



# Fort Monmouth Economic Revitalization Authority

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2-12 Corbett Way • Eatontown, NJ 07724-4251 • Tel: 732.935.5966 • Fax: 732.935.7440

## MEMORANDUM

**TO:** Members of the Authority  
**FROM:** Timothy Lizura  
Interim Executive Director  
**DATE:** November 15, 2010  
**SUBJECT:** Agenda for Board Meeting of the Authority

1. **Pledge of Allegiance**
2. **Notice of Public Meeting - Roll Call**
3. **Approval of Previous Month's Minutes**
4. **Al Koeppel, Interim Chairman, FMERA – Welcome**
5. **Public Comment**
6. **For Your Information:**

- **Report on Work of Architectural, Engineering, Planning and Environmental Consultant**

Summary: In August 2010, the FMERPA Board selected Matrix Design Group of Colorado Springs, CO to provide Planning, Engineering, Architectural and Environmental Consulting services.

The kick-off meeting with Matrix Design Group was held on September 13, 2010. To date, 29 of the 33 buildings identified in the scope of work have been assessed, and on-site assessments of the wet and dry utilities, geothermal systems and transportation infrastructure have been conducted.

- **Status of Homeless Assistance Submission (HAS)**

Summary: On September 4, 2008, FMERPA submitted its HAS, a 1,100 page document and the Reuse and Redevelopment Plan for Ft. Monmouth. The Army General Counsel proposed minor revisions in September to three of four Legally Binding Agreements (LBAs) submitted in the HAS; the LBAs are the legally enforceable documents to be entered into with certain selected entities (homeless assistance providers) that will provide the homeless assistance required by BRAC Law. The proposed revisions address procedural matters concerning conveyance methods available to effectuate the homeless accommodations but do not change the substance of the previously agreed to accommodations. The revised Letters of Agreements by the homeless

assistance providers have been received and are being forwarded to HUD and Army General Counsel to advance the approval process by HUD of the LRA Application.

- **Receipt of Letter of Recognition from the Department of Defense**

Summary: In accordance with the BRAC Law, a Local Redevelopment Authority (LRA) must exist for purposes of implementing the Plan.

On September 16, 2010 Governor Christie sent a letter to the DoD Office of Economic Adjustment (OEA) requesting recognition of the FMERA as the State's LRA for Fort Monmouth, as FMERA has now assumed the responsibilities of FMERPA. The Letter of Recognition from OEA naming FMERA as the LRA for plan implementation was received on October 12, 2010.

- **FMERA's Initial Meeting with the Army**

Summary: On October 26, 2010 FMERA staff met with Army representatives in Washington, D.C. for the first time. In the meeting the objectives of both the Army BRAC Office and FMERA, as the implementation Local Redevelopment Authority, were identified. Both parties recognized each has a stake in the disposition of the property, and that an overall structure to the disposition must be created and followed.

- **Meet & Greet with FMERPA Advisory Committee Members**

Summary: On Monday, November 1, 2010, Interim Executive Director, Tim Lizura met with members of FMERPA Advisory Committees. Mr. Lizura was joined by Freeholder Director Burry, Mayor Tarantolo, Department of Transportation Assistant Commissioner Robert DeSando and Labor & Workforce Development Assistant Commissioner Mary Ellen Clark. The meeting took place at the FMERA Office in Eatontown. Tim Lizura thanked the members for their service on the FMERPA Committees. The meeting focused on a discussion regarding the accomplishments of the FMERPA Advisory Committees and the issues the FMERPA Advisory Committee Members identified as matters for FMERA to continue to review.

- **NJEDA Board Approval of MOU with FMERA**

Summary: At its October 12, 2010 meeting the NJEDA Board approved the MOU between NJEDA and FMERA.

In accordance with the Fort Monmouth Act the Fort Monmouth Office is established, staffed and managed by NJEDA to carry out the policies of FMERA and to cooperatively perform the necessary tasks to redevelop Fort Monmouth to the benefit of the three host communities, Monmouth County and the State of New Jersey. The MOU defines the roles and responsibilities of NJEDA and FMERA with regard to Fort Monmouth Office Personnel and Support Services.

- **Update on NJEDA Activity in Monmouth County**

Summary: In accordance with the FMERA Act, the Fort Monmouth Office resides within NJEDA. Therefore, to enhance coordination, we will provide updates on the work that the NJEDA is doing in Monmouth County.

Through the first ten months of 2010, the NJEDA assisted with 15 projects in Monmouth County, including support for not-for-profit organizations, municipal redevelopment and businesses of all sizes. NJEDA's assistance in Monmouth County totals over \$6 million.

6. **Board Actions:**

- **Consideration of Award of Business and Operations Plan RFP to Matrix Design Group, Denver, Colorado**

Summary: In August the FMERPA Board selected Matrix Design Group as the Planning, Engineering, Architectural and Environmental Services consultant. The Board is being asked to consider the selection of Matrix Design Group as the Business and Operations Planning Consultant to develop the business and operations plans which are required by the Department of the Army as supporting documents to an Economic Development Conveyance Application. Included among the deliverables of this engagement are the Economic Development Conveyance Application and a Cooperative Caretaker Agreement we seek with the Department of the Army. Final deliverables are anticipated to be completed in February of 2011 and will build upon the prior work of the Planning, Engineering, Architectural and Environmental Services Consultant.

The RFP was issued on September 24, 2010 and proposals were received on October 22, 2010.

Action: Members are asked to consider the selection of Matrix Design Group as the Business and Operations Plan Consultant.

- **Consideration of FMERA's 2011 Budget and Authorization of FMERA's Executive Director to submit a grant request to OEA**

Summary: OEA has asked FMERA to submit its 2011 annual grant request application by the end of November so that OEA can properly take into account FMERA when allocating OEA's 2011 funds. Included in FMERA's 2011 budget, for consideration by the Board, are the deferred cost of NJEDA support services. FMERA agrees to reimburse NJEDA for these deferred costs as and when revenues from its operations become available.

Below are line items of the 2011 calendar year budget for FMERA and the Fort Monmouth Economic Revitalization Planning Authority (FMERPA) Board-approved 2011 fiscal year budget for the period of July 1, 2010 through June 30, 2011. The difference between the two budgets are primarily due to the staffing model dictated by implementation requirements, FMERA start-up costs, initiation of the implementation effort, and transition from services previously provided by the State.

FMERPA 2010 Fiscal Year Budget-  
ending 6/30/11 (total \$2,152,724)

*Personnel (6): \$455,995*  
*Fringe Benefits: \$158,914*  
*Travel: \$17,972*  
*Equipment: \$1,500*  
*Supplies: \$24,541*  
(i.e.: office supplies, printing and plans, production of an informational brochure and repair of office equipment)  
*Board Approved Contracts: \$1,365,000*  
*Office Costs: \$128,802*  
(i.e.: advertising, rent and insurance)

FMERA 2011 Calendar Year Budget  
(total \$2,877,550):

*Personnel (13): \$1,071,350*  
*Fringe Benefits: \$460,680*  
*Travel: \$39,507*  
*Equipment: \$37,155*  
*Supplies: \$44,363*  
(i.e.: office supplies, printing of maps and plans, production of an informational brochure and repair of office equipment)  
*Board Approved Contracts: \$726,971*  
*Office Costs: \$247,524*  
(i.e.: advertising, rent and insurance)  
*Deferred Costs for Support Services: \$250,000*

Action: Members are asked to consider approving FMERA's 2011 Budget, including the deferred cost of NJEDA support services and authorizing FMERA's Executive Director to submit an OEA grant request for funding to support FMERA's 2011 operations.

7. **Executive Session – Legal Briefing re: Appellate Court Decision**
8. **Public Comment**
9. **Adjournment**

# FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY

September 28, 2010

Tinton Falls Municipal Building, Tinton Falls, New Jersey

## MINUTES OF THE MEETING

Members of the Authority present: Alfred Koeppe, NJ Economic Development Authority and Interim Chairman; Deborah Gramiccioni, Director, Office of the Governor, Authorities Unit; Monmouth County Freeholder Director Lillian Burry; Eatontown Mayor Gerald Tarantolo; Oceanport Mayor Michael Mahon; Tinton Falls Mayor Michael Skudera; Charles Richman, NJ Department of Community Affairs; Michele Siekerka, NJ Department of Environmental Protection; Mary Ellen Clark, NJ Department of Labor & Workforce Development; Robert DeSando, NJ Department of Transportation.

Also present: Timothy Lizura, Interim Executive Director, Fort Monmouth Economic Revitalization Authority; Caren Franzini, CEO, NJ Economic Development Authority; Gabriel Chacon, Deputy Attorney General; Thomas Hower, Office of the Governor, Authorities Unit; NJEDA staff; and Fort Monmouth Economic Revitalization Planning Authority staff.

The meeting was called to order by Interim Chair Koeppe at 7:00 pm, who led the meeting in the Pledge of Allegiance. He welcomed all in attendance; thanked Chair Dr. Robert Lucky, the FMERPA Board and Staff for their efforts in creating the Fort Monmouth Reuse and Redevelopment Plan; noted Timothy Lizura, SVP, Business Development, will serve as Interim Executive Director of the Fort Monmouth office; Deborah Gramiccioni, an Executive Branch Designee, will coordinate State agencies; and that the Municipal, County and State members of the Board were charged with a collaborative implementation effort of economic revitalization and land redevelopment of Fort Monmouth.

In accordance with the Open Public Meetings Act, Interim ED Lizura announced that notice of this meeting has been sent to the Asbury Park Press and the Star Ledger at least 48 hours prior to the meeting, that a meeting notice has been duly posted on the Secretary of State's bulletin Board at the State House, and the websites of the FMERPA and the NJEDA.

### PUBLIC QUESTIONS/COMMENTS

Interim Chair Koeppe asked for public questions/comments.

Phil Welch, Jr., Co-Chair, Monmouth Advocacy Team, noted support for evening meetings, local locations, public input; questioned short notice of meeting and transparency; and asked for local expertise on advisory committees relating to housing and environmental issues. Mayor Skudera arrived at this time. Joe Irace, President, Oceanport Council, expressed concerns relating to agenda items, adopting By-Laws, approving the MOU, public documents and asked for board transparency. Frank Scatorchio, Eatontown, echoed Mr. Irace's concerns. NJEDA SVP Maureen Hassett read into record a letter from Tom Mahedy, Wall. (Exhibit A)

Interim ED Lizura welcomed the FMERPA Board and thanked Freeholder Director Burry, Mayors Mahon, Skudera and Tarantolo for serving on the FMERPA Board. He discussed the creation of FMERPA noting Corporate Governance, Administration and Operation, and the Budget as key areas toward the advancement of the reuse and redevelopment plan and land transfer.

## **BOARD MEMORANDUMS**

The next item before the Board was adoption of the By-Laws. An initial suggestion by Mayor Mahon to hold the by-laws in order to allow for more time and public input resulted in Interim Chair Koeppe reviewing each section of the by laws to explain their intent and to note whether they were consistent with the FMERA enabling statute, other laws, or best practices modeled after Sarbanes-Oxley rules. Interim Chair Koeppe stated the Executive Director Search sub-committee would consist of himself, Deborah Grammiccioni, Freeholder Director Burry and one of the Mayors of the host municipalities, to be determined by the Mayors.

**MOTION TO APPROVE: Mayor Tarantolo SECOND: Freeholder Director Burry AYES: 6  
RESOLUTION ATTACHED AND MARKED EXHIBIT: 1**

The next item before the Board was approval of the Assistant Secretaries, adoption of the 2010 Meeting dates and designation of the Newspapers of Record.

**MOTION TO APPROVE: Mayor Tarantolo SECOND: Deborah Grammiccioni AYES: 6  
RESOLUTION ATTACHED AND MARKED EXHIBIT: 2**

The next item before the Board was adoption of the Memorandum of Understanding between the New Jersey Economic Development Authority and the Fort Monmouth Economic Revitalization Authority. Mayor Mahon asked that the MOU be introduced first and adopted at a succeeding meeting, which resulted in Interim Chairman Koeppe asking Deputy Attorney General Gabriel Chacon for his counsel on the implication of delaying the adoption of the MOU. Deputy Attorney General Chacon indicated that delaying the adoption of the MOU would delay the ability of the new authority to operate because FMERPA, the predecessor authority, would not exist at the completion of the Board Meeting and FMERA, by statute, is required to rely on EDA employees with an agreement to define that relationship. The Real Estate Development Operating Authority component of the MOU was tabled for a later meeting.

**MOTION TO APPROVE: Mayor Tarantolo SECOND: Deborah Grammiccioni AYES: 5 NAYS:1  
RESOLUTION ATTACHED AND MARKED EXHIBIT: 3  
Mayor Michael Mahon voted no.**

The next item before the Board was approval of the 2010 Three-Month Budget and Fiscal year 2011 Budget of the Authority, the Deferment of Payment for Support Services and the Office of Economic Adjustment Grant Requests. The Fiscal year 2011 Budget component was tabled for a later meeting date until the Audit Committee is formed and is able to review the delegations.

**MOTION TO APPROVE: Mayor Mahon SECOND: Deborah Grammiccioni AYES: 6  
RESOLUTION ATTACHED AND MARKED EXHIBIT: 4**

The next item before the Board was the designation of the Records Custodian.

**MOTION TO APPROVE: Mayor Mahon SECOND: Mayor Tarantolo AYES: 6 RESOLUTION  
ATTACHED AND MARKED EXHIBIT: 5**

The next item before the Board was the approval of the Additional Space Lease at 2-12 Corbett Way, Eatontown, New Jersey.

**MOTION TO APPROVE: Mayor Tarantolo SECOND: Freeholder Director Burry AYES: 6  
RESOLUTION ATTACHED AND MARKED EXHIBIT: 6**

**PUBLIC QUESTIONS/COMMENTS**

Interim Chair Koeppe asked for public questions/comments.

Ben Forest, New Jersey Friends of Clearwater, expressed concern about the environmental issues on the property, the scope and speed of business discussed, the timeliness of public notice and public document disclosure. Interim Chair Koeppe reassured all that the involvement of the State departments on the Board will address issues relating to their expertise and that the meeting platform is being built starting tonight. Phil Welch asked about the FMERA website, public information access, the MOU; and reiterated the formation of Advisory Committees with local involvement and local meeting locations.

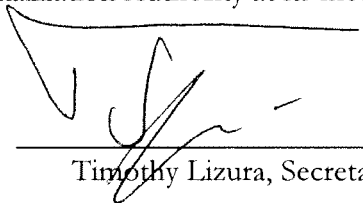
**AUTHORITY MATTERS**

The next item was the Executive Director Report to the Board summarized by Mr. Lizura for informational purposes only with no Board action required. The report consisted of: Status of Fort Monmouth Economic Revitalization Planning Authority Closeout; Report on Work of Architectural, Engineering, Planning and Environmental Consultant; Status of Business and Operations Plans and Conveyance Application RFP; Status of Reuse and Redevelopment and Homeless Plans; and the Technology Solutions Grant.

The new FMERA website was provided as [www.fortmonmouthredevelopment.com](http://www.fortmonmouthredevelopment.com).

There being no further business, on a motion by Mayor Mahon, and seconded by Mayor Tarantolo, the meeting was adjourned at 8:30 pm.

Certification: The foregoing and attachments represent a true and complete summary of the actions taken by the Fort Monmouth Economic Revitalization Authority at its meeting.



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Timothy Lizura, Secretary

FMERA BOARD MEETING Sept 28, 2010

Exhibit A

DEAR FMERA BOARD -

I AM NOT ABLE TO ATTEND TONIGHT'S MEETING SO I ASK YOU TO KINDLY READ THESE COMMENTS INTO THE RECORD, BEFORE THE VOTES.

My name is TOM MAHEDY and I WISH YOU ALL PEACE, I AM WITH THE FORT MONMOUTH EARTH RENAISSANCE PEACE ALLIANCE. WE HAVE A WEBSITE AT [WWW.FMERPA.US](http://WWW.FMERPA.US) WHICH I INVITE YOU TO LOOK AT.

CONCERNING THE VOTES TONIGHT I ASK YOU TO SERIOUSLY CONSIDER POSTPONING VOTING ON THE SERIOUS FOUNDATIONAL ISSUES UNTIL THE REMAINING 3 MEMBERS ARE APPOINTED TO THE BOARD. ADDITIONALLY THE PUBLIC HAS NOT BEEN ALLOWED TO READ AND ANALYZE DOCUMENTS SUCH AS THE BY-LAWS AND MEMORANDUM OF UNDERSTANDING, WITH THE NIDEA.

ALTHOUGH WE ARE READY TO MOVE AHEAD UP THE TRACK, WE MUST NOT LEAVE PASSENGERS AT BACK AT THE STATION- LEFT BEHIND. RIGHT NOW BY SPEEDING AWAY WE MIGHT LEAVE BEHIND, THE PUBLIC,



The public common good, TRANSPARENCY,  
OPENNESS, DEMOCRACY AND THE  
SHARING OF IDEAS FROM ALL.

THE 18 PAGES OF BYLAWS HAVE  
BEEN GIVEN TO THE BOARD MEMBERS  
BUT DENIED TO THE PUBLIC - THEY  
HAVE BEEN LEFT AT THE STATION  
WITH NOTHING.

I URGE YOU ALL TO SHOW  
GOOD FAITH and good will and  
POSTPONE THE VOTING UNTIL next  
meeting and to RELEASE ALL  
DOCUMENTS TO THE PUBLIC PRIOR  
TO THE MEETING DAYS SO THAT  
WE CAN ALL PARTICIPATE IN  
A STRONG ROBUST DEMOCRATIC  
DIALOGUE. Thank you  
Go in Peace

Sincerely  
TOM Mahady  
Wall, NY.



## Fort Monmouth Economic Revitalization Authority

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### MEMORANDUM

**TO:** Members of the Authority

**FROM:** Timothy Lizura  
Interim Executive Director

**RE:** Status Report

**DATE:** November 15, 2010

#### Summary

The following are brief descriptions of items for informational purposes only. No action is required. These include the status of the Planning, Engineering, Architectural and Environmental Services Consultant engagement; status of HUD approval of the Homeless Assistance Submission; Receipt of Letter of Recognition from DoD; FMERA's Initial Meeting with the Army; Meet & Greet with FMERPA Advisory Committee Members; NJEDA Board Approval of MOU with FMERA and status of New Jersey Economic Development Authority (NJEDA) activity in Monmouth County.

#### Consultant Work

In August 2010, the FMERPA Board selected Matrix Design Group of Colorado Springs, CO to provide Planning, Engineering, Architectural and Environmental Consulting services. The scope of services includes a comprehensive analysis of the infrastructure and a determination of the residual value of the Fort Monmouth property and the cost to cure, rehabilitate, build or demolish facilities. The scope of services also calls for the development of a GIS Database to house all resulting data, maps and a cost modeling tool for ongoing use throughout the redevelopment period. Additionally, environmental consulting services will be provided throughout the contract term, as needed, in accordance with the RFP. The initial consulting deliverables are due to be completed in January 2011. The term of the contract is for one year with an optional one-year renewal. Matrix Design Group may also be retained on a sole-source basis to provide additional services of a similar nature to advance the investigative efforts and/or infrastructure assessments contained in the contractual scope of services.

The kick-off meeting with Matrix Design Group was held on September 13, 2010. To date, 29 of the 33 buildings identified in the scope of work have been assessed, and on-site assessments of the wet and dry utilities, geothermal systems and transportation infrastructure have been conducted. The on-site assessments of the remainder of the 4 buildings were conducted during

the week of November 8, 2010. These assessments entailed interviews with the building managers and/or subject matter experts, building and utility site visits, the taking of pictures and the collection of engineering drawings of floor plans, systems, etc., as well as maps in both hard and soft copy format. This assessment data will be incorporated into the end-product deliverables. Similarly, environmental data and the review of proposed mitigation plans will be ongoing. While the contract is currently on schedule, one task, the GIS Cost Model, may be delayed. The concern over security sensitive data may impact the timely release of certain layers of data within the GIS database. A solution to offset this potential delay is being pursued.

The deliverables and results of the Matrix Design Group contract will support the creation of a Business and Operations Plan, an Economic Development Conveyance Application for submission to the U.S. Army, and a Cooperative Caretaker Agreement with the U.S. Army, which are the deliverables of the services solicited in a Business and Operations Planning Consulting Services RFP. The selected firm will work with the Matrix Design Group and complete their initial deliverables in February 2011.

#### Status of Homeless Assistance Submission (HAS)

On September 4, 2008, FMERPA submitted its Homeless Assistance Submission (HAS), an 1,100 page document, and the Reuse and Redevelopment Plan for Fort Monmouth. The Army General Counsel proposed minor revisions in September to three of four Legally Binding Agreements (LBAs) submitted in the HAS; the LBAs are the legally enforceable documents to be entered into with certain selected entities (homeless assistance providers) that will provide the homeless assistance required by BRAC Law. The proposed revisions address procedural matters concerning conveyance methods available to effectuate the homeless accommodations but do not change the substance of the previously agreed to accommodations. The homeless assistance providers previously submitted Letters of Agreement (LoAs) in connection with the original LBAs and now must submit new LoAs for the revised LBAs. All of the new LoAs have been received and are being forwarded to HUD and Army General Counsel to advance the approval process by HUD of the LRA Application.

#### Letter of Recognition

In accordance with the BRAC Law, a Local Redevelopment Authority (LRA) must exist for purposes of implementing the Plan; the LRA serves as the sole point of contact regarding closure and reuse of the base. The DoD Office of Economic Adjustment (OEA) publishes recognition of an entity as the LRA in the Federal Register.

On September 16, 2010 Governor Christie sent a letter to the OEA requesting recognition of FMERA as the State's LRA for Fort Monmouth, as FMERA has now assumed the assets and liabilities of FMERPA. The Letter of Recognition from OEA naming FMERA as LRA for plan implementation was received on October 12, 2010.

#### FMERA's Initial Meeting with the Army

On October 26, 2010 FMERA staff met with Army representatives in Washington, D.C. for the first time. In the meeting the objectives of both the Army BRAC Office and FMERA, the implementation Local Redevelopment Authority, were identified. Both parties recognized that each has a stake in the disposition of the property, and that an overall structure to the disposition process must be created and followed. Reaching an agreement on the disposition of property will

entail significant coordination and collaboration and must be accomplished soon. FMERA will produce a timeline of critical events, and discussions will continue with the Army.

Meet & Greet with FMERPA Advisory Committee Members

On Monday, November 1, 2010, Interim Executive Director, Tim Lizura met with members of FMERPA Advisory Committees. Mr. Lizura was joined by Freeholder Director Burry, Mayor Tarantolo, Department of Transportation Assistant Commissioner Robert DeSando and Labor & Workforce Development Assistant Commissioner Mary Ellen Clark. The meeting took place at the FMERA Office in Eatontown. Tim Lizura thanked the members for their service on the FMERPA Committees. The meeting focused on a discussion regarding the accomplishments of the FMERPA Advisory Committees and the issues the FMERPA Advisory Committee Members identified as matters for FMERA to continue to review.

NJEDA Board Approval of MOU with FMERA

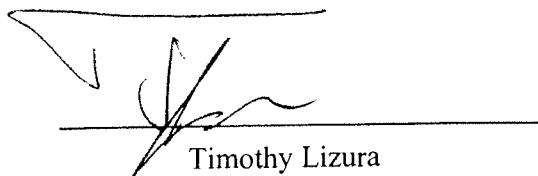
At its October 12, 2010 Meeting the NJEDA Board approved the MOU between NJEDA and FMERA.

In accordance with the Fort Monmouth Act the Fort Monmouth Office is established, staffed and managed by NJEDA to carry out the policies of FMERA and to cooperatively perform the necessary tasks to redevelop Fort Monmouth to the benefit of the three host communities, Monmouth County and the State of New Jersey. The MOU defines the roles and responsibilities of NJEDA and FMERA with regard to Fort Monmouth Office Personnel and Support Services.

NJEDA's 2010 Activity in Monmouth County

In accordance with the FMERA Act, the Fort Monmouth Office resides within NJEDA, as our missions are focused to retain and create jobs. Therefore, to enhance coordination, we will provide updates on the work that NJEDA is doing in Monmouth County.

Through the first ten months of 2010, NJEDA assisted with 15 projects in Monmouth County, including support for not-for-profit organizations, municipal redevelopment and businesses of all sizes. This assistance, which totals over \$6 million, is expected to lead to the creation of over 60 new jobs, the retention of 166 jobs and leverage total public/private investment of over \$9 million.



Timothy Lizura

Prepared by: Rick Harrison, Frank Cosentino and Katie Hedden



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OCT 12 2010

The Honorable Chris Christie  
Governor of New Jersey  
P.O. Box 001  
Trenton, NJ 08625-0001

Dear Governor Christie:

On behalf of the Secretary of Defense, the Office of Economic Adjustment recognizes the Fort Monmouth Economic Revitalization Authority as the Local Redevelopment Authority to implement the local redevelopment plan at Fort Monmouth.

Questions pertaining to an Economic Development Conveyance (EDC) should be directed to the Department of the Army, while questions regarding this recognition may be directed to Mr. Frank Barton, your Office of Economic Adjustment Project Manager, at (703) 604-5132.

Sincerely,

Patrick J. O'Brien  
Director  
Office of Economic Adjustment

cc:  
DASA (I&H)  
DAS HUD (Special Needs Program)



## New Jersey Economic Development Authority

### *Supporting Economic Growth and Job Creation in Monmouth County*

- 15 projects assisted since January, including support for not-for-profit organizations, municipal redevelopment and businesses of all sizes.
- Over \$6.9 million in financing and tax incentives provided
- Nearly \$9.7 million in total leveraged investment
- More than 60 new jobs to be created
- 166 existing jobs retained

#### Business Growth



Farmingdale-based **Applicad Inc.** entered into an agreement with Locus Energy to manufacture its line of "LGate" power meters, a web-based performance monitoring service for integrators of distributed energy systems. Applicad received a \$885,000 loan and a \$97,000 grant under the Clean Energy Manufacturing Fund to establish and expand the manufacturing of this new line. The project involves total investment of over \$1.9 million and Applicad expects to create 10 new jobs.



**Global Compliance**, a provider of ethics and compliance solutions, executed a Business Employment Incentive Program (BEIP) grant with the EDA to support the relocation of its corporate headquarters from Charlotte, North Carolina to Red Bank. The company provides services to more than 4,000 clients in over 200 countries. The BEIP, worth an estimated \$540,000 over ten years, is tied to the creation of 40 new jobs in New Jersey. The project is also leveraging over \$1 million in private investment.



Freehold-based **Global Essence, Inc.**, a manufacturer of ingredients for the flavor and fragrance industry, received an \$800,000 TD Bank Loan that included a 25% EDA participation and a 33.3% EDA guarantee under the Main Street Business Assistance Program. Global Essence will use the funds to meet refinancing needs, freeing up capital to fund the company's continued growth. The company expects to add three new positions to its staff of 11.



Woman-owned **Knockout Graphics, Inc.** provides graphics and printing enhancement services to commercial companies throughout New Jersey. The company currently works out of leased space in Asbury Park and will use a nearly \$500,000 PNC Bank loan backed by a 50% EDA guarantee to acquire a headquarters within the city. Knockout expects to add four new positions to its staff of 14.

## Not-for-Profit Support



EDA finalized a \$290,000 loan under the Small Business Fund to support **Handicapped High Riders Club, Inc.**, an Allentown-based indoor riding facility and stable dedicated to providing special needs riders with recreational and therapeutic instruction. This assistance will enable the organization to refinance an existing mortgage and pay-off and close a line of credit. The cash flow savings generated will support a recently introduced program called "Equine Care and Farm Management Day for the Disabled."



Founded in 1971 by concerned parents and professionals, **SEARCH Day Program** was the first not-for-profit state approved 12-month school in New Jersey specializing in programming for individuals with autism. To support the organization's expansion in Ocean Township, EDA issued tax-exempt bonds totaling \$2.75 million to help SEARCH acquire nine acres and a 23,000-square-foot building formerly known as St. Mary's School.

## Municipal Redevelopment

**Freehold** received just over \$45,000 in assistance through the Hazardous Discharge Site Remediation Fund to support preliminary assessment and site investigation activities associated with the former Freehold Radiator site.

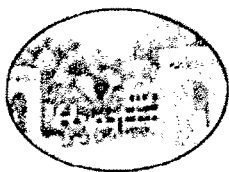
**Neptune** will use \$250,000 through the Hazardous Discharge Site Remediation Fund to support preliminary assessment activities at the former Welsh Farms site on Old Corlies Avenue.

**Keyport** received \$808,434 in grant funding through the Hazardous Discharge Site Remediation Fund to perform remedial investigation and remedial action activities at a site associated with its Aeromarine Redevelopment Project.

**Avon-By-The-Sea** received more than \$82,600 in grant funding through the Hazardous Discharge Site Remediation Fund to support remedial action activities at a site it plans to develop into a park and marina.

**Red Bank** received \$284,903 in supplemental grant funding through the Hazardous Discharge Site Remediation Fund to perform remedial investigation activities at the former site of the municipal landfill and incinerator. The Borough plans to redevelop the project site for recreational use.

An additional three projects were supported with more than \$242,700 in funding through the Petroleum Underground Storage Tank Remediation, Upgrade and Closure Program, including Ultimate Car Care in Neptune; St. John's Episcopal Church in Little Silver; and, a homeowner in Neptune.



# Fort Monmouth Economic Revitalization Authority

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## MEMORANDUM

**TO:** Members of the Authority

**FROM:** Timothy Lizura  
Interim Executive Director

**RE:** Business and Operations Plan Consulting Services

**DATE:** November 15, 2010

### Summary

As recommended by the evaluation committee, the Members are requested to consider the selection of Matrix Design Group, Denver, Colorado, to serve as the Business and Operations Planning Consultant pursuant to the Business and Operations Planning Services Request for Proposal (RFP).

### Background

The RFP requested services to build upon the work of the Planning, Engineering, Architectural and Environmental Consulting Services RFP, which was awarded in August 2010 to Matrix Design Group (P/E/A/E Consultant). The P/E/A/E Consultant's work is well underway. The Business and Operations Planning Consultant (Bus Ops Consultant) will utilize the data produced by the P/E/A/E Consultant to develop the business and operations plans, which will include an Economic Development Conveyance (EDC) Application for submission to the U.S. Army, and a cooperative Caretaker Agreement with the U.S. Army. The Bus Ops Consultant will provide input and support to the Authority to develop a property disposition strategy, including the decision as to the size and location of any EDC parcel(s). The RFP was issued on September 24, 2010. Proposals were due by October 22, 2010, and two proposals were received. They were opened and announced at a public bid opening at 12:00 p.m. on Friday, October 22, 2010. The two bidders were:

Matrix Design Group, Denver, CO, with four subconsultants – HR&A Advisors, NY, NY; TerraNoble Design, Glen Ridge, NJ; Armand Corporation, Cherry Hill, NJ; and Gabel Associates, NJ.

Bay Area Economics (BAE), Emeryville, CA and Gagliano & Company, Shrewsbury, NJ

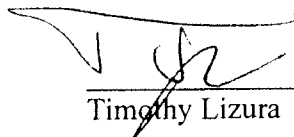
The bid submissions were distributed to an evaluation committee consisting of five NJEDA and FMERA staff members to score the technical proposals. The cost proposals were distributed to the FMERA Accountant and the RFP Coordinator for scoring. The BAE cost proposal did not include in the fixed quote price, as required by the RFP and clarified in the RFP Addendum, for the follow-up work for the period from EDC Application submission to EDC approval. Rather, BAE proposed that this follow-up work be done on a time-and-materials-basis with an unstipulated maximum cost. After consultation with the Attorney General's Office, BAE's bid was deemed non-compliant and was disqualified.



The technical scores were compiled and the evaluation committee met on Friday, October 29, 2010 to review the scoring. Matrix Design Group received the technical score of 370. The cost proposal scores were then reviewed and discussed. In accordance with the RFP, on November 4, 2010 the evaluation committee requested Matrix Design Group to submit a best and final offer response by 12:00 p.m. on November 5, 2010. The best and final offer was \$384,230.

Recommendation

As recommended by the evaluation committee, the Members are requested to consider the selection of Matrix Design Group to serve as the Business and Operations Planning Consultant pursuant to the RFP.



Timothy Lizura

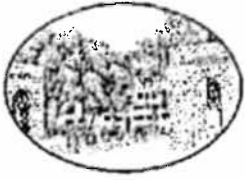
Prepared by: Rick Harrison

Fort Monmouth Economic Revitalization Authority  
**Business and Operations Planning Consulting Services**

**Bidder: BAE/Matrix**

**Evaluator #: Total for 5 Evaluators**

Technical Proposal Requirements	Weight in Points	Matrix Points Scored
<b>1. Description of Firm's Prior Experience Including BRAC and Similar Experience</b>	<b>40</b>	
a) Bidder's experience with BRAC installations and the BRAC process	10	50
b) Demonstrates understanding of the challenges and opportunities involved in preparing business and operations plans.	5	25
c) Bidder's experience in successfully completing projects of a similar scope and size to that required by this RFP	10	47
d) Bidder's experience preparing EDC Applications	5	21
e) Bidder's experience preparing Cooperative Caretaker Agreements	2	4
f) Bidder's knowledge of the New Jersey market, law and requirements relating to land development and redevelopment	2	8
g) Qualifications and experience of Key Team Members/subconsultants assembled for projects of similar size, scope and complexity to complete the scope of services as described in this RFP	5	23
h) Bidder's experience and qualifications for coordinating multiple disciplines/sub-consultants	1	5
<b>SUB-TOTAL</b>		<b>183</b>
<b>2. Management Overview and Approach</b>	<b>40</b>	
a. Approach and Detailed Work Plan	25	117
b. Schedule/timeline Assessment	2	8
c. Understanding of the scope of work and project requirements	10	47
<b>3. Key Team Member List &amp; Resumes</b>	<b>3</b>	<b>15</b>
<b>SUB-TOTAL</b>		<b>187</b>
<b>TOTAL TECHNICAL</b>		<b>370</b>
<b>4. Cost Proposal</b>	<b>20</b>	<b>100</b>
<b>TOTAL TECHNICAL AND COST</b>		<b>470</b>



## Fort Monmouth Economic Revitalization Authority

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### MEMORANDUM

**TO:** Members of the Authority

**FROM:** Timothy Lizura  
Interim Executive Director

**RE:** 2011 Fiscal Plan, and Office of Economic Adjustment Grant Request

**DATE:** November 15, 2010

#### Summary

The Members are requested to consider the Authority's proposed \$2,877,550 2011 Calendar Year Budget with the following categories: Personnel: \$1,071,350, Fringe Benefits: \$460,680, Travel: \$39,507, Equipment: \$37,155, Supplies: \$44,363, Board Approved Contracts: \$726,971, Office Costs: \$247,524 and Deferred Costs for Support Services: \$250,000.

The Members are also requested to consider the deferment of payment to New Jersey Economic Development Authority (NJEDA) for Support Services for the first full year of operations of the Fort Monmouth Office from January 1, 2011 through December 31, 2011 in the amount of \$250,000. Payments will accrue quarterly and have a 3%, annual interest rate and only will be paid when FMERA obtains revenues from its operations.

The Members are further requested to consider authorizing the Executive Director to submit a grant request to the Department of Defense Office of Economic Adjustment (OEA) to receive federal funds in support of FMERA's 2011 Calendar Year Budget.

#### Background

The timeframe for the Board's consideration of this budget has been brought forward from the December Board Meeting as a consequence of guidance received from OEA subsequent to our September Board Meeting. OEA, along with other DoD entities, is operating on a Continuing Resolution that currently runs from October 2, 2010 through December 2, 2010. OEA has informed FMERA staff that OEA needs a FMERA Board approved 2011 budget so that OEA can properly plan for next year's allocation of funding.

Attached is a comparison of the 2011 Fiscal Plan for FMERA with the Fort Monmouth Economic Revitalization Planning Authority (FMERPA) Board-approved 2011 Fiscal year budget for the period of July 1, 2010 through June 30, 2011. The difference between the two budgets are primarily due to the staffing model dictated by implementation requirements, FMERA start-up costs, initiation of the implementation effort, and transition from services

previously provided by the State. Ninety percent (90%) of the Fiscal Plan, \$2,364,795, is projected to be funded by federal grants through the OEA; the ten percent (10%) local match of \$262,755 is projected to be supplied from funds transferred at close-out from FMERPA to FMERA and from the State appropriation process for Fiscal Year 2012.

### **Personnel**

The FMERA Fiscal Plan for 2010 calls for a staff of ten (10) professionals to initiate the implementation effort and manage the operations of the Fort Monmouth Office. It is currently anticipated that managing the reuse and redevelopment effort will require an additional three (3) positions in 2011.

The projected personnel and benefit expense for the FMERA Fiscal Plan for 2011 is \$1,532,030. The 3 anticipated additions to staff have staggered starting dates. Two (2) are assumed to have a start date of July 1, 2011, and one (1) a start date of October 1, 2011.

Section 5.b) of the Memorandum of Understanding (MOU) between NJEDA and FMERA provides for the deferment of payment for Support Services, subject to approval from both authorities' Boards. Specifically, the MOU provides that in the event FMERA does not have adequate funds to pay for Support Services, NJEDA may agree to defer payments from FMERA in the amount of the unpaid reimbursement and that the deferred payments will accrue quarterly and have a 3%, annual interest rate. FMERA agrees to reimburse NJEDA for these deferred payments as and when income from State appropriations, fees, redevelopment activities and other sources becomes available.

The MOU states that the annual budget presented to the FMERA Board will include the anticipated costs and deferred payment (if necessary) for Support Services for the coming year. NJEDA has analyzed the Support Services anticipated in 2011, and has calculated them to be \$250,000.

### **Contractual**

The projected Contractual expenditures are \$726,971 in 2011 and consist of the following:

- Planning, Engineering, Architectural and Environmental Consulting Services: The scope of work includes a comprehensive analysis of the infrastructure, a determination of the residual value of the property, the cost to cure, rehabilitate, build or demolish facilities, and capital improvement costs. The scope also calls for the development of a GIS Database to house all resulting data, maps, and a cost modeling tool for ongoing use throughout the redevelopment period. The fixed fee for providing these services is \$865,900, projected fees in 2011 amount to \$216,475. Additionally, environmental consulting services will be provided throughout the contract term as needed in accordance with the RFP and is projected to be \$90,000 in 2011.
- Business & Operations Planning Consulting Services: The Request for Proposal for the Business & Operations Planning consultant was issued on September 24, 2010, and the evaluation committee is requesting the Board to consider the selection of Matrix Design Group, Denver, Colorado, to serve as the Business and Operations Planning Consultant at

this November meeting. The 2011 estimated cost of these services are \$256,166.

- BRAC Counsel: The amount of \$130,000 for 2011 is the projection the Attorney General's Office anticipates for BRAC legal counsel services for 2011.
- IT Contractor: This item is a provision for consulting services required when NJEDA's IT Department completes its installation of the Authority's computer network. The projected cost for 2011 is \$14,400.
- Auditors: The provision for auditing services for 2011 of \$19,930 includes FMERA's initial audit and the 2011 Fiscal Year's audit.

### **Travel, Equipment, Supplies and Office Costs**

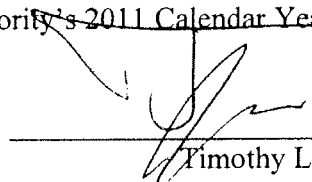
In 2011, \$39,507 for Travel, \$37,155 for Equipment, \$44,363 for Supplies and \$247,524 for Office Costs take into account the additional costs due to an increase in staffing, including additional equipment and office space. As in 2010, Travel is related to meetings with federal officials including U.S. Army and OEA, as well as FMERA's participation in the Association of Defense Communities (ADC) Conferences, as recommended by OEA. The projected equipment cost includes the hardware and software costs associated with set-up of a computer network and purchase of three computers for staff. In addition to office supplies and stationary expense, Supplies includes the printing and reproduction costs of maps, renderings and plans; as well as outlays for the repair and maintenance of office equipment, and production of an informational brochure. The costs associated with the Office Costs category include advertising for RFPs and staff, rent, utilities, telephone, internet and insurance.

### Recommendation

Based upon the above, the Members are requested to consider approval of the Authority's proposed \$2,877,550 2011 Calendar Year Budget.

The Members also are requested to consider approval of the deferment of payment for Support Services for the first full year of operations of the Fort Monmouth Office from January 1, 2011 through December 31, 2011 in the amount of \$250,000. Payments will accrue quarterly and have a 3%, annual interest rate and only will be paid when FMERA obtains revenues from its operations.

The Members are further requested to consider authorizing the Executive Director to submit a grant request, and any other necessary documentation, to OEA for federal funds in an amount not to exceed \$2,364,795 to support the Authority's 2011 Calendar Year Budget.

  
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Timothy Lizura

Prepared by: Beverlee Akerblom

Budget Comparison  
 FMERPA Budget Fiscal Year ending 6/30/2011 and  
 Proposed FMERA Budget Fiscal Year ending 12/31/2011

Expense Categories	FMERPA Fiscal Year Ending 6/30/2011		FMERA Fiscal Year Ending 12/31/2011	
		%		%
Personnel *	455,995	21.2%	1,071,350	40.8%
Fringe Benefits **	158,914	7.4%	460,680	17.5%
Travel				
Local ***	1,492		9,000	
Out-of-state	9,030		21,357	
Conf/Mtgs/Membership costs	7,450		9,150	
	17,972	0.8%	39,507	1.5%
Equipment ***				
Computer Hardware	-		5,886	
Computer Software	1,500		26,769	
Portable Projector Screen	-		-	
Office Equipment Copier	-		-	
Telecommunication Equipment	-		-	
Office Furniture	-		4,500	
	1,500	0.1%	37,155	1.4%
Supplies				
Office Supplies & Stationary ***	5,400		12,851	
Repair & Maintenance Office Equipment ***	5,201		10,323	
Postage & Delivery Expense ***	1,440		6,084	
Informational Brochure	10,000		10,000	
Printing: renderings, maps, plans	2,500		5,305	
	24,541	1.1%	44,363	1.7%
Contractual				
Business & Operations Planning	500,000		256,168	
Planning, Engineering, Architect Environmental Consulting Services	660,000 90,000		218,475 90,000	
Planning Review and Consulting Services				
Information Technology Contractor	-		14,400	
Legal - BRAC Counsel Auditors	100,000 15,000		130,000 19,930	
	1,365,000	63.4%	726,971	27.7%
Office Costs				
Advertising (RFP, Staffing and legal notices)			1,800	
Rent ***	85,825		164,025	
Telephone Exp & Internet ***	18,200		23,400	
Cell Phone/Blackberry ***	5,180		16,770	
Insurance ***	21,617		41,529	
	128,802	6.0%	247,524	9.4%
	2,152,724	100%	2,627,550	100%
Deferred Costs				
EDA Support Services			250,000	
Total	2,152,724		2,877,550	

\* Personnel - increase reflects staggered hiring of 7 additional staff members with specialized skills and professional certifications to initiate the implementation effort

\*\* Fringe Benefits - increase result of increase in Personnel and change from FMERPA's negotiated fringe rate to fringe based on actual cost

\*\*\* cost affected by increase in staffing level