



**CAPITAL CITY REDEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING**

**NJEDA OFFICES
36 WEST STATE STREET
BOARD ROOM**

June 27, 2019 @ 10 AM

MINUTES

Members of the Board Present:

Peter Inverso, Chair
Robert Prunetti, Vice Chair
JoAnn Povia, Secretary/Treasurer, representing State Treasurer Elizabeth Maher Muoio
Robert Tessier, representing DCA Commissioner Sheila Oliver
Susan Weber, representing DOT Commissioner Diane Gutierrez-Scaccetti
Mayor Reed Gusciora
Elvin Montero
George Sowa

Members of the Board absent:

Former Councilman Manuel Segura

Staff Members Present:

Danielle Esser, Deputy Chief of Staff, EDA
Patience Purdy, Assistant Secretary, CCRC; EDA
Muneerah Sanders, Executive Assistant, EDA
Anthony Martinez, Small Business Division, EDA

Others Present:

Stephanie Brown, Governor's Authorities Unit
Ryan Brown, Counsel, DAG
Tom Solecki, Treasury
Nickie Papadopoulos, Treasury

CALL TO ORDER:

Chairman Peter Inverso called the meeting to order at 10:00 am with a quorum of the Board members present. Ms. Sanders read the Open Public Meetings announcement and performed the roll call of the Board.

MEETING MINUTES:

The Board was presented with minutes from the Board of Directors' April 16, 2019 meeting. **A motion to approve the April 16, 2019 minutes was made by Mayor Gusciora, seconded by Mr. Prunetti, and approved by the Board in a vote of 6-2-0.**

Mr. Montero abstained because he was absent.

Mr. Sowa abstained because he was absent.

PRESENTATION OF FINANCIAL REPORT:

Ms. Nickie Papadopoulos, Department of Treasury, stated that insurance payments for officers were made from the CCRC account, leaving a balance of \$171,041.00.

Mr. Tighue asked if it was okay for him to continue on as a signatory on the CCRC account, since he is no longer board Treasurer. It was determined that since he is a Treasury designee, he may remain as a signatory on the account.

STAFF UPDATE:

Chairman Inverso asked Ms. Esser to provide an overview on CCRC artifacts. Ms. Esser stated that Treasury informed her of many historic drawings which were left from a previous CCRC office, that might get thrown out. Ms. Esser stated that the Arts Council would probably be interested in displaying them. Ms. Povia stated that if we donate them, we want to be sure they're displayed and not just stored away.

The old photographs were brought for viewing by DPMC staff. Mr. Tighue held them up for viewing for meeting attendees. It was determined that the drawings may date back to the 1800s. Mayor Gusciora expressed interest in displaying the drawings. Ms. Esser stated that she would research and speak with the Arts Council about the drawings. Chairman Inverso requested that an inventory be taken and made available for the next meeting

CITY OF TRENTON UPDATE:

Mayor Gusciora stated that Governor Murphy has approved \$10,000,000 in City aid. He noted that last year, the City received \$30,000,000 so he was hoping for an increase.

Mayor Gusciora stated that the Van Sciver building was ceded over to the City. He added that 120 market rate units will be available, and that the façade will remain.

He stated that Benjamin Delisle, the City's new Housing and Economic Development Director, continues to work on a major overhaul of the City's zoning and he'll send a draft to DCA.

Mayor Gusciora added that parking meters are coming to Trenton soon. He stated that one third of the meters were installed; the City collected \$7,000.00 last year, and \$9,000.00 this year over a shorter period of time.

Mayor Gusciora stated that the City is in the process of creating a Memorandum of Understanding with DCA.

Mayor Gusciora stated that system upgrades are needed at Trenton Water Works, and that fortunately a water quality benchmark hasn't been missed since December 2018.

Ms. Esser stated that she received notice of Planning Grant application, and she wanted to congratulate the City.

Mayor Gusciora stated that the City continues to move forward with its Innovation Challenge program. He added that the Initiative consist of five colleges, and that Princeton Seminary has asked to be the sixth.

APPROVAL OF RECOMMENDATION OF CCRC RFQ/P EVALUATION COMMITTEE OF WINNING BID:

Ms. Esser summarized the item before the board, the approval of a one (1) year contract to update the CCRC Renaissance Plan to Topology NJ, LLC (Topology). Ms. Esser stated that two proposals were received prior to the bid opening due date of May 21, 2019, one from Wallace Roberts & Todd, LLC (WRT), and the other from Topology.

Ms. Esser advised that the CCRC Evaluation Committee reviewed, evaluated and scored the proposals based on evaluation criteria and weighting percentages that were formalized and time stamped prior to the bid opening. To ensure a neutral evaluation, the Evaluation Committee did not review or consider fee proposals during the evaluation process. The Evaluation Committee also conducted interviews with both firms as part of the evaluation process.

After the review and scoring of bids received, the fee proposals were reviewed by a separate procurement team, which later conducted a Best and Final Offer (BAFO) process which ultimately resulted in final reduced pricing.

The RFQ/P required a bidder to receive a score of total score of three or higher to be considered for Award. The Contract for Professional Services, Exhibit A of the RFQ/P indicated a not to exceed one-year contract amount of \$100,000.00.

WRT's ultimate fee proposal after the BAFO process exceeded the not-to-exceed amount of \$100,000.00 for the one-year contract. Accordingly, the Evaluation Committee could not recommend WRT for a contract award under the RFQ/P.

Topology received a total score of 3.63, which exceeded the minimum score requirement and provided an ultimate fee proposal following the BAFO process totaling \$73,500.00. Therefore, Topology is recommended for a contract award under the RFQ/P.

Ms. Povia noted that there were only two responses to the RFQ/P and wondered if the amount of the contract was the reason for that.

Chairman Inverso asked what the deliverable time was. Ms. Esser stated one year, with two extensions, but once the contract is awarded we'll sit down and discuss the deliverable process.

Mr. Prunetti suggested that a subcommittee be created to work with Ms. Esser on a regular basis. Chairman Inverso stated that the board already has a Renaissance Committee established, and since there are two new members he wants to think about who he'll appoint to which committee.

Ms. Povia asked if the board had the option of deciding whether to approve or cancel the bid and rebidding. Ms. Esser stated if the RFQ/P is rebid, the board has to change the scope and increase the amount of funding. Ms. Povia asked if the award to Topology was unanimous. Ms. Esser stated that it was unanimous.

Ms. Ingrid Reed stated that it would be good to have the firm come in and speak, so the Board can meet them and get to know them and help the firm get a better understanding of the CCRC.

The Members were asked to approve the award of the one (1) year contract to update the CCRC Renaissance Plan to Topology, as its score of 3.63 exceeded the minimum score requirement set forth in the RFQ/P and its final total fee proposal of \$73,500.00 does not exceed \$100,000. Subject to the availability of funding, the contract may be extended by the CCRC at its sole discretion via two (2), six (6) month extension options.

MOTION TO APPROVE: Mr. Prunetti **SECOND:** Mr. Tessier **AYES: 8**

Chairman Inverso asked that Topology come into the next meeting.

Mayor Gusciara asked if the board could have someone update us on the Renaissance Plan. Ms. Esser stated that it should be the role of the consultant. Ms. Reed stated that she's willing to help the Board try to find background information. Chairman Inverso added that perhaps Ms. Purdy can make copies of what was previously given to the board. Ms. Esser added that she could provide an overview and summary.

PUBLIC COMMENT:

There were no public comments.

Mr. Prunetti stated that now that the firm has been selected, we need to talk about the process for redevelopment within the City and how it interacts with the CCRC. Is legislation needed?

Ms. Povia stated that perhaps we need a timeline from the City on zoning. Mr. Delisle stated that something was in motion before he arrived, but, if he can accelerate it, he will.

Ms. Povia stated that the current plans conflict with one another and one even indicated a building in front of the Department of Labor - where the new Taxation is being built.

Mr. Tessier stated that the State only needs to advise the CCCRC.

STAFF UPDATE:

Mr. Martinez stated the EDA's Small Business Services division approved two new Small Business Lease Program Incentives recently. Artie's Raw Blends has opened their second location on South Warren Street, and Halima's Islamic Fashions has opened on East State Street.

Mr. Sowa provided a brief update regarding a draft RFI for the Trenton parking garage that he is working on.

There being no further business a motion to adjourn the meeting was approved by a unanimous vote.

NEXT MEETING DATE:

The next meeting date for the Capital City Redevelopment Corporation is scheduled for Thursday, September 19, 2019, at 10:00 am. The meeting location will be 36 West State Street, Trenton, NJ 08625.

CERTIFICATION:

The foregoing and attachments represent a true and complete summary of the actions taken by the Capital City Redevelopment Corporation Board of Directors at its Meeting on June 27, 2019.

A handwritten signature in black ink, appearing to read "JoAnn Povia". The signature is fluid and cursive, with the first name "JoAnn" written in a larger, more prominent script than the last name "Povia".

JoAnn Povia
Chief of Staff, Department of Treasury
Secretary/Treasurer, CCRC