking the bus and Rutgers University’s buses already use up Rutgers University’s secured parking. Bridge Operations, along with Public Safety, have determined that it is feasible to provide space for a secured parking location within the gated areas of the bridge facility, and also feasible to coordinate 24/7 access to the bus for removing and re-entry. LEAP Academy will provide the necessary insurance certificates.
SUMMARY STATEMENT
New Business 12/1/2010

-2- LEAP Academy University Charter School
Bus Parking at the Benjamin Franklin
Bridge Facility

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RESOLUTION

RESOLVED: That the Board authorizes DRPA to enter into an Agreement to grant LEAP Academy University Charter School, Inc. (LEAP Academy) right of entry access and use of the Benjamin Franklin Bridge Facility in Camden, NJ for the purpose of parking one (1) 54 passenger school bus in a secured location at the Benjamin Franklin Bridge Facility.

SUMMARY:
- Amount: $0
- Source of Funds: N/A
- Capital Project #: N/A
- Operating Budget: $0
- Master Plan Status: N/A
- Other Fund Sources: N/A
- Duration of Contract: N/A
- Other Parties Involved: N/A
PORT AUTHORITY TRANSIT CORPORATION
BOARD MEETING
Wednesday December 1, 2010
ORDER OF BUSINESS

1. Roll Call

2. Approval of November Minutes – November 3, 2010 (previously mailed)

3. Unfinished Business

4. New Business

      PATCO-10-029  Consideration of Pending PATCO Contracts (between $25,000 and $100,000)

5. Adjournment

*No Attachment
SUMMARY STATEMENT

ITEM NO.                      SUBJECT: Consideration of Pending PATCO Contracts (Between $25,000 and $100,000)

COMMITTEE:                   New Business

COMMITTEE MEETING DATE:      N/A

BOARD ACTION DATE:           December 1, 2010

PROPOSAL:                    That the Board consider authorizing staff to enter into contracts as shown on the Attachment to this Resolution.

PURPOSE:                     To permit staff to continue and maintain PATCO operations in a safe and orderly manner.

BACKGROUND:                 At the Meeting held August 18, 2010 the PATCO Commission adopted Resolution 10-046 providing that all PATCO contracts must be adopted at an open meeting of the PATCO Board. The Board proposed modifications to that Resolution at its meeting of September 15, 2010; specifically that all contracts between $25,000 and $100,000 be brought to the Board for approval. The contracts are listed on the Attachment hereto with the understanding that the Board may be willing to consider all of these contracts at one time, but if any member of the Board wishes to remove any one or more items from the list for separate consideration, each member will have that privilege.

SUMMARY:                    Amount: N/A
                            Source of Funds: N/A
                            Capital Project #: N/A
                            Operating Budget: N/A
                            Master Plan Status: N/A
                            Other Fund Sources: N/A
                            Duration of Contract: N/A
                            Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board authorizes and directs that subject to approval by counsel and the Chief Executive Officer, staff proceed to negotiate and enter into the contracts listed on the Attachment hereto.

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