

# East Orange Parking Authority

**RFQ: PARKING CONSULTANT**

January 12, 2021

Prepared For:

**East Orange Parking Authority**

60 Evergreen Place, Suite 503

East Orange, NJ 07018

Prepared By:

**THA Consulting, Inc.**

**(FDBA Timothy Haahs & Associates, Inc.)**

144 Livingston Avenue

New Brunswick, NJ 08901



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# Submission Form

**East Orange Parking Authority**

**SUBMISSION FORM**

*Note: Attach additional sheets as necessary.*

Service: Parking Consultant

**1. Names and roles of the individuals who will perform the services and description of their education, Authority experience, and experience with projects similar to the services contained herein including their education, degrees, and certifications:**

In Section 3, we have provided our Key Personnel who will be assigned to this contract and their experience with similar projects and services.

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**2. References and record of success of same or similar service:**

In Section 4, we have provided Project Experience sheets that will demonstrate the similar services we provide, as conveyed in the RFQ.

In Section 6, we have provided Client References that you may contact to gain insight into our services and client satisfaction.

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**3. Description of ability to provide the services in a timely fashion (including staffing, familiarity, and location of key staff):**

In Section 5, we have provided a summary of our project approach, demonstrating our ability to provide the services as stated in the RFQ for Parking Consulting.

**4. Cost details, including the hourly rates of each of the individuals who will perform services, and all expenses:**

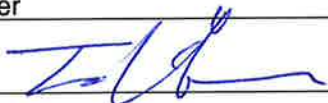
In Section 7, we have provided a copy of our hourly rates.

*Note: Attach additional sheets as necessary.*

Firm: THA Consulting, Inc. Date: 1/7/2021

Authorized Representative (Print):

Todd Helmer

Signature:  Title: CEO

Telephone #: 484-342-0200 Fax #: 484-342-0222

# Firm Profile

# COMPANY PROFILE

MIAMI  
ATLANTA  
PHILADELPHIA  
NEW BRUNSWICK

## PARKING PLANNING & DESIGN

THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) understands the important role parking plays in development. THA Consulting, Inc. is a multi-disciplined engineering, architectural, and mobility consulting firm specializing in the planning, design, operation, and restoration of parking and mixed-use facilities, as well as master planning for campuses, urban and high density areas, and transit related projects. Since our inception in 1994, we have completed close to 1,000 parking projects and almost 1,000,000 spaces. Our expertise has been cultivated by extensive experience with unique issues and requirements associated with parking facilities, including pedestrian connectivity, safety and security, and amenities. We provide exceptional service and strategic solutions for complex parking issues to a variety of clients.

Our approach to master planning in high density and urban areas is to integrate the parking solution with the pedestrian experience, creating active and vibrant “people places”. Our primary focus is to create a sense of place and identity, built on shared gathering spaces. We seek to maximize the shared use of parking to create efficiency and economy.

Our architectural and engineering design expertise rests in our ability to plan and design structure that contain a significant parking component. This specialization has created value for our clients for the past 26 years through our considerable project experience and practical knowledge of these unique project types.

## PROJECT AWARDS

**Miami Design District  
Museum Garage, Miami, FL**  
Best of Design of Mixed or Multi-Use Parking Transportation Facility, International Parking & Mobility Institute, 2019 Award of Excellence for Architecture, Florida Parking & Transportation Association, 2018

**Incyte Corporation  
Parking Garage, Wilmington, DE**  
Eastern Pennsylvania and Delaware Chapter of ACI, Mid-Rise Garage Category, 2019

**Miami Design District  
City View Garage, Miami, FL**  
Award for Excellence for Architectural Achievement, International Parking Institute, 2016

## SERVICES

### ASSET MANAGEMENT

- Condition Appraisal
- Restoration Engineering
- Life Cycle Cost Analysis
- Operational Consulting
- Owner Representation
- Graphics & Wayfinding
- Maintenance Programs

### ENGINEERING & ARCHITECTURE

- Parking Structure Design
- Mixed-Use Structure Design
- Project Design Management
- Functional Design
- Architectural Design
- Structural Engineering
- Design Build Services
- Sustainable Design

### PLANNING FOR PARKING

- Master Planning
- Site Analysis
- Supply/Demand Analysis
- Feasibility Studies
- Shared Parking Analysis
- Due Diligence Reports
- Parking Consulting
- Financial Analysis



# PARKING STUDIES

TimHaahs is aware of the importance of effective parking planning, management, and development for our clients, including colleges and universities, hospital and medical institutions, transit agencies and municipalities. TimHaahs regularly performs supply and demand analyses, functional design studies, financial feasibility studies, site analysis studies, shared parking analyses, and due diligence reports.

We seek to provide our clients with these services to evaluate and support their parking systems, as well as provide recommendations for improvement. We

have developed a shared parking analysis technique to analyze clients' needs, evaluating and potentially integrating multiple user groups.

Furthermore, through these studies, we are able to offer suggestions for improved financial success, such as modified rate structures, as well as other possible financing options.



We seek to provide our clients with these services to evaluate and support their parking systems, as well as provide recommendations for improvement.

One of the most important steps to identifying parking needs, especially in the changing world of parking and mobility, is the undertaking of parking studies. There are numerous types of studies meant to evaluate current parking situations and anticipate future needs. Parking studies are critical to the planning, management, and development of parking programs across all sectors including municipalities, real estate development, transit agencies, hospitals and medical centers, colleges and universities, and more.

The information gathered during

these studies is vital to supporting parking systems and ensuring that there is convenient access to a variety of destinations, as well as providing recommendations for improvement. TimHaahs regularly provides parking studies for our clients, evaluates data to help achieve a more efficient parking system, identifies underutilized parking resources, improves financial success, and even modify rate structures. Our goal is to tailor each of these projects to the specific needs and goals of our clients, and make the recommendations designed to enhance their parking programs and ef-



# COMMON PARKING STUDIES

## COMMON PARKING STUDIES INCLUDE:

- Parking Supply/Demand
- Benchmark Rate Comparison
- Parking Marketing Analysis
- Operational & Management Audits
- Mobility & Transportation Demand Management
- Request for Proposal (RFP) & Invitation to Negotiate (ITN) Preparation, Evaluation, & Negotiation Services
- Wayfinding & Signage Audit & Recommendations
- Owner's Representative Services
- Review & Revision of Zoning Ordinances & Parking Policies
- Alternative Analysis
- Financial Feasibility
- Financial Breakeven & Market Capture Projections



## TIMHAAHS SERVICES

Condition Appraisals • Restoration Engineering • Life Cycle Cost Analysis • Owner's Representation • Parking Equipment Specifications • Parking Graphics/Wayfinding Systems • Parking Structure Design • Mixed-Use Structure Design • Project Design Management • Functional Design • Architectural Design • Structural Engineering • Design Build Services • Master Planning • Site Analysis • Supply/Demand Analysis • Feasibility Studies • Shared Parking Analysis • Due Diligence Reports • Parking Consulting

[www.timhaahs.com](http://www.timhaahs.com)

Philadelphia : 484.342.0200  
Miami : 305.592.7123  
Atlanta : 770.850.3065  
New Brunswick : 732.253.0690

# Key Personnel



**JAMES M. ZULLO, CAPP, LEED AP, AICP**  
**President**

**RELEVANT PROJECT EXPERIENCE**

**City of Malden Downtown Parking Study**  
**Malden, NJ**

**Project Manager.** For the City of Malden, *THA* provided parking consulting services as a sub consultant to Weston & Sampson to undertake a Parking Adequacy Study; Parking Operations Review; Parking Site Feasibility Study; and Existing Parking Facilities Façade Enhancement. The parking adequacy study included an analysis for the existing parking supply in the study area and the identification of strategies to reduce on-street parking utilization and increase overall garage usage. This assessment looked at existing parking conditions, as well as anticipated parking demand associated with proposed future developments.

**Westfield Master Plan**  
**Westfield, NJ**

**Project Manager.** *THA* developed the Parking Plan Element of the Master Plan Reexamination for the City of Westfield. *THA* participated in meetings with Westfield Representatives, reviewed any related parking information as it pertained to the development of the Parking Plan, and attended community meetings. *THA*' analysis for Westfield's Master Plan Reexamination identifies smart growth parking planning, management strategies, and practices to "right size" the amount of parking for new development, as well as effectively utilize and manage existing parking assets.

**City of Perth Amboy On Call Consulting and Parking System Review**  
**Perth Amboy, NJ**

**Project Manager.** For the City of Perth Amboy, *THA* continues to serve as an on call parking operations and parking system improvement consultant. *THA* performed an assessment of the City's current parking operations and management. *THA* also provided recommendations to enhance the parking system to support local businesses, residents, and future economic development effectively, as well as generate adequate revenue to cover operating and capital maintenance costs. *THA* evaluated the City's current parking conditions, including existing supply and anticipated demand.

**Camden Parking Authority Interim Executive Director**  
**Camden, NJ**

**Project Manager.** Mr. Zullo served as the Interim Executive Director for the Parking Authority of the City of Camden in conjunction with Bier Associates. Mr. Zullo provided on-site management and advisement related to a number of on- and off-street parking policies and implementation strategies including planning and development of parking facilities, parking policy enforcement, parking management and operations, asset management, capital improvements, financing and budget development and marketing and administration tasks.

**Township of Millburn Parking Garage**  
**Millburn, NJ**

**Principal in Charge.** For the Township of Millburn, *THA* designed a 375-space parking facility to serve residents, visitors and commuters. *THA* performed a conceptual design study of two sites to determine the best option for the proposed garage. *THA* designed the facility to complement the character of the surrounding area.

**NJIT Parking Adequacy Financial Analysis**  
**Newark, NJ**

**Project Manager.** *THA* was retained by NJIT to conduct a Parking System Adequacy and Financial Analysis Study of NJIT's parking system based on the NJIT Space Needs Analysis for the Master Plan and to project future parking adequacy through FY 2030. According to the NJIT Space Needs Analysis for the Master Plan, total enrollment is expected to increase. In addition, the anticipated number of faculty and staff are expected to increase. This increase in total headcount at the university will impact parking demand.

**YEARS OF EXPERIENCE**

20 Years

**EDUCATION**

Tulane University,  
Bachelor of English and Communications,  
1983

New York University, Real Estate Institute,  
Diploma in Real Estate,  
Investment Analysis Concentration, 1989

Rutgers University,  
Master of City and Regional Planning, 1996

**REGISTRATIONS**

American Institute of Certified Planners  
(AICP)  
Certified Administrator of Public Parking  
(CAPP)  
Leadership in Energy and Environmental  
Design  
(LEED)

**PROFESSIONAL  
AFFILIATIONS**

American Planning Association  
International Parking & Mobility Institute  
New Jersey Parking Institute  
New Brunswick Special Improvement  
District  
New York State Parking and Transportation  
Association  
Urban Land Institute

**PUBLICATIONS**

Structured Parking for Transit-Oriented  
Development, UrbanLand, April 2009



**YEARS OF EXPERIENCE**

20 Years

**EDUCATION**

University of Florida,  
Bachelor of Business Administration, 1997

University of South Florida,  
Master of Business Administration, 2000

**PROFESSIONAL AFFILIATIONS**

Florida Parking and Transportation Association  
American Planning Association  
CPP, Certified Parking Professional

**CERTIFICATIONS**

Certified Administrator of Public Parking (CAPP)  
LEED Accredited Professional  
Certified Parking Professional (National Parking Association)  
VEFS (SAE)

**PUBLICATIONS**

How to Create Quality Linkages, The Parking Professional, March 2011

Win-Win Parking Strategies, Planning Magazine, May/June 2010

Are These Tough Economic Times an Opportunity to Make Much-Needed Changes to Parking?  
The Parking Professional, February 2010

The Price is Right – A Wrap up of Parking Trends, from Pricing to Sharing, Planning Magazine, May 2008

**VICKY M. GAGLIANO, MBA, CAPP, LEED AP, PARKSMART**

Director of Parking Studies

**RELEVANT PROJECT EXPERIENCE**

**Borough of Metuchen District Development Shared Parking Study  
Metuchen, NJ**

**Project Manager.** For the Borough of Metuchen, *THA* performed a shared parking analysis to evaluate the accuracy of a previous shared parking analysis conducted for the future District Development. The study also determined the number of parking spaces needed for the mixed-use development. *THA* identified each potential use of parking at the development, and estimated the parking demand throughout day. The study determined that with the implementation of recommended parking management practices, the proposed parking plan will accommodate the needs of District Development.

**Borough of Metuchen Downtown Parking Assessment  
Metuchen, NJ**

**Parking Specialist.** *THA* performed a parking assessment to plan for the future growth of the downtown area. *THA* analyzed the current parking supply, its users, and unique issues associated with the Borough's various facilities. *THA* also performed occupancy counts for all spaces within the study area, and identified areas of shortages and the number of new spaces required to meet them.

**Rahway Downtown Parking Study  
Rahway, NJ**

**Project Manager.** For the Rahway Parking Authority, *THA* performed a downtown parking assessment, design study, and feasibility analysis. The study included a supply/demand analysis, future demand analysis, evaluation of vertical expansion of an existing parking structure, and evaluation of the financial and site feasibility of a new structure. The study also analyzed the diversity of users in the area, and the potential increase due to expansion. The study also identified strategies to meet future demand to ensure that the City's parking system continues to support downtown development and revitalization.

**West Windsor Princeton Junction Master Plan  
West Windsor, NJ**

**Project Manager.** The Township of West Windsor is in the process of creating a plan to revitalize the area surrounding Princeton Junction Train Station. For this project, the West Windsor community participated in design charettes to determine best practices and solutions for development around the train station. *THA* played a significant role in the West Windsor Princeton Master Plan process, including providing consulting on critical issues such as parking layout and design. *THA* worked alongside the residents of West Windsor to determine which options and opportunities are best for their community.

**Glassboro Downtown Parking Management Plan  
Glassboro, NJ**

**Project Manager.** For Sora Holdings, LLC, *THA* developed a downtown parking management plan for the Borough of Glassboro, NJ. *THA* reviewed the parking assets surrounding the proposed Rowan Boulevard mixed-use project. *THA* provided recommendations as to how the Borough should manage its parking assets, and discussed the impact these assets will have on the proposed development. The Borough will use this parking management plan as a tool to manage its parking assets to encourage patrons to park in the proposed garage, rather than on-street. *THA* also developed a residential parking permit program for the Borough.

**Sussex County Judicial Center Parking Garage PARCS Study  
Sussex County, NJ**

**Project Manager.** For the County of Sussex, NJ, *THA* provided a feasibility study for the implementation of an automated PARCS system for the County's Judicial Center parking garage. *THA* provided the County with solutions for implementing a financially self-sufficient system that provided increased access control, facility management, and security. The system was designed to accommodate monthly parkers, daily and hourly parkers, and provide an automated validation system for jurors.



## NAN CHEN, PARKSMART

Parking Specialist

### RELEVANT PROJECT EXPERIENCE

#### **Fort Lee Parking Authority Guntzer Street Parking Structure Financial Feasibility Study Fort Lee, NJ**

**Parking Analyst.** For the Fort Lee Parking Authority, *THA* established the parking and economic feasibility of a proposed garage development project on Guntzer Street. This entailed identifying garage parking requirements and developing various parking scenarios to satisfy current and future development needs and trends. By determining the parking demand, the study also established the development project and related parking resource areas of influence. Within the areas of influence, *THA* identified competing and other parking resources that would impact the parking facility. In addition, the study analyzed and identified the parker composition and number of parkers associated with each development project.

#### **East Brunswick Commuter Parking Demand Analysis East Brunswick, NJ**

**Parking Analyst.** East Brunswick Township engaged *THA* to undertake a commuter bus parking demand analysis to project the anticipated bus commuter parking demand for the East Brunswick area over the next five years.

#### **Green Street Mixed Used Parking Study Newark, NJ**

**Parking Analyst.** *THA* performed a feasibility analysis related to the development of a proposed Green Street Parking Facility. The feasibility analysis is based on the construction plans for the Green Street Parking Facility dated November 9, 2017, and includes projected development costs, financing costs, and a statement of projected income and expenses for a ten (10)-year period.

#### **Princeton University Parking Management Consulting Princeton, NJ**

**Parking Analyst.** *THA* partnered with SP+, who served as prime consultant for the project. The overarching goal of the study is to provide an objective assessment of Princeton University's parking program and to provide recommendations in support of the University's objective to reduce single occupancy vehicles driving to and parking on campus.

#### **NJIT Parking Adequacy Financial Analysis Newark, NJ**

**Parking Analyst.** *THA* performed a Parking System Adequacy and Financial Analysis Study of NJIT's parking system based on the NJIT Space Needs Analysis for the Master Plan and to project future parking adequacy through FY 2030. NJIT seeks to determine the estimated amount of additional parking required and the financial impact of potential parking permit fee adjustments through year 2030.

#### **Township of Woodbridge Parking Consulting Services Woodbridge, NJ**

**Parking Analyst.** *THA* provided a comprehensive assessment of the existing parking inventory, current demand, and the future parking needs based on the new redevelopment projects and increased business activity. As a result of this analysis *THA* will determine the area's future parking adequacy, and whether new parking facilities are needed to provide satisfactory parking in the downtown area. *THA* will also provide parking management and planning strategies to enhance the overall downtown public parking system, including opportunities to better utilize and regulate existing parking assets.

### YEARS OF EXPERIENCE

4 Years

### EDUCATION

Rutgers, the State University of New Jersey,  
Master of City and Regional Planning, 2016

Beijing University of Technology,  
Bachelor of Science in Urban Planning, 2014

### PROFESSIONAL AFFILIATIONS

American Planning Association  
International Parking & Mobility Institute  
New Jersey Parking Institute



## **TODD J. HELMER, P.E., PARKSMART** CEO

### **RELEVANT PROJECT EXPERIENCE**

#### **Rutgers Public Safety Garage** New Brunswick, NJ

**Principal in Charge.** For Rutgers University, *THA* provided full design services for the parking structure adjacent to the Rutgers Public Safety Building. The parking garage consists of 341 parking spaces with two retail areas on the ground floor. The parking spaces are segregated into a public parking area above and a secure police motor pool on the ground floor, providing parking for Rutgers Public Safety vehicles. Direct connections from the garage to the public safety building include a sally port for the handling of prisoners.

#### **Plum Street Parking Garage** New Brunswick, NJ

**Principal in Charge.** For the New Brunswick Parking Authority, *THA* served as structural engineer and parking designer for the new 854-space Plum Street parking facility. The 11-level facility provides parking for Robert Wood Johnson University Hospital's Children's Specialized and Children's Health Centers, as well as two flanking multi-use buildings to be constructed under the French Albany Redevelopment Plan. The 854-space structure serves 60,000 square feet of office space, 101 residential units and 13,000 square feet of retail space.

#### **Gateway Transit Village** New Brunswick, NJ

**Principal in Charge.** *THA* worked with Ehrenkrantz Eckstut & Kuhn Architects (EEK) as well as the New Brunswick Development Corporation (DEVCO) and the New Brunswick Parking Authority (NBPA) on the planning and design of the New Brunswick Transit Village. The 600,000 sf site is located between Rutgers University and downtown New Brunswick. The mixed-use project includes a 664-space parking structure, retail at grade, a Rutgers University bookstore, 14 stories of apartments, potential entertainment venue space, and office space including, the new administrative offices for NBPA. In addition, the development also features a pedestrian walkway connecting to the adjacent New Jersey Transit/Amtrak station.

#### **New Brunswick Perform Arts Center Garage** New Brunswick, NJ

**Principal in Charge.** The New Brunswick Performing Arts Center (NBPAC) development will transform the Downtown Cultural Arts District in New Brunswick, New Jersey. This project includes the development of two state-of-the-art theater spaces, dedicated rehearsal studios, academic and office space. The project also includes 207 residential rental apartments and public parking. *THA* worked with the prime architect Elkus Manfredi and the New Brunswick Parking Authority to design the seven tier NBPAC mixed-use parking facility that includes 344 parking space, electric vehicle charging stations, TD Bank employee and customer parking, bike parking, ballet rehearsal space, loading docks, and ancillary space.

#### **New Jersey Transit Hamilton Station Garage** Hamilton, NJ

**Principal-in-Charge.** For New Jersey Transit, *THA* designed a parking structure to serve the existing Hamilton Station, located in Hamilton, New Jersey. The six story precast parking structure provides 2066 spaces for transit commuters. The façade of the parking structure was designed to complement the existing train station, as well as the historic American Standard building located opposite the rail tracks. The design incorporates architectural features similar to the American Standard building, such as keystones and cornices, into the stair towers of the parking structure.

### **YEARS OF EXPERIENCE**

29 Years

### **EDUCATION**

The Georgia Institute of Technology,  
Bachelor of Civil Engineering, 1991

### **P.E. REGISTRATIONS**

Connecticut, Delaware, District of Columbia,  
Indiana, Maine, Maryland, Michigan, New  
Jersey, New York, Ohio, Pennsylvania,  
Puerto Rico, Tennessee, Virginia

### **PROFESSIONAL AFFILIATIONS**

American Concrete Institute, Board  
Member  
American Society of Civil Engineers  
Delaware Valley Association of  
Structural Engineers  
International Concrete Restoration Institute  
International Parking Institute  
National Society of Professional Engineers  
New Jersey Parking Institute  
New York State Parking Association  
Mid-Atlantic Parking Association,  
Board Member  
Parking Association of the Virginias  
Pennsylvania Parking Association  
Pennsylvania Society of  
Professional Engineers  
Society of College and University Planning  
Urban Land Institute

### **PUBLICATIONS**

Parking Design for the Real World, Parking  
Magazine, July/August 2008

### **SELECTED PRESENTATIONS**

Parking Integration for  
Downtown Districts & Main Streets,  
Pennsylvania Parking Association  
Conference, 2009

The Redevelopment & Revitalization of  
Rahway, NJ, International Parking Institute  
Conference, 2008



**YEARS OF EXPERIENCE**

15 Years

**EDUCATION**

Philadelphia University  
BA in Architecture, 2002

**JONATHAN M. SHISLER, PARKSMART**

Lead Designer

**RELEVANT PROJECT EXPERIENCE**

**Wellness Plaza Parking Garage**

**New Brunswick, NJ**

**Lead Designer.** For the 1200-space Wellness Plaza parking garage, *THA* provided parking garage design, parking planning, and consulting services. On the facility's ground level is the Fresh Grocer grocery store and the Robert Wood Johnson Fitness and Wellness Center is primarily found on the second floor. The project includes a significant tower element comprised of stairs, elevators, and a walkway connector to the New Brunswick Train Station northbound platform. The structure proved to be a design challenge as it included cast-in-place concrete helix ramp structure and aquatic facilities for the fitness center.

**Queen Street Parking Structure**

**Lancaster, PA**

**Project Designer.** For the Red Rose Transit Authority, *THA* provided architectural, engineering, and planning services for the 450 space Queen Street parking structure in historic downtown Lancaster. The mixed-use structure will include retail space at grade, as well as provisions for future development on top. The structure will serve as an attractive complement to the adjacent Lancaster Museum of Art, and provide direct access for museum visitors. *THA* will also provide structural engineering for the ten stories of residences above, which will also incorporate a green roof.

**SEPTA 69th Street Terminal Garage**

**Upper Darby, PA**

**Project Designer.** For the Southeastern Pennsylvania Transportation Authority (SEPTA), *THA* served as the prime design firm for a 400-space parking facility. The 69th Street Terminal Garage includes a number of design elements intended to enhance the pedestrian experience. These enhancements will provide a more pleasant transition for commuters. The garage also includes a number of historic façade elements to complement the existing station building, as well as the surrounding neighborhood. The garage will also include rooftop solar panels to support the energy needs of the facility.

**South Orange Third & Valley Redevelopment**

**South Orange, NJ**

**Project Designer.** *THA* is working with developer Jonathan Rose Companies on the Third & Valley redevelopment project in South Orange, New Jersey. The mixed-use, transit-oriented development project will include a combination of residential units, retail space, and structured parking adjacent to the New Jersey Transit South Orange Train Station. *THA* is designing a 522-space parking facility, which will be wrapped on two sides by the residential development. The project will include two architectural treatments.

**Cira South Parking Structure**

**Philadelphia, PA**

**Project Designer.** *THA* designed the 11-level, 1661-space parking structure at the Cira South development area in Philadelphia, PA. The parking structure is situated between two towers on Walnut and Chestnut Streets. In addition, the garage features retail frontage and serves the two towers which incorporate office, residential, hotel, restaurant, and retail elements. Office and residential structures bookend the parking structure, and are built over AMTRAK railroad tracks. The garage also includes provisions for a possible future green (LEED) roof.

**Rowan University Parking Structure**

**Glassboro, NJ**

**Project Designer.** For Rowan University, *THA* is providing design services for a new 1,000 space parking structure at their campus in Glassboro, NJ. The structure will contain office space on the first floor to accommodate the University's Public Safety Department. *THA* performed a study to determine the feasibility of constructing the garage on the site. Additionally, *THA* worked with the University to help plan for additional development in the area surrounding the site, as well as develop opportunities for creating a more active and vibrant environment.



**YEARS OF EXPERIENCE**

21 Years

**EDUCATION**

Howard University  
Bachelor of Architecture,  
1997

**RA REGISTRATIONS**

New Jersey

**PROFESSIONAL AFFILIATIONS**

American Institute of Architects (AIA)

**REGINALD B. PIGGEE JR., RA**  
Project Manager

**RELEVANT PROJECT EXPERIENCE**

**Asbury Park CBD Parking Structure**  
City of Asbury Park, NJ

**Project Manager.** For the City of Asbury Park, NJ, *THA* was engaged as the prime design firm to provide the parking design and consulting services for the Asbury Park Central Business District (CBD) Parking Structure. Specifically, *THA* is providing parking planning and design (schematic design 30%) and the preliminary financial / break-even analysis. The Asbury Park CBD Parking Structure will be located at the Municipal / Transportation Complex Site in the Main Street Redevelopment Plan (MSRP) Zone. The six-tier, precast garage will include 500 +/- parking spaces to primarily serve the needs of the existing Municipal Complex and Transportation Center, the increasing parking demand associated with the Central Business District, and provide long-term parking solutions to support future redevelopment of the Municipal Complex Site and surrounding areas. The Asbury Park CBD Parking Structure includes a number of design elements to maximize efficiency while providing safe and efficient traffic flow within the structure.

**133 River Street Redevelopment**  
City of Hackensack, NJ

**Project Manager.** For the County of Bergen, *THA* was engaged as the prime design firm to provide the parking design and engineering services for a redevelopment project at 133 River Street in Hackensack, NJ. The County of Bergen will redevelop the site formerly known as the "Probation Site". The redevelopment plan for the site is intended to capitalize on the property's prime location and proximity to the New Jersey Regional Bus Station, the two (2) New Jersey Transit Train Stations (Essex and Anderson Street), and to the major transportation networks including Route 4, 46, 17, Interstate 80 and the Garden State Parkway. The project is anticipated to consist of county offices, residential development, structured parking, and the integration of the NJ Transit Bus Station or components thereof. Specifically, *THA* will provide parking and bus facility design services for the project, structural engineering for the office component and residential podium and will coordinate with Netta Architects (Office Component) Kitchen Associates, (Residential Component) and AKF (MEP) related to the project.

**Experience with Previous Firm**

**Department of Veteran's Affairs, VA St. Albans**  
Queens, NY

Removal and replacement of all plumbing fixtures, countertops toilet partitions, grab bars, light fixtures, mirrors, emergency pull cords and finishes. Assumed Project Management role including design, client meetings and presentations, production of all working drawings, coordination of all trades, specification coordination, bidding and construction administration.

**OC-7 Texas Rd. Plaza III**  
Township of Old Bridge, NJ

New construction encompassing two age restricted residential building types. Buildings 1-2 are 4 story (83) mixed units of 1 bedroom through 3 bedroom and low moderate income units and amenity spaces. Building 3 is a 4 story (67) mixed units of 1 bedroom through 3 bedroom and low moderate income units and 1st floor amenity spaces. Assumed Project Management role including, client coordination, production of all working drawings, coordination of all trades, specification coordination.



# Project Experience

## East Orange Brick Church Station Shared Parking Analysis

THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) was retained by Triangle Equities to perform a Shared Parking Analysis to identify the total amount of parking required for a new mixed-use, transit oriented development project, called the Crossing Project located at Brick Church Station in East Orange, NJ.

The Shared Parking Analysis was based on Urban Land Institute and International Traffic Engineers Parking Generation Manual 5th Edition recommendations as well as adjustments deemed appropriate given the Project's location, density, mix of uses, and proximity to mass transit.

The intent of the Shared Parking Analysis was to identify actual parking demand given the various characteristics of each parking user group to mitigate the cumulative amount of parking to be developed.

**CLIENT**

Triangle Equities

**LOCATION**

East Orange, NJ

**PROJECT DATES**

March 2019 - April 2019



## **East Orange Brick Church Station TOD Full Design**

*THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) (THA)* provided Triangle Equities with parking consulting, architectural design and documentation, structural engineering, and construction administration services for a proposed parking structure of approximately 1,235-spaces and 7-tiers. parking planning and design for a proposed 1,200 space, 7-tier pre-cast parking structure.

The garage will be designed to connect at the second level with an adjacent retail space and portions of the garage will be wrapped by residential and retail development.

**CLIENT**  
Triangle Equities

**LOCATION**  
East Orange, NJ

**PROJECT DATES**  
October 2019 - April 2022



# Camden Parking Authority Interim Management Consultant

From 2012 through 2014, THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) served as a sub consultant to Bier Associates and served as the Interim Executive Director of the City of Camden Parking Authority.

In this role, Jim Zullo – Vice President of THA – served as the Interim Director of the Authority providing day to day oversight and direction of the Authority's on and off street parking operations, facility improvements, and PARCS upgrades. Jim also directed the Authority's waterfront event parking operations and interacted with the multiple City of Camden stakeholders, including: Rutgers University, Coopers Ferry, Live Nation, the Camden Waterfront Aquarium, and public officials.

**CLIENT**  
Bier Associates

**LOCATION**  
Camden, NJ

**REFERENCE**  
Leonard Bier  
Bier Associates  
Executive Director  
(732) 828-8866

**PROJECT DATES**  
2012 - 2014



## Trenton Parking Authority Advisory Services

THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) has successfully worked with the Trenton Parking Authority over the past several years to complete various projects to address operational, structural and aesthetic concerns and to ensure the continued safe and functional usage of the Authority's parking facilities into the future. These services have included parking facility code analysis, condition appraisals, and restoration projects.

We recently completed and submitted the condition appraisal report for the Liberty Commons Garage, are currently engaged in the elevator replacement project at the Warren Street Garage, have performed code reviews to address a Notice of Violations from the NJ DCA at the Warren Street Garage and a concern about emergency egress at the Liberty Commons Garage, and have completed condition appraisals and restoration projects at the Warren Street Garage.

We regard the Trenton Parking Authority as a valued client and are committed to providing you with the highest level of technical and expertise and client service. We believe that our present understanding of the Authority's facilities and requirements and our existing working experience and relationship provides us with an unparalleled ability to cost effectively and efficiently serve the Authority over the next contract period.

**CLIENT**

Trenton Parking Authority

**LOCATION**

Trenton, NJ

**REFERENCE**

Lou Garlatti

President

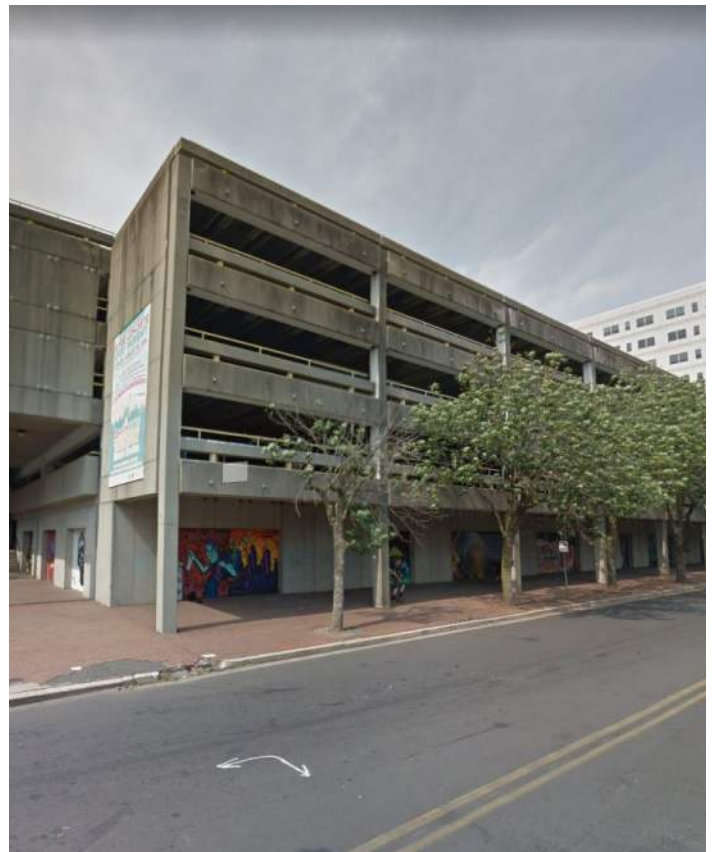
Albert Garlatti Construction Co.

lgarlatti@garlatticonstruction.com

(732) 545-5727

**PROJECT DATES**

2010 - 2020



## New Brunswick Parking Authority Advisory Services

*THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.)* provides the New Brunswick Parking Authority (NBPA) with professional parking consulting and advisory services on a regular basis.

*THA* represents and advises the Authority throughout design and construction of various parking related projects. Services begin in the preliminary schematic design phase and continue through the end of construction, including 11th-month walkthroughs. *THA* provides comprehensive Owner's Representative services, to protect the interests of the Authority during each phase of the planning, design and construction process.

*THA* provides ongoing condition appraisal & restoration services for the NBPA's parking assets, including eight parking structures. *THA* developed an ongoing proactive maintenance program that provides the NBPA with guidelines and tools to ensure proper and timely maintenance, as well as accurately budget for the associated costs. The program helps maintain the condition, safety and expected useful life of the structures. The program also helps to minimize long-term maintenance costs as well as operational and revenue impacts during the restoration work.

A major component of the proactive maintenance program includes annual restoration projects. *THA* develops the scope for the restoration projects and prioritized work while considering the NBPA's budget. After the scope of each project is agreed upon, *THA* develops restoration documents and performs bidding and construction administration services. *THA* continues to help the NBPA proactively maintain their parking assets.

### CLIENT

New Brunswick Parking Authority

### LOCATION

New Brunswick, NJ

### REFERENCE

Mr. Mitchell Karon  
Executive Director  
NBPA  
(732) 545-3118  
mkaron@njbpa.org

### PROJECT DATES

2002 - 2020 (Currently Active)



# Wilmington Parking Authority Parking Study

Back in 2014, *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc. (THA))* was retained by the Wilmington Parking Authority (WPA) to perform a comprehensive parking study to determine the status of the current parking system, the demands imposed on the system by users in the business district, and future parking trends. *THA* identified utilization patterns of the parking facilities located within the Central Business District, operated by the WPA and private enterprises. *THA* also identified users for each parking facility including the associated parking demand generator(s).

*THA* provided several suggestions for forecasting the future parking demand in the Central Business District based on the City's economic projections, new development, and the anticipated increase in existing office occupancy. *THA* evaluated the Authority's long-range business plan, specifically as it related to parking infrastructure improvements in the downtown business district and made recommendations based on this study.

Since that previous study in 2014, downtown Wilmington has evolved with the loss of DuPont, the arrival of Chemours, and the opening of the MidTown Project. In 2018, *THA* was retained once again by the WPA to update the previous study.

**CLIENT**

Wilmington Parking Authority

**LOCATION**

Wilmington, DE

**REFERENCE**

Mr. Stanley Soja  
Executive Director  
Wilmington Parking Authority  
(302) 655-4442

**PROJECT DATES**

August 2018 - October 2018



## **Borough of Metuchen Downtown Parking Assessment**

For the Borough of Metuchen, *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.)* performed a downtown parking assessment to plan for the future growth of the downtown area. The study helped to address future parking shortages, as well as determine proactive methods to satisfy those shortages.

For this study, *THA* analyzed the current parking supply, its users, and unique issues associated with the Borough's various facilities. *THA* also performed occupancy counts for all spaces within the study area, and identified areas of existing shortages, and the number of new spaces required to meet them.

In addition, since the study was located along a major New Jersey Transit line, the study also included calculating potential growth of ridership in the area. As a result of the opportunities presented by the nearby transit station, the study also identified all existing and planned development plans to determine the potential future impacts on parking needs.

**CLIENT**

Borough of Metuchen

**LOCATION**

Metuchen, NJ

**PROJECT DATES**

September 2008 - June 2009





## City of Perth Amboy On Call Consulting & Parking System Review

For the City of Perth Amboy, *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.)* served as an on call parking operations and parking system improvement consultant.

*THA* performed an assessment of the City's current parking operations and management. *THA* also provided recommendations to enhance the parking system to support local businesses, residents, and future economic development effectively, as well as generate adequate revenue to cover operating and capital maintenance costs.

*THA* evaluated the City's current parking conditions, including existing supply and anticipated demand.

*THA* also assessed, and provided recommendations for improvement, related to the following: Parking management system; Parking facility and equipment maintenance system; Parking enforcement regulations; Resident permit program; Parking system communication and promotion efforts; Parking revenue and rate system

*THA* also performed a preliminary financial analysis of the City's parking system, and identified opportunities to enhance revenue.

**CLIENT**

City of Perth Amboy

**LOCATION**

Perth Amboy, NJ



## Fort Lee Parking Authority Parking Study and Financial Analysis

For the Fort Lee Parking Authority, *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) (THA)* provided parking consulting and engineering services for the downtown district, its redevelopment area, and the Guntzer Street parking lot. The project includes the development of a downtown parking adequacy study, site feasibility study, and preliminary financial analysis of the Borough's downtown.

The parking adequacy study included an analysis for the existing parking supply in the study area, and the identification of strategies to maximize parking utilization. This assessment looked at existing parking conditions on a normal day, as well as anticipated parking issues associated with proposed future developments.

*THA* also evaluated the Borough's Guntzer Street parking lot for the potential development of a new parking facility. This assessment addressed a number of garage feasibility issues including size, cost, aesthetics, and feasibility of mixed-use integration.

In addition, the parking study included the development of a preliminary financial analysis to estimate the potential project cost for the development of a new parking facility in the Borough.

### **CLIENT**

Fort Lee Parking Authority

### **LOCATION**

Fort Lee, NJ

### **REFERENCE**

Gloria Gallo  
Executive Director  
Fort Lee Parking Authority  
(201) 592-3500

### **PROJECT DATES**

2014 - 2015



## Rahway Downtown Parking Study

For the Rahway Parking Authority, *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.)* performed a downtown parking assessment, design study, and feasibility analysis. The study included a supply/demand analysis, future demand analysis, evaluation of vertical expansion of an existing parking structure, and evaluation of the financial and site feasibility of a new structure. The study also analyzed the diversity of users in the area, and the potential increase due to expansion.

*THA'* recommendations included: Acquire additional surface lots to increase parking supply; Consider installation of meters; Increase parking rates adjacent to the train station; Increase enforcement of posted time limits of on-street parking; Prohibit free parking on City lots during evening events; Improve lighting beneath the train tracks to improve safety and promote pedestrian activity.

The City of Rahway strongly encourages transit-oriented development, and places significant emphasis on the development of the area to feature pedestrian scale and convenient walkability. The study took into account each of these issues, while identifying strategies to meet future demand to ensure that the City's parking system continues to support Rahway's downtown development and revitalization.

**CLIENT**

Rahway Parking Authority

**LOCATION**

Rahway, NJ

**PROJECT DATES**

July 2008 - March 2009



## Rahway Town Center Master Plan

The City of Rahway is in the process of implementing a major downtown revitalization initiative. THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) provided master planning services for the Rahway Town Center master plan, which would create a new “public square” atmosphere. The plan includes a shopping district, residential units, and a variety of entertainment venues. The plan maintains the most important public features of the city, including the City Hall and public recreational center adjacent to the site.

THA developed a number of concepts from which the City could choose to determine the best fit for their community. The City selected a “main street” plan which features an attractive civic plaza, an outdoor theatre and seating area, parking facilities, and a police station. The plan also includes a variety of residential options, including condominiums and apartments.

The Rahway Town Center plan has already been a catalyst for other redevelopment in the city. It will create an attractive and vibrant destination for visitors, as well as residents of the city and surrounding areas.

**CLIENT**  
City of Rahway

**LOCATION**  
Rahway, NJ

**PROJECT DATES**  
2007



## South Orange Third & Valley Redevelopment

THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) designed a parking facility to serve the South Orange Third & Valley Redevelopment Project. The mixed-use, transit-oriented development includes residential units, retail space, and a parking structure wrapped on two sides by the residential development.

THA worked with developer Jonathan Rose Companies on the Third & Valley redevelopment project in South Orange, New Jersey. The mixed-use, transit-oriented development project includes a combination of residential units, retail space, and structured parking adjacent to the New Jersey Transit South Orange Train Station. THA designed a 522-space parking facility, which wraps around the two sides of the residential development.

The project included two architectural treatments. The residential wrap featuring traditional architecture style on the two sides facing the Village, while the garage featured a more modern style on the sides facing the rail tracks.

The Third & Valley redevelopment was built to meet LEED Gold Standards. The parking facility was designed to incorporate a number of sustainable features including provisions for a rooftop solar array, electric vehicle charging stations, bike racks, and a stormwater retention system. The garage design also features convenient pedestrian access to both the residential building, as well as the NJ Transit platform.

**CLIENT**

Jonathan Rose Companies

**LOCATION**

South Orange, NJ

**PROJECT DATES**

March 2013 - September 2016

**FIRM COST**

\$290,000



## Township of Woodbridge Parking Study & Financial Analysis

For the Township of Woodbridge, *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) (THA)* provided parking consulting services to undertake a Parking Adequacy Study; Parking Operations Review; Parking Facility Planning Study; and Preliminary Financial / Break Even Analysis.

The parking adequacy study included an analysis for the existing parking supply in the study area and the identification of strategies to maximize parking utilization. This assessment looked at existing parking conditions on a normal day, as well as anticipated parking demand associated with proposed future developments.

*THA* also evaluated two potential sites for possible development of a new parking facility. This assessment addressed a number of garage feasibility issues including size, cost, aesthetics, and feasibility of mixed-use integration.

In addition, the parking study included the development of a preliminary financial / break even analysis to estimate the potential project financing and operational costs for the new parking

**CLIENT**

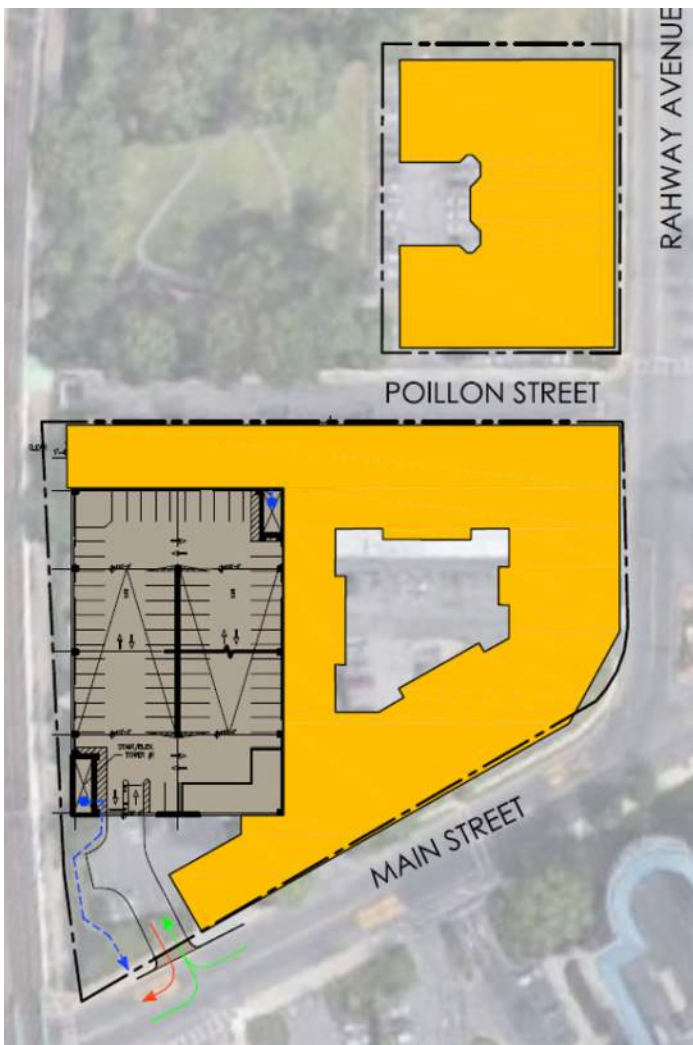
Township of Woodbridge

**LOCATION**

Woodbridge, NJ

**REFERENCE**

Caroline Ehrlich  
Executive Director  
Township of Woodbridge  
(732) 602-6015



## Union Township Downtown Parking Assessment

Union Township sought to redevelop its Center Business District in accordance with smart growth principles including mixed-use residential projects that will serve to revitalize the Center Business District area. Union Township retained *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.)* to perform a Downtown Parking Assessment to evaluate the current parking inventory in the Center Business District study area and to make a projection of the future required parking.

*THA* reviewed and evaluated existing parking conditions and utilization in the downtown area. Projected future demand based on various redevelopment and downtown growth assumptions. *THA* provided recommendations to maximize utilization of existing assets to provide increased convenience and a higher level of parking patron comfort.

Recommendations were made to enhance the parking operations in order to support local businesses, the residential quality of life and future economic development. Smart parking strategies were also given to the township in order to support future developments.

**CLIENT**  
Union Township

**LOCATION**  
Union, NJ

**PROJECT DATES**  
May 2019 - August 2019



## City of Malden Downtown Parking Utilization & Management Study

For the City of Malden, *THA Consulting Inc. (FDBA Timothy Haahs & Associates, Inc.) (THA)* provided parking consulting services as a sub consultant to Weston & Sampson to undertake a Parking Adequacy Study; Parking Operations Review; Parking Site Feasibility Study; and Existing Parking Facilities Façade Enhancement.

The parking adequacy study included an analysis for the existing parking supply in the study area and the identification of strategies to reduce on-street parking utilization and increase overall garage usage. This assessment looked at existing parking conditions, as well as anticipated parking demand associated with proposed future developments.

*THA* also evaluated two potential sites for possible development of a new parking facility. This assessment addressed a number of garage feasibility issues including size, cost, aesthetics, feasibility, and efficiency.

In addition, *THA* evaluated the physical condition of existing parking facilities. *THA* developed multiple facility enhancement options to create a more attractive and comfortable environment for downtown customers, employees, and visitors.

**CLIENT**  
City of Malden

**LOCATION**  
Malden, MA

**REFERENCE**  
Deborah Burke  
Malden Redevelopment Authority  
Executive Director  
(781) 342-5720

**PROJECT DATES**  
March 2018





# City of Jacksonville, Florida Downtown Parking Study

THA Consulting Inc. (FDBA Timothy Haahs & Associates, Inc.) (THA) was retained by the City of Jacksonville for the purpose of developing short and long-range solutions to the City of Jacksonville’s Downtown parking and provide recommendations as to the feasibility of establishing residential on-street parking programs.

The study area was roughly a 300-block zone surrounding Downtown Jacksonville, and was divided into eleven separate sub-areas. The sub areas allowed THA to focus on the unique characteristics and challenges faced within individual districts.

THA discovered that the City had not been properly utilizing the most efficient tools available in their parking management operations. The implementation of License Plate Recognition equipment would improve the efficient of the parking enforcement officers and use of pay-by-plate payment applications would allow for simplification of revenue control.

Some additional recommendations made based on review of current conditions included: implementation of a mobile payment options, increase hourly rates for on-street parking meters, increase of-street monthly parking rates, improve wayfinding to city parking facilities.

**CLIENT**

City of Jacksonville, FL

**LOCATION**

Jacksonville, FL

**REFERENCE**

Guy Parola  
Downtown Investment Authority  
Operations Manager  
(904) 255-5305  
gparola@coj.net

**PROJECT DATES**

December 2017 - June 2019

**PROJECT COST**

\$200,000



## City of Clearwater Parking Consulting

THA Consulting Inc. (FDBA Timothy Haahs & Associates, Inc.) (THA) performed parking consulting services to evaluate the impact of new improvements to the downtown parking system. The study reviewed and updated the City's previous downtown parking study, as these improvements were not in place prior to its completion.

Improvements included increased retail and restaurant establishments along the Cleveland Street District, and a higher downtown office occupancy rate.

The City of Clearwater has taken many steps to improve the walkability of its downtown, including a major streetscape renovation, roadway improvements, a uniform wayfinding and signage program, and a new branding effort. The City also implemented a formalized façade improvement program.

These significant improvements created the need to confirm the ability of the existing downtown parking system to support the increased occupancy and new retail mix.

This study addressed both issues, as well as analyzed opportunities for weekday and daytime users to share parking resources with weekend and evening users.

**CLIENT**

City of Clearwater

**LOCATION**

Clearwater, FL

**REFERENCE**

Sue Tellier  
Administrative Analyst  
City of Clearwater  
(727) 562-4750  
sue.tellier@myclearwater.com

**PROJECT DATES**

October 2008 - February 2009



## City of Richmond Downtown Comprehensive Parking Assessment

The Richmond Redevelopment and Housing Authority, acting on behalf of the City of Richmond, selected *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.)* to perform a comprehensive downtown parking study. The city recently completed its master plan with a vision for creating a dense, urban downtown with a highly walkable, pedestrian friendly environment.

The study area consists of over 200 blocks in nine separate and distinct boroughs within the greater downtown area. The city is looking to consolidate its parking assets which are currently owned by multiple entities.

Richmond is also home to Virginia Commonwealth University, which has a significant campus in and around the study area.

*THA'* parking study in the downtown area included: assessment of the current and future parking supply and demand, creation of a strategic management plan bond feasibility analysis, evaluation of selected parking assets, recommendations for parking management system.

This study will help guide the downtown vision for parking and transportation over the next decade.

**CLIENT**

Richmond Redevelopment & Housing Authority

**LOCATION**

Richmond, VA

**PROJECT DATES**

October 2009



## Hudson Street Garage

For the Village of Ridgewood (the Village), Epic Management and *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.)* provided design-build parking planning and design services and construction for a 252-space parking facility to serve residents, visitors and commuters in Ridgewood.

*THA* performed a conceptual design study to assess the existing municipal parking lot to determine the most efficient and cost-effective solution to the Village's parking needs. In order to provide the amount of parking desired, the it was determined that the garage would need to be 4-tiers tall, and extend to the full extents of the lot.

*THA* incorporated design features to minimize the facility's presence as a parking garage, as well as incorporate architectural design elements to complement the unique character of the downtown area. The garage is a precast concrete parking structure, with the façade incorporating an ashlar stone pattern, and precast headers and sills at windows. Metal awnings at the windows recall the outdoor seating provided at the many local restaurants. The lowest level of the garage was made taller than normal, to allow access through the garage to the rear of the retail establishments to the north. *THA* provided architectural and engineering services for the parking facility, coordinating with Bohler Engineering on site and civil design, and with Epic Management on constructability issues.

### CLIENT

Village of Ridgewood

### LOCATION

Ridgewood, NJ

### REFERENCE

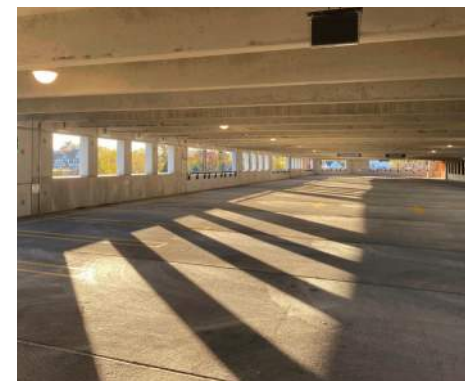
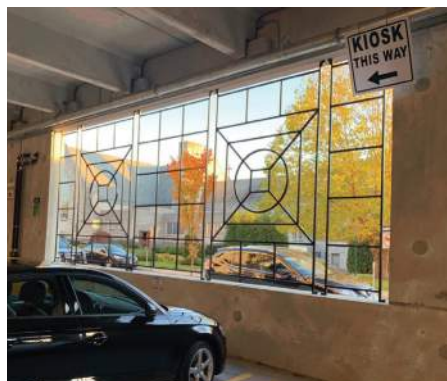
Rob Rooney  
Village of Ridgewood  
CFO/Parking Utility Doctor  
(201) 670-5500  
rgrooney@ridgewoodnj.net

### PROJECT DATES

April 2018 - August 2020

### CONSTRUCTION COST

\$10,500,000



## Fort Lee Parking Authority Guntzer Street Parking Structure

For the Fort Lee Parking Authority (FLPA), *THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.)* designed a 357-space, mixed-use parking garage to serve the residents, visitors, employees, and students of the surrounding Fort Lee neighborhood.

*THA* designed this facility with a strong understanding of the unique issues associated with situating a parking facility in an urban neighborhood. The structural design was crafted to accommodate a future vertical and horizontal expansion, in preparation for parking demand increases.

The parking structure will serve an adjacent liner building, which will house the local post office, tenant space, the FLPA office, Business District Alliance office, and Board of Education offices. This mixed-use design approach allowed for a multi-faceted solution to address the growing parking needs of the Fort Lee neighborhood.

### CLIENT

Fort Lee Parking Authority

### LOCATION

Fort Lee, NJ

### REFERENCE

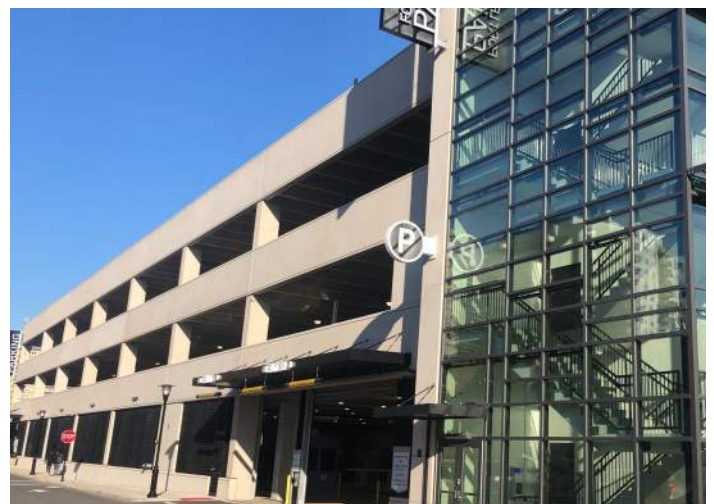
Gloria Gallo  
Executive Director  
Fort Lee Parking Authority  
(201) 592-3500

### PROJECT DATES

2015 - 2019

### CONSTRUCTION COST

\$8,000,000



# Project Approach

## PROJECT APPROACH AND CAPABILITIES

The East Orange Parking Authority (the Parking Authority) seeks an experienced parking consultant to perform parking studies and provide smart parking strategies to meet current and future parking demand for residents, businesses, employees, commuters and visitors, including but not limited to identifying the need for parking facilities. THA Consulting, Inc. (FDBA Timothy Haahs & Associates, Inc.) (THA) is excited to respond to this opportunity and clearly understands the important role that parking plays in supporting the economic vibrancy and development of downtown districts.

THA' parking specialists focus on innovative and practical parking solutions, bringing a unique perspective to our clients in government, transit, real estate, education, and healthcare. THA has completed close to 1,000 parking projects and 1,000,000 parking spaces in the past 26 years. We provide exceptional service and practical solutions to complex parking issues for our municipal clients, throughout New Jersey including Rahway, Metuchen, Plainfield, Passaic, Newark, Fort Lee, Millburn, Camden, Princeton, New Brunswick, and Perth Amboy, to name a few. The THA Team has the expertise, capabilities, and hands-on municipal parking management experience to successfully undertake this study.

THA is aware of the importance of effective parking planning and management for towns similar to East Orange and we recognize the critical role that parking plays to support downtown development, business activity, and residential quality of life. Our team for this project has significant "hands on" experience in the management of municipal parking systems and have held leadership positions at the New Brunswick Parking Authority, City of Camden Parking Authority, and Miami Parking Authority, in addition to providing parking consulting to dozens of municipalities throughout New Jersey and the United States. We will use this practical knowledge and expertise to assist the Parking Authority to successfully address the parking challenges posed by its growth and economic success. Our team is fully versed in "best practice" management, operations, payment systems and technologies and we are keenly aware of the sensitivities and concerns of local stakeholders, politicians and merchants related to downtown parking operations, improvements, fees, and planning. Accordingly, we are well prepared to work with the Parking Authority to engage the public, obtain feedback and develop recommendations, improvements, and strategies to move the parking system forward.



Should additional parking be determined necessary as a result of future studies, our team will perform a parking planning and design study that will utilize smart planning principles to “right size” potential new facilities and evaluate options to arrive at the best site within the study area with regards to aesthetics, traffic, and user comfort. We believe that parking is not just simply about cars; it is about people.

Accordingly, our planning and design approach extends far beyond the four walls of the parking structure, contemplating how pedestrians move throughout downtown and how parking patrons will interact with adjacent uses. It is with this parking planning, management, and design expertise that we look forward to working with the Parking Authority.

In addition to our technical capabilities in parking planning, design, and consulting, responsiveness and client service are the hallmarks of the THA team. Our core values and management approach are displayed daily as standard operating procedures and include: Client responsiveness; going the extra mile for our clients; and making every effort to exceed expectations. Our team of parking professionals, planners, architects, and engineers, stand ready to serve the Parking Authority:

- THA core values permeate everything that we do. Anticipating client needs, and exceeding your expectations is the hallmark of THA service.
- THA, as the prime professional specializes in, directs, and manages parking related projects. We dedicate ourselves to the Parking Authority from each project’s inception through completion, and beyond.
- Our team’s expertise includes projects for a variety of parking authority and municipal clients including the Camden Parking Authority, Rahway Parking Authority, New Brunswick Parking Authority, Fort Lee Paring Authority, Metuchen Parking Authority and the Borough of Princeton.
- We approach parking planning comprehensively as a team – revealing options, uncovering possibilities, and ultimately, designing a parking structure that exceeds your expectations and serves the surrounding community for decades to come.





# References

## REFERENCES

*THA Consulting, Inc.* is pleased to provide the following list of client references. We encourage you to contact any of the individuals below to gain further insight into the quality of service provided by our team members.

**Mr. Mitchell Karon**

Executive Director  
New Brunswick Parking Authority  
106 Somerset Street, 6<sup>th</sup> Floor  
New Brunswick, NJ 08901  
P: (732) 545-3118  
[mkaron@njbpa.org](mailto:mkaron@njbpa.org)

**Ms. Caroline Ehrlich**

Executive Director  
Township of Woodbridge  
One Main Street  
Woodbridge, NJ 07095  
P: (732) 602-6015  
[Caroline.ehrlich@twp.woodbridge.nj.us](mailto:Caroline.ehrlich@twp.woodbridge.nj.us)

**Ms. Gloria Gallo**

Executive Director  
Fort Lee Parking Authority  
309 Main Street  
Fort Lee, NJ 07024  
P: (201) 592-3500  
[gloriag@fortleepa.org](mailto:gloriag@fortleepa.org)

**Mr. Robert Rooney**

CFO/Parking Utility Director  
Village of Ridgewood  
131 N. Maple Avenue  
Ridgewood, NJ 07450  
P: (201) 670-5500  
[rgrooney@ridgewoodnj.net](mailto:rgrooney@ridgewoodnj.net)

**Mr. Willie Hunter**

Executive Director  
Parking Authority of the City of Camden  
10 Delaware Avenue  
Camden, NJ 08103  
P: (856) 757-9300  
[whunter@camdenparking.net](mailto:whunter@camdenparking.net)

# Hourly Rates

## HOURLY BILLING RATES

### OFFICERS

President/Executive Vice President	\$258
Vice President / Principal	\$238

### ENGINEERING / ARCHITECTURAL / PROJECT MANAGEMENT

Senior Parking Consultant	\$191
Senior Project Manager	\$191
Project Manager	\$176
Senior Engineer/Architect	\$172
Project Architect	\$168
Assistant Project Manager	\$125
Project Engineer/Designer	\$117
Project Technician	\$109
Parking Analyst	\$109

### ADMINISTRATION

Business Manager	\$117
Administrative Assistant	\$74

# Attachments

**East Orange Parking Authority**

**CHECKLIST**

**SERVICE TITLE:** Parking Consultant

**SUBMISSION DATE:** ~~November \_\_, 2020~~ January 12th, 2021

*The following items, as indicated below (X), shall be provided with the receipt of sealed submissions:*

- 1. Non-Collusion Affidavit .....  X
- 2. Disclosure of Ownership Form .....  X
- 3. Insurance Requirement Acknowledgement Form .....  X
- 4. Mandatory Equal Employment Opportunity Notice Acknowledgement.....  X
- 5. Copy of your ***Business Registration Certificate*** as issued by the State of New Jersey, Department of Treasury, Division of Revenue .....  X
- 6. Entity Information Form .....  X
- 7. Qualifications Submission .....  X
- 8. Disclosure of Investment Activities in Iran .....  X

Reminder:

**Please submit one (1) electronic copy to [eostreetpermits@verizon.net](mailto:eostreetpermits@verizon.net), one (1) original, and two (2) additional sets of the sealed submission.**



**East Orange Parking Authority**

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** THA Consulting, inc. \_\_\_\_\_

**Organization Address:** 144 Livingston Avenue, New Brunswick, NJ 08901 \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership     Limited Partnership     Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Todd Helmer	550 Township Line Road, Suite 100, Blue Bell, PA 19422
Janice Haahs	550 Township Line Road, Suite 100, Blue Bell, PA 19422



**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

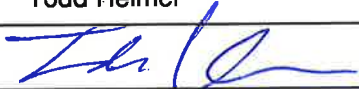
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership, and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the East Orange Parking Authority is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Authority to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Todd Helmer	Title:	CEO
Signature:		Date:	1/7/21

**East Orange Parking Authority**

**INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance shall be filed with the Chairman's Office upon award of the contract by the Board of Commissioners.

The minimum amount of insurance to be carried by the Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

***Acknowledgement of Insurance Requirement:***

  
\_\_\_\_\_  
(Signature)

1/7/21  
\_\_\_\_\_  
(Date)

Todd Helmer, CEO  
\_\_\_\_\_  
(Printed Name and Title)

**East Orange Parking Authority**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**  
**(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)**

**GOODS, PROFESSIONAL SERVICES, AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.**

The successful entity shall submit to the East Orange Parking Authority, after notification of award but prior to the execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

**OR**

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with **N.J.A.C. 17:27-1.1 et seq.**;

**OR**

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the East Orange Parking Authority to be completed by the vendor in accordance with **N.J.A.C. 17:27-1.1 et seq.**

The successful entity may obtain the Employee Information Report (AA302) from the East Orange Parking Authority during normal business hours.

The successful entities must submit the white and canary copies of the AA302 (Employee Information Report) to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The pink *Public Agency* copy is submitted to the East Orange Parking Authority, and the gold *Vendor* copy is retained by the entity.

**The undersigned entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.**

**The undersigned entity further understands that his/her submission shall be rejected as non-responsive if said entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.**

COMPANY: THA Consulting, Inc.

SIGNATURE:  PRINT NAME: Todd Helmer

TITLE: CEO DATE: 1/7/21

**STATE OF NEW JERSEY**  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program

**EMPLOYEE INFORMATION REPORT**

**IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to [http://www.state.nj.us/treasury/contract\\_compliance/pdf/aa302ins.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf)**

**SECTION A - COMPANY IDENTIFICATION**

1. FID. NO. OR SOCIAL SECURITY <b>23-2756408</b>	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input checked="" type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY <b>44</b>				
4. COMPANY NAME <b>Timothy Haahs &amp; Associates, Inc.</b>						
5. STREET <b>117 Livingston Ave</b>	CITY <b>New Brunswick</b>	COUNTY <b>Middlesex</b>	STATE <b>NJ</b>	ZIP CODE <b>08901</b>		
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) <b>n/a</b>			CITY	STATE	ZIP CODE	
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input checked="" type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER			1			
8. IF MULTI-ESTABLISHMENT EMPLOYER STATE THE NUMBER OF ESTABLISHMENTS IN NJ			3			
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT			3			
10. PUBLIC AGENCY AWARDED CONTRACT			CITY <b>Summit</b>	COUNTY <b>Union</b>	STATE <b>NJ</b>	ZIP CODE <b>07901</b>
<b>Official Use Only</b>		DATE RECEIVED	NAUG. DATE	ASSIGNED CERTIFICATION NUMBER		


**SECTION B - EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers	17	14	3	1	1		4	8				3	
Professionals	15	13	2	2	1		4	6				2	0
Technicians													
Sales Workers													
Office & Clerical	4	2	2				0	2				1	1
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
<b>TOTAL</b>	<b>36</b>	<b>29</b>	<b>7</b>	<b>3</b>	<b>2</b>		<b>8</b>	<b>16</b>				<b>6</b>	<b>1</b>
Total employment From previous Report (if any)	50	33	17	3	1		9	20	1			10	6
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												
	2	1	1				1					1	

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input checked="" type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input checked="" type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO.   DAY   YEAR <b>01   19   2017</b>
13. DATES OF PAYROLL PERIOD USED From: <b>8/1/2020</b> To: <b>8/14/2020</b>		

**SECTION C - SIGNATURE AND IDENTIFICATION**

16. NAME OF PERSON COMPLETING FORM (Print or Type) <b>Jean Choi</b>		TITLE <b>HR Manager</b>	DATE MO   DAY   YEAR <b>08   12   2020</b>		
17. ADDRESS NO. & STREET <b>550 Township Line Rd. 100</b>	CITY <b>Blue bell</b>	COUNTY <b>Montgomery</b>	STATE <b>PA</b>	ZIP CODE <b>19422</b>	PHONE (AREA CODE, NO., EXTENSION) <b>484 - 342 - 0200</b>



RECEIVED

JAN 29 2018

Timothy Haahs & Assoc., Inc.

## State of New Jersey

**PHILIP D. MURPHY**  
*Governor*  
**SHEILA Y. OLIVER**  
*Lt. Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE & PROPERTY  
CONTRACT COMPLIANCE AUDIT UNIT  
EEO MONITORING PROGRAM  
P.O. BOX 206  
TRENTON, NJ 08625-0206

**ELIZABETH MAHER MUOIO**  
*Acting State Treasurer*

### ISSUANCE OF CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Enclosed is your Certificate of Employee information Report (hereinafter referred to as the "Certificate" and issued based on the Employee Information Report (AA-302) form completed by a representative of your company or firm. Immediately upon receipt, this certificate should be forwarded to the person in your company or firm responsible for ensuring equal employment opportunity and/or overseeing the company or firm's contracts with public agencies. Typically, this person may be your company or firm's Human Resources Manager, Equal Employment Opportunity Officer or Contract Administrator. If you do not know to whom the certificate should be forward, kindly forward it to the head of your company or firm. Copies of the certificate should also be distributed to all facilities of your company or firm who engage in bidding on public contracts in New Jersey and who use the same federal identification number and company name. The certificate should be retained in your records until the date it expires. This is very important since a request for a duplicate/replacement certificate will result in a \$75.00 fee.

On future successful bids on public contracts, your company or firm must present a photocopy of the certificate to the public agency awarding the contract after notification of the award but prior to execution of a goods and services or professional services contract. Failure to present the certificate within the time limits prescribed may result in the awarded contract being rescinded in accordance with N.J.A.C. 17:27-4.3b.

Please be advised that this certificate has been approved only for the time periods stated on the certificate. As early as ninety (90) days prior to its expiration, the Division will forward a renewal notification. Upon the Division's receipt of a properly completed renewal application and \$150.00 application fee, it will issue a renewal certificate. In addition, representatives from the Division may conduct periodic visits and/or request additional information to monitor and evaluate the continued equal employment opportunity compliance of your company or firm. Moreover, the Division may provide your company or firm with technical assistance, as required. Please be sure to notify the Division immediately if your company's federal identification number, name or address changes.

If you have any questions, please call (609) 292-5473 and a representative will be available to assist you.

Enclosure(s) (AA-01 Rev. 1/18)

Certification 35056

## CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-FEB-2018** to **15-FEB-2025**

**TIMOTHY HAAHS & ASSOCIATES, INC.**  
**550 TOWNSHIP LINE STE #100**  
**BLUE BELL PA 19422**



A handwritten signature in black ink, which appears to read "Elizabeth M. Muoio", is written over the printed name.

ELIZABETH MAHER MUOIO  
Acting State Treasurer

**East Orange Parking Authority**

**ENTITY INFORMATION FORM**

If the Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If the individual has a **TRADE NAME**, give such trade name:

Trading As: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\*\*\*\*\*

If the Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Signature of authorized agent: \_\_\_\_\_

\*\*\*\*\*

If the Entity is **INCORPORATED**, give the following information:

State under whose laws incorporated: Pennsylvania

Location of principal office: 550 Township Line Road, Suite 100, Blue Bell, PA 19422

Telephone No.: (484) 342-0200 Federal I.D. No.: 23-2756408

Fax No.: (484) 342-0222 E-Mail: jzullo@timhaahs.com

Name of agent in charge of said office upon whom notice may be legally served:

Todd Helmer

Telephone No.: (484) 342-0200 Name of Corporation: THA Consulting, Inc.

Signature:  By: Todd Helmer

Title: CEO Address: 550 Township Line Road, Suite 100, Blue Bell, PA 19422



**East Orange Parking Authority**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Entity Name: THA Consulting, Inc.

**PART 1: Please check one:**

I certify, pursuant to Public Law 2012, c. 25, that neither the entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List").

I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate, and precise description of the activities of the entity, or one of its parents, subsidiaries, or affiliates, engaging in the investment activities in Iran outlined above by completing the below.

Name: \_\_\_\_\_

Relationship to Entity: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Duration of Activities: \_\_\_\_\_


Anticipated Cessation Date: \_\_\_\_\_

Entity Contact Name and Phone Number: \_\_\_\_\_

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the entity; that the Authority is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my

agreement(s) with the Authority, permitting the Authority to declare any contract(s) resulting from this certification void and unenforceable.

Todd Helmer  
Full Name (Print):  
Title: CEO  
Date: 1/7/20

  
Signature:

End of Submission Package

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.**

#### **GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to the execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

## East Orange Parking Authority

### **AMERICANS WITH DISABILITIES ACT OF 1990** **EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY**

The contractor and the East Orange Parking Authority, (hereafter "Authority") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C. §12101* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Authority pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Authority in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Authority, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Authority's grievance procedure, the contractor agrees to abide by any decision of the Authority which is rendered pursuant to the said grievance procedure. If any action or administrative proceeding results in an award of damages against the Authority, or if the Authority incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Authority shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the Authority or any of its agents, servants, and employees, the *Authority shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Authority or its representatives.

It is expressly agreed and understood that any approval by the Authority of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Authority pursuant to this paragraph.

It is further agreed and understood that the Authority assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Authority from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

## **ATTENTION ALL SERVICE ENTITIES**

On June 29, 2004, Governor McGreevey signed P.L. 2004, c.57, Business Registration of Contractors with Government Agencies, into law. Effective September 1, 2004, all business organizations that do business with a local contracting agency, including the East Orange Parking Authority, are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A "Business Organization" means an individual, partnership, association, joint-stock company, trust, corporation, or other legal business entity or successor thereof.

Further information may be obtained by visiting the following web site at the State of New Jersey: [www.nj.gov/treasury/revenue/busregcert.htm](http://www.nj.gov/treasury/revenue/busregcert.htm)

### ***Goods & Services Contracts (including purchase orders):***

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates, that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** TIMOTHY HAAHS & ASSOCIATES, INC.  
**Trade Name:** TIMHAAHS  
**Address:** 550 TOWNSHIP LINE RD STE 100  
BLUE BELL, PA 19422-2733  
**Certificate Number:** 0098388  
**Effective Date:** June 04, 1999  
**Date of Issuance:** August 31, 2020

**For Office Use Only:**  
**20200831101050738**

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N J 08646-0252

TAXPAYER NAME:

**TIMOTHY HAAHS & ASSOCIATES, INC.**

ADDRESS:

**550 TOWNSHIP LINE RD STE 100  
BLUE BELL PA 19422**

EFFECTIVE DATE:

**03/16/99**

TRADE NAME:

**TIMHAAHS**

SEQUENCE NUMBER:

**0098388**

ISSUANCE DATE:

**06/16/05**

*J.P. S. Tully*  
Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



STATE OF NEW JERSEY  
DEPARTMENT OF TREASURY  
CERTIFICATE OF AUTHORITY

TIMOTHY HAAHS & ASSOCIATES, INC.

0100775752

*I, the Treasurer of the State of New Jersey, do hereby certify that the above-named Foreign Profit Corporation organized under the laws of Pennsylvania, has complied with all the requirements of Title 14A of the New Jersey Statutes, and that the business or activity of said Foreign Profit Corporation to be carried on within the State of New Jersey is such as may be lawfully carried on by a Foreign Profit Corporation filed under the laws of this State for similar business or activity. The Certificate of Authority was duly filed March 16th, 1999.*

IN TESTIMONY WHEREOF, I have  
hereunto set my hand and  
affixed my Official Seal  
at Trenton, this  
22nd day of March, 1999



A handwritten signature in black ink, reading "James A. DiEleuterio, Jr." with a stylized flourish at the end.

James A DiEleuterio, Jr.  
Treasurer

Certificate Number  
656970

Registration Date: 02/29/2020  
Expiration Date: 02/28/2021



# State of New Jersey

## Department of Labor and Workforce Development Division of Wage and Hour Compliance

### Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

Timothy Haahs & Associates, Inc.

2020

**Responsible Representative(s):**

Timothy Haahs, President  
Petronilo Alarcon, Vice-President  
Kevin Carrigan, Other

**Responsible Representative(s):**

Todd Helmer, Vice-President  
Michael Martindill, Vice-President

Robert Asaro-Angelo, Commissioner  
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.



## State of New Jersey

DEPARTMENT OF TREASURY  
DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION  
P O Box 034  
TRENTON NJ 08625-0034

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

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*State Treasurer*

CHRISTOPHER CHIANESE  
*Director*

November 7, 2019

Mr. Timothy Haahs, P.E., AIA  
Timothy Haahs & Associates, Inc.  
550 Township Line Road, Suite 100  
Blue Bell, PA 19422

Dear Mr. Haahs:

Congratulations on Timothy Haahs & Associates' consultant prequalification with the State of New Jersey, Division of Property Management and Construction. Your firm's rating is based on the information submitted in your Professional Services Prequalification Application, Form 48A.

Prequalification ratings are based on the number of licensed staff and the firm's experience in each discipline/specialty requested (a minimum of three for each is required). Therefore, the ratings on the enclosed 48AN reflect all disciplines/specialties in which sufficient information was received in your application.

The firm's status as a "prequalified firm" is always subject to review. Please remember that during its prequalification period, a firm is required to notify DPMC in writing within sixty (60) days, when substantial changes occur, such as a change in ownership, key people, address or financial condition.

The firm may submit for a revision to its rating at any time during its two-year term of prequalification. If the firm is approved, becomes approved or renews its status as a Small Business Enterprise (SBE) or as a Minority or Woman Owned Business (MBE or WBE) and this is not noted on your Notice of Prequalification, you may submit a copy of your firm's certificate and a revised Notice will be issued.

The Schools Development Authority requires a copy of the DPMC Notice of Prequalification accompany a firm's request for SDA prequalification. To obtain a copy of the four page SDA application, go to [www.njsda.gov](http://www.njsda.gov) or call (609) 943-5955 between the hours of 8:30 AM and 5:00 PM on weekdays.

If you have any questions about the prequalification or revision process, you may contact me at (609) 777-4561.

Sincerely,

A handwritten signature in blue ink that reads "Pamela Sullivan".

Pamela Sullivan  
Manager, Prequalification Unit  
Enclosure - Form 48AN



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

**NOTICE OF CONSULTANT PREQUALIFICATION**

FIRM: TIMOTHY HAAHS & ASSOCIATES, INC.  
ADDRESS: 550 TOWNSHIP LINE ROAD, SUITE 100  
BLUE BELL, PA 19422

INITIAL     REVISED     RENEWAL

DATE OF ISSUE: NOVEMBER 7, 2019  
EXPIRATION DATE: NOVEMBER 15, 2021  
FEDERAL ID NUMBER: 232 756 408

MBE     WBE     SBE     VOB

The Experience Questionnaire (FORM 48A), submitted by your firm, has been reviewed. As a result of this review, your firm may be invited to submit proposals for projects involving the checked discipline(s) having a not to exceed Construction Cost Estimate (CCE) as noted. For the purposes of this form, NA = no fixed amount.

- |  |                   |   |                   |
|--|-------------------|---|-------------------|
| <input checked="" type="checkbox"/> ARCHITECTURE               | <b>15 MILLION</b> | <input type="checkbox"/> ROOFING CONSULTANT               | _____             |
| <input type="checkbox"/> ELECTRICAL ENGINEERING                | _____             | <input type="checkbox"/> ACOUSTICS                        | _____             |
| <input type="checkbox"/> HVAC ENGINEERING                      | _____             | <input type="checkbox"/> ASBESTOS DESIGN                  | _____             |
| <input type="checkbox"/> PLUMBING ENGINEERING                  | _____             | <input type="checkbox"/> ASBESTOS SAFETY MONITORING       | _____             |
| <input type="checkbox"/> CIVIL ENGINEERING                     | _____             | <input type="checkbox"/> CLAIMS ANALYSIS                  | _____             |
| <input type="checkbox"/> SANITARY ENGINEERING                  | _____             | <input type="checkbox"/> TELECOMMUNICATIONS               | _____             |
| <input checked="" type="checkbox"/> STRUCTURAL ENGINEERING     | <b>20 MILLION</b> | <input type="checkbox"/> EXHIBIT/INTERPRETATIVE DESIGN    | _____             |
| <input type="checkbox"/> MECH. ENG. (ELEV., CONVEYORS, ETC.)   | _____             | <input checked="" type="checkbox"/> FEASIBILITY PLANNING  | <b>20 MILLION</b> |
| <input type="checkbox"/> SOILS ENGINEERING                     | _____             | <input type="checkbox"/> FIRE DETECTION SYSTEMS           | _____             |
| <input type="checkbox"/> FIRE PROTECTION ENGINEERING           | _____             | <input type="checkbox"/> FIRE PROTECTION SYSTEMS          | _____             |
| <input type="checkbox"/> ENVIRONMENTAL ENGINEERING             | _____             | <input type="checkbox"/> FOOD SERVICE                     | _____             |
| <input type="checkbox"/> MARINE ENGINEERING                    | _____             | <input type="checkbox"/> HYDRAULICS/PNEUMATICS            | _____             |
| <input type="checkbox"/> LANDSCAPE DESIGN                      | _____             | <input type="checkbox"/> HYDROLOGY                        | _____             |
| <input type="checkbox"/> PLANNING                              | _____             | <input type="checkbox"/> SECURITY SYSTEMS                 | _____             |
| <input type="checkbox"/> LAND SURVEYING                        | _____             | <input type="checkbox"/> SITE PLANNING                    | _____             |
| <input type="checkbox"/> AERIAL SURVEYING                      | _____             | <input type="checkbox"/> HISTORIC PRESERVATION CONSULTANT | _____             |
| <input type="checkbox"/> HYDROGRAPHIC SURVEYING                | _____             | <input type="checkbox"/> ENERGY AUDITING                  | _____             |
| <input type="checkbox"/> FIRE & LIFE SAFETY RENOVATIONS        | _____             | <input type="checkbox"/> TRAFFIC                          | _____             |
| <input type="checkbox"/> BUILDING COMMISSIONING                | _____             | <input type="checkbox"/> TRANSPORTATION                   | _____             |
| <input type="checkbox"/> BOILER/STEAM LINES/HIGH PRESSURE SYS. | _____             | <input type="checkbox"/> WASTE/WATER TREATMENT            | _____             |
| <input type="checkbox"/> DAM/LEVEE DESIGN                      | _____             | <input type="checkbox"/> ENERGY MANAGEMENT CONTROL SYSTEM | _____             |
| <input type="checkbox"/> BARRIER FREE/ADA DESIGN               | _____             | <input type="checkbox"/> RENEWAL ENERGY CONSULTANT        | _____             |
| <input type="checkbox"/> ESTIMATING/COST ANALYSIS              | _____             | <input type="checkbox"/> CONSTRUCTION FIELD INSPECTION    | _____             |
| <input type="checkbox"/> INTERIOR DESIGN/SPACE PLANNING        | _____             | <input type="checkbox"/> PROJECT MANAGEMENT               | _____             |
| <input type="checkbox"/> ROOFING INSPECTION                    | _____             | <input type="checkbox"/> ENVIRONMENTAL CONSULTANT         | _____             |
| <input type="checkbox"/> CONSTRUCTION MANAGEMENT               | _____             | <input type="checkbox"/> STORAGE TANK REMOVAL             | _____             |
| <input type="checkbox"/> CPM                                   | _____             | <input type="checkbox"/> STORAGE TANK INSTALLATION        | _____             |
| <input type="checkbox"/> ARCHAEOLOGY                           | _____             | <input type="checkbox"/> PERIMETER SECURITY FENCING       | _____             |
| <input type="checkbox"/> GEOLOGY                               | _____             | <input type="checkbox"/> INDOOR AIR QUALITY TESTING       | _____             |
| <input type="checkbox"/> VALUE ENGINEERING                     | _____             | <input type="checkbox"/> LANDFILL CLOSURE                 | _____             |
| <input type="checkbox"/> HISTORIC PRESERVATION/RESTORATION     | _____             | <input type="checkbox"/> LEAD PAINT EVALUATION            | _____             |

PREPARED BY:

*Pamela Sullivan*  
PAMELA SULLIVAN  
MANAGER, PREQUALIFICATION UNIT

APPROVED BY:

*Richard S. Flodmand*  
RICHARD S. FLODMAND  
DEPUTY DIRECTOR

NOTE: THIS IS AN ORIGINAL DOCUMENT. IT MAY BE REQUIRED AS PROOF OF YOUR PREQUALIFICATION STATUS. PLEASE RETAIN THIS FORM FOR YOUR RECORDS.



November 25, 2019

Timothy Haahs, President  
Timothy Haahs & Associates, Inc.  
550 Township Line Rd., Suite 100  
Blue Bell, PA 19422

RECEIVED

DEC 03 2019

Timothy Haahs & Assoc., Inc.

Re: Consultant Prequalification Notice

Dear Mr. Haahs:

We have completed our review of **Timothy Haahs & Associates, Inc.**'s application for NJSDA Prequalification and approved your firm to bid and/or perform work within the following discipline(s) and corresponding not to exceed construction cost estimates (CCE) as determined by DPMC:

<i>Discipline(s)</i>	<i>Construction Cost Estimate</i>
ARCHITECTURE	\$15 MILLION
STRUCTURAL ENGINEERING	\$20 MILLION
FEASIBILITY PLANNING	\$20 MILLION

Your firm is prequalified by the NJSDA until **November 15, 2021**. Please keep in mind that during this period, the NJSDA must be notified in writing within ten days of any substantial changes that occur within your organization. This would include any changes your firm makes with DPMC as well as changes in ownership, financial condition, key people, safety records, disciplines, etc. Also note that your firm's status as a "prequalified firm" is always subject to review, and we reserve the right to change or revoke this prequalification status for cause at any time.

We look forward to your firm's participation in the Schools Construction Program. Should you have any questions regarding your status, or require assistance of any kind, please contact the Prequalification Unit at 609-943-5955.

Sincerely,

Karon L. Simmonds  
Director,  
Risk Management

cc: Prequalification File  
R. Britton

## **Equal Opportunity Employment**

TimHaahs is proud to be an equal opportunity employer. The purpose of this policy is to affirm that we intend to ensure that all employment and personnel policies provide an Equal Employment Opportunity for everyone without distinction or discrimination because of race, color, religion, national origin, sex, age, disability, or veteran status.

The company is committed to ensuring that all employment placements, promotions, and transfers will be in accordance with equal employment opportunities, as outlined above.

- To ensure that this policy is enforced, the company will utilize diverse sources of applicants to offer equal consideration to qualified applicants from all segments of the community.
- Managers and supervisors are responsible for taking any action necessary to ensure that this policy is implemented, and that advancement will be on the basis of merit. Equal consideration will be given to all qualified individuals regarding employment, promotion, transfer, compensation, benefits, or training.
- The company will provide reasonable accommodation to qualified individuals with known disabilities, as required by law, unless the accommodation would be detrimental to TimHaahs' business.
- The company will not tolerate any type of discrimination. If you believe that you have been the subject of discrimination due to race, color, religion, national origin, sex, age, disability, or veteran status, notify Human Resources as soon as possible, so that the proper corrective action can be taken.
- Employees guilty of discrimination are subject to disciplinary action up to and including termination.
- The company will not permit any retaliation against any employee either during or after the complaint process, or for participating in an investigation.

## Affirmative Action Plan

TimHaahs affirms its commitment to equal opportunity and has set in place an Affirmative Action Plan (AAP) for the purpose of maintaining that promise with particular emphasis on the minority workforce population and the utilization of Minority professional firms, consultants and/or suppliers.

TimHaahs will include the Equal Employment Opportunity statement in all recruiting materials and will use all resources to increase the flow of minority applicants. The company will consider minority applicants for all job classification in compliance with our established AAP policy. All positions will be filled without regard to race, color, religion, sex, age, or national origin.

Equal Employment Opportunity policy will be maintained and communicated to all levels of management and consultation for hiring and training purposes offering promotions and advancement opportunities to all qualified minority employees.

The company will provide non-discriminating procedure for every employee to express complaint or concerns. All formal grievances should be made in writing, forwarded to Human Resources for immediate resolution.