SUMMARY STATEMENT

ITEM NO.: DRPA-19-010          SUBJECT: Property Maintenance Services for Adjacent/Nearby Properties Not Owned by DRPA to Support DRPA/PATCO Operations and/or Miscellaneous Contractor Services

COMMITTEE: Operations & Maintenance

COMMITTEE MEETING DATE: February 5, 2019

BOARD ACTION DATE: February 20, 2019

PROPOSAL: That the Board authorizes staff to use DRPA/PATCO staff or to procure contractor maintenance services in accordance with existing DRPA Contract Administration’s rules and procedures, to address emergent property maintenance and nuisance conditions for nearby properties owned by others to improve DRPA/PATCO operations and impacts to the communities DRPA serves:

Amount: Up to amounts authorized under existing DRPA Contract Administration/Procurement rules as determined by staff and approved by the O&M committee, Chief Executive Officer, Chair and Vice Chair, as applicable

Engineers’ Estimate: Not applicable – Project Specific

PURPOSE: To authorize DRPA to remediate problems and nuisance conditions on properties owned by others adjacent to or near DRPA facilities to improve DRPA/PATCO operations and address associated DRPA/PATCO operational or community impacts utilizing DRPA/PATCO staff or contracting services.

BACKGROUND: Historically, DRPA/PATCO operations may, from time to time, be impacted by the condition of an adjoining or nearby property which the DRPA does not own or have an on-going maintenance obligation. For example, properties may contain excess trash and debris, City/Municipal roadways accessing DRPA facilities in poor condition, and tree limbs overhang the PATCO right-of-way, among other conditions. Such conditions can impact or impair DRPA operations and hinder its ability to safely deliver its core services to the public.
As DRPA has a contracting process to procure services to improve its facilities and properties, DRPA does not currently have Board authorization to perform maintenance work on non-DRPA properties adjacent to or near the DRPA. To address emergent conditions on non-DRPA properties, staff seeks Board authorization to use DRPA/PATCO staff or contract for and perform maintenance work necessary on non-DRPA properties to support DRPA/PATCO operations and address related impacts to the community. Staff will be dispatched in accordance with normal procedures and service contracts to perform the maintenance work will be procured in accordance with DRPA standard Contract Administration / Engineering procurement policies and procedures and be subject to approval by, as applicable, the O&M Committee, the Board, Chief Executive Officer, and Chair and Vice Chair approval. Any work performed will also be performed on non-DRPA properties after obtaining the necessary legal permits/licenses with the property owner.

SUMMARY:  

Amount: Up to amounts authorized under existing DRPA Contract Administration / Procurement rules as determined by staff and approved by the O&M committee, Chief Executive Officer, Chair, and Vice Chair, as applicable
Source of Funds: Operating Budget identified on a per project basis
Capital Project #: N/A
Operating Budget: Identified on a per project basis
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: In accordance with standard DRPA Contracting Policies and Procedures
Other Parties Involved: Property owners adjacent to or near DRPA
Estimated Number of Jobs Supported: Determined based on a per project basis
RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority authorize the DRPA/PATCO Operations staff and its Engineering Department to perform emergent maintenance services or remediate nuisance conditions on non-DRPA property adjacent to or near the DRPA to address conditions which could impact DRPA/PATCO operations and the community; and be it further

RESOLVED: That DRPA/PATCO staff be deployed or service contracts to perform the maintenance work be selected and procured in accordance with DRPA standard Contract Administration/Engineering policies, procedures, and approvals as per the attached Summary Statement; and be it further

RESOLVED: Before services are to be performed on non-DRPA properties, DRPA shall endeavor to obtain the appropriate legal permissions or permits to access the property; 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: Up to amounts authorized under existing DRPA Contract Administration / Procurement rules as determined by staff and approved by the O&M committee, Chief Executive Officer, Chair, and Vice Chair, as applicable

Source of Funds: Operating Budget identified on a per project basis

Capital Project #: N/A
Operating Budget: Identified on a per project basis
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: In accordance with standard DRPA Contracting Policies and Procedures
Other Parties Involved: Property owners adjacent to or near DRPA
Estimated Number of Jobs Supported: Determined based on a per project basis