

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**NOTICE OF  
REQUEST FOR PROPOSALS**

**FOR**

**FY 2015 REGIONAL COORDINATED HUMAN SERVICE TRANSPORTATION PLAN**

**4/2/14**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to prepare an SJTPO Regional Coordinated Human Service Transportation Plan for Atlantic, Cape May, Cumberland, and Salem Counties.

Copies of the RFP can be obtained from the SJTPO on or about Wednesday, April 02, 2014, at 782 S. Brewster Road, Unit B-6, Vineland, New Jersey 08361, by e-mail ([sjtpo@sjtpo.org](mailto:sjtpo@sjtpo.org)), or by calling 856-794-1941. Copies may also be obtained via our website <http://www.sjtpo.org/Opportunities.html>. Please notify us that you have obtained an RFP so that we may send you any further information or updates that would be released to all perspective proposers.

Requests for Proposals will be accepted until **Thursday, May 1, 2014, at 5:00 P.M.** prevailing time.

The contract with the SJTPO will be executed via the South Jersey Transportation Authority (SJTA), and all contractual provisions and requirements of the SJTA will be in effect. The project is funded with Federal Highway Administration PL funds administered through SJTPO and the New Jersey Department of Transportation, and all applicable federal and state financial provisions will be in effect.

**April 2, 2014**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**REQUEST FOR PROPOSAL**

**FY 2015 SJTPO REGIONAL COORDINATED  
HUMAN SERVICE TRANSPORTATION PLAN**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**782 S. Brewster Road, Unit B6**

**Vineland, NJ 08361**

**856-794-1941**

**856-794-2549(Fax)**

**Website: [www.sjtpo.org](http://www.sjtpo.org)**

**FRANK SUTTON, CHAIRMAN**

**TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR**

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# SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

## REQUEST FOR PROPOSALS

### FY 2015 SJTPO REGIONAL COORDINATED HUMAN SERVICE TRANSPORTATION PLAN

#### I. INTRODUCTION

##### A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to prepare an SJTPO Regional Coordinated Human Service Transportation Plan. This work is included in the SJTPO FY 2015 Unified Planning Work Program. Technical proposals must be prepared and submitted in accordance with the requirements, format, and guidelines presented in this RFP document.

The SJTPO is the designated Metropolitan Planning Organization for Atlantic, Cape May, Cumberland, and Salem Counties. As such, the SJTPO has responsibility or oversight for all federally funded surface transportation planning activities in the region.

##### B. Submission

Interested firms must submit six (6) hard copies and one (1) electronic copy of their Technical Proposal. The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope. The technical and cost proposals are to be received no later than 5:00 P.M., prevailing time, on Thursday, May 1, 2014. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

**Michael Reeves, Special Projects Coordinator**  
South Jersey Transportation Planning Organization  
782 S. Brewster Road, Unit B6  
Vineland, New Jersey 08361

The SJTPO reserves the right to reject any submission for failure to adhere to these requirements or to accept any submission, which in its judgment will best serve its interest. All submitting firms grant to the SJTPO a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose. All submissions will become the sole property of the SJTPO. Subconsultants, subcontractors, and joint ventures are permitted for the purposes of this submission.

##### C. Interpretations and Addenda

All questions, requests for interpretations and comments must be **submitted in writing** and received on or before **Tuesday April 15, 2014** and submitted to Michael Reeves, Special Projects Coordinator at the above address. Faxes (856) 794-2549 and e-mails ([SJTPO@SJTPO.org](mailto:SJTPO@SJTPO.org)) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

**PLEASE CHECK THE SJTPO WEBSITE DURING THE RFP RESPONSE PERIOD FOR ADDENDA TO THE RFP, AND QUESTIONS AND ANSWERS.**

## **D. Anticipated Consultant Selection Schedule**

Questions about RFP Due	Tuesday, April 15, 2014
Answers about RFP Published	Thursday, April 17, 2014
Proposal Due Date	Thursday, May 1, 2014
Policy Board Action	Tuesday, May 27, 2014
Notice to Proceed	On or about Tuesday, July 1, 2014
Project Completion Due	Tuesday, June 30, 2015

## **E. Contracting**

The contract with SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration of the United States Department of Transportation. See the following link for the SJTPO standard contract agreement: <http://www.sjtpo.org/Documents/EmploymentandRFPs/RFPs/RFPSubcontractAgreement.pdf>

## **II. SCOPE OF WORK**

### **A. Background**

There is a segment of the population, including senior citizens, persons of low income, and the disabled, that is in need of some form of transportation assistance for work, medical, shopping, and other trips. To fill this need, there are a multitude of public and private agencies that provide transportation services to the transportation-dependent population (including those that serve only their own clients). Several federal and state funding programs, including the Job Access- Reverse Commute (JARC), New Freedom and 5310 programs were established to provide funding for these services and to these agencies.

Given the number of human service transportation providers that are supported through government funding, the federal government recognized that this fragmented approach to providing service was duplicative, inefficient and wasteful, and concluded that more effective coordination was needed to reduce service cost and/or increase service coverage. The federal United We Ride (UWR) initiative was created to address this need.

In compliance with this initiative, SJTPO administered the preparation of human service transportation plans (HSTPs) for its four counties in 2007 and 2010. The SJTPO 2007/2010 HSTPs (consisting of four separate county reports) included a list and description of agencies providing service to the transportation-dependent population and of traditional fixed-route transit services. The plans also included a service area profile, an overview of HST coordination models, identification of transportation needs, and recommendations for improving service and achieving service coordination.

NJ Transit recommends that the HSTPs be updated every five years to include current information on demographics, transportation providers, services and identified needs as well as any plan amendments that have occurred since their last completion. These updates are essential, given the fact that their recommendations are required to be cited in agency applications for NJ JARC (which is now a State program) and 5310 (which now includes New Freedom) program funds.

## B. Project Description

The tasks to be completed for the SJTPO Regional Coordinated Human Service Transportation Plan (RC HSTP) include the following –

- **Outreach** - Provide assistance to SJTPO in the development of project stakeholder lists. Identify and pursue a comprehensive RCHSTP outreach program (details and outreach meeting schedule to be developed in cooperation with SJTPO staff).
- **Overview** - Provide a general overview of human service transportation (HST) issues, the UWR initiative, and the history of HST funding programs (e.g., JARC, 5310, New Freedom).
- **Existing Services Profile** - Update the description of existing HST service providers and systems, including demand responsive and fixed route transit systems. Identify any centralized public information systems in place to inform those with mobility needs of the transportation options available to them. Prepare, distribute, and tabulate a transportation provider survey (the 2010 RC HSTP appendix includes the format of the 2010 survey) with SJTPO assistance.
- **Service Area Profile** - Update profile data and information, including demographics and identification of major transportation generators (e.g., major employment and commercial centers).
- **Coordination/ Project Development/Plan Amendment**– briefly discuss/summarize the various HST coordination models as well as policy guidelines for HST project development procedures. Note: A detailed review of coordination models, project development guidelines should be presented as a technical memo (i.e., one memo applicable to all four counties). In cooperation with SJTPO, prepare a brief guide (to be included in the above-mentioned technical memo) to the RCHSTP amendment process. Discuss the major role that transportation coordination committees play in the general HST planning and project implementation process. Identify recent (if inactive) and current county and regional HST coordination committees and activities.
- **Service Plan** - Identify current and anticipated gaps and needs in HST services based the information gathered above, and input from HST service providers and project stakeholders. In cooperation with SJTPO and the stakeholders in each county, recommend inter- and intra- county proposals and strategies (including specific coordination strategies) to improve human service transportation efficiency and effectiveness in each county.

The following reports and information will be available to the project consultant:

- The SJTPO 2007 and 2010 Human Service Transportation Plans for each SJTPO county – Available on the SJTPO website. Earlier JARC Plans will be made available if needed.
- The 2010 *Salem County HSTP Implementation Study Update* (2010), *Atlantic County Human Service Transportation Planning Support* (2012) and 2013 *Cumberland County Mobility Management* reports.
- County JARC, New Freedom and 5310 program application proposals (to be provided by NJ Transit).
- The SJTPO Environmental Justice Report - available on the SJTPO website. This report contains mapping and information relevant to this study.

## C. Deliverables

- **PowerPoint presentation** (with hard-copy hand-out) of RCHSTP issues and goals to be considered in the overall Plan development process, for use in the initial phase of Plan development.
- **Technical Memo** that includes inter- and intra- county coordination models, project development guidelines and RCHSTP amendment procedures (general information applicable to all four SJTPO counties).

- **Regional Coordinated Human Service Plan** (draft and final)
  - Draft Plan document – for review and comment prior to completion of final RCHSTP, no later than May 29, 2015.
  - PowerPoint presentation of the draft Plan for presentation to stakeholder and other meetings prior to finalization of the Plan (approximately the third week of May, 2015).
  - Final Plan document, responding to SJTPO and advisory committee comments, to be completed within two weeks of receiving comments and by June 22.
- **Executive summary** of each County HSTP (in MS Word). This would include the identified county HST problems and needs, Plan recommendations and the list of providers and services, and would provide a good working document in a format that could be easily reviewed as well as revised to include subsequent Plan amendments.
- **Minutes of meetings** between consultant and SJTPO staff and steering committee, stakeholder and other public outreach meetings.

All final products must be submitted in electronic (CD) and hard copy versions. Microsoft formats, pdf and Arc View are preferred (except for the Executive Summaries, which will be in MS Word), and the proposal should state the specific formats for the deliverables. Number of copies of final RCHSTP to be submitted shall be determined prior to project contract execution.

#### **D. Schedule**

This project and project budget funding is included in the FY 2015 SJTPO Unified Planning Work Program, which expires on June 30, 2015. The Notice to Proceed for this project is anticipated to be on or about (but no earlier than) July 1, 2014. The project contract will expire on June 30, 2015.

### **III. CONSULTANT SELECTION**

A review committee will evaluate each proposal and may recommend firms to present additional information and appear for interviews (or the proposal may be the sole basis for the selection).

Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. The SJTPO reserves the right to reject any and all proposals.

#### **LATE PROPOSALS WILL NOT BE EVALUATED.**

The submission should be stapled or bound with no loose pages. The following criteria have been established to guide the evaluation of each consultant proposal with each criterion weighted as indicated below. The proposal must contain the following information:

#### **A. Technical Proposal**

1. **Technical Approach** (Criterion weight: 30 percent): A narrative describing the understanding of the effort and products required, including descriptions of the specific tasks and subtasks to be undertaken.
  - a. The issues or problems and a detailed approach to completing the work program. List and description of deliverables.



#### **IV. DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND EMERGING SMALL BUSINESS PARTICIPATION (ESBE)**

##### **A. General**

Regulations of the Department of Transportation relative to Non-Discrimination in Federally assisted projects of the Department of Transportation (49 CFR Part 21), is made part of the Agreement. In order to ensure The State of New Jersey Department of Transportation (NJDOT) achieves its federally mandated statewide goal, SJTPO encourages the participation of Disadvantaged Business Enterprise (DBE) or Emerging Small Business Enterprise (ESBE), as defined below, in the performance of consultant contracts financed in whole or in part with federal funds.

A Disadvantaged Business Enterprise (DBE) is defined in 49 CFR Part 26, as "a small business concern (from Section 3 of the Small Business Act), which is:

1. At least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals: and
2. Whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

"Socially and economically disadvantaged" is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: "Black Americans," "Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" disadvantaged pursuant to Section 8 of the Small Business Act).

Emerging Small Business Enterprise: The Emerging Small Business Enterprise (ESBE) referred to herein is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by The State of New Jersey Department of Transportation:

1. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000. All appropriately certified DBEs fall into this definition due to their size.

## **B. Policy**

The CONTRACTOR agrees that DBE/ESBE firms shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement, the CONTRACTOR and its subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of USDOT-assisted contracts in accordance with 49 CFR Part 21. DBE requirements of 49 CFR Part 23 applies to this agreement. The SJTPO strongly encourages the use of DBE/ESBEs in all of its contractual efforts.

## **C. Certified /ESBE Firms**

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. The current list of certified ESBE firms is available on the website of the New Jersey Department of Transportation <http://www.state.nj.us/transportation/business/civilrights>. Firms who wish to be considered for DBE/ESBE certification are encouraged to contact the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the DBE/ESBE is generally counted toward the applicable DBE/ESBE goal. If state matching and/or non-matching funds are also awarded to a DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

## **D. Consultant Documentation**

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to disadvantaged and DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2014), which is 12.49 percent.**

If, at any time you intend to subcontract or modify any portion of the work already under contract, or intend to purchase material or lease equipment not contemplated during the original preparation of your cost proposal, you must notify SJTPO in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual DBE/ESBE or participation rate for the consultant's contract is in danger of falling below the agreed upon DBE/ESBE participation, then a request must be made for a DBE/ESBE Goal Exemption Modification through SJTPO.

## **V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION**

**A.** Consultant and their subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

- B.** All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment opportunity because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The Consultant must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Fair Employment Practices Act.
- C.** In response to this Request for Qualifications/Request for Proposals, the Consultant should furnish a detailed statement relative to its Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subconsultants.

**VI. INSURANCE REQUIREMENTS**

- A.** The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.
- B.** Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.
- C.** The insurance coverage under such policy or policies shall not be less than specified herein.
  - 1. Worker's Compensation and Employer's Liability:
 

a)	Each Accident	\$ 100,000
b)	Disease-Each Employer	\$ 100,000
c)	Disease Policy Limit	\$ 500,000
  - 2. Comprehensive General Liability:
 

a)	Bodily Injury	
	- Each Person	\$ 250,000
	- Each Occurrence	\$1,000,000
b)	Property Damage	
	- Each Person	\$1,000,000
	- Aggregate	\$2,000,000
  - 3. Comprehensive Automobile Liability:
 

a)	Bodily Injury	
	- Each Person	\$ 500,000
	- Each Occurrence	\$1,000,000
b)	Property Damage	
	- Each Occurrence	\$ 250,000
  - 4. Professional Liability Insurance:
 

a)	Claims made/aggregate	\$1,000,000
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## **EXHIBIT A**

### **P.L. 1975, C. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE**

#### **PROCUREMENT, PROFESSIONAL AND SERVICES 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, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation;

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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation, 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.

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, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (NJAC 17:27)**.

## **EXHIBIT B**

### **NOTICE TO ALL BIDDERS** **SET-OFF FOR STATE TAX**

Please be advised that, pursuant to P.L. 1995, c.159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

**EXHIBIT C**

**REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR  
PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS**

All successful vendors must submit one of the following within seven (**7**) days of the notice of intent to award:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval.
- OR
2. A photo copy of their Certificate of Employee Information Report.
- OR
3. A completed Affirmative Action Employee Information Report (AA302).

**PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AS PART OF THE BID PACKAGE IN THE EVENT THAT YOU OR YOUR FIRM IS AWARDED THIS CONTRACT.**

1. Our company has a Federal Letter of Affirmative Action Plan Approval.

Yes\_\_\_\_\_ No\_\_\_\_\_

2. Our company has a Certificate of Employee Information Report.

Yes\_\_\_\_\_ No\_\_\_\_\_

3. Our company has neither of the above. Please send Form #AA302 (AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT). \_\_\_\_\_Check here

**NOTE: This form will be sent only if your company is awarded the bid.**

I certify that the above information is correct to the best of my knowledge.

NAME \_\_\_\_\_  
(Please type or print)

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_



## SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

782 S. Brewster Road, Unit B6, Vineland, NJ 08361

Phone: (856) 794-1941 | Fax: (856) 794-2549

*Serving Atlantic, Cape May, Cumberland and Salem Counties since 1993*

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**TO:** All Recipients  
**FROM:** Michael Reeves, Project Manager  
**DATE:** April 17, 2014  
**RE:** FY 2015 Regional Coordinated Human Service Transportation Plan (RCHSTP)

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**Q1: The RFP calls for a detailed review of coordination models, an overview of guidelines for project development and a brief guide to the RCHSTP amendment process to be included in a technical memo. Does this represent a major undertaking in the RCHSTP development process?**

A1: No. Both the coordination model and project development guideline information were covered in detail in the 2010 Human Service Plans for the four counties. If the project consultant wishes to add to or amend this information, they are free to do so. However, the main point of this work item is to bring this detailed and general information out of the main document and include it in a technical memo that would apply to all four counties. The coordination model information could be briefly summarized in the main document.

As for the RCHSTP Amendment Process Guide, SJTPO (in cooperation with NJ Transit), will take the lead in developing what will essentially be a policy guide for counties and other transportation providers in amending the RCHSTP in order to be eligible for various transportation grants (e.g., 5310, NJ JARC). This also will not be a major undertaking for the project consultant. It could be included in the above-mentioned Technical Memo, or it could be a stand-alone technical memo.

**Q2: What is the purpose and function of the RCHSTP Executive Summary called for in the RFP?**

A2: As mentioned in the RFP, the Executive Summary (i.e., four separate documents) is envisioned as a useful Plan overview and working document that can be used, and easily amended (it will be in MS Word) by the transportation committees and agencies responsible for implementing the Plan in the long term. It will primarily consist of the list (with accompanying descriptive information) of human service transportation providers and recommendations for adding or improving transportation services and achieving coordination. Additional information that could be added to the Summary is open for discussion. The RCHSTP Amendment Process Guide will refer to the RCHSTP Executive Summary as far as how the Summary can be amended and what agencies it should be sent to once amended.



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**Q3: What percentage of the effort do you foresee being dedicated to outreach?**

A3: Outreach will represent a significant part of the plan development process; and includes not only meetings with stakeholders at various stages of the project, but meetings with major transportation providers, segments of the transportation-dependent population (e.g., senior centers) and the general public. The major goal and purpose of the outreach program will be to determine problems and unmet needs with respect to human service transportation services in the region, and this will, in turn, lead to the Plan recommendations. The consultant should identify their outreach program strategy, in consideration of the other tasks that need to be accomplished and other constraints (refer to the description of this Technical Study in the FY 2015 SJTPO Unified Planning Work Program - Task 15/402).

**Q4: Will there be an Advisory Committee formed for the project (or is there a regional HST coordinating committee already formed that will serve as an advisory committee)?**

A4: The Advisory Committee will consist of the UWR local leads from each of the four counties, SJTPO staff, and possibly a State NJDOT and/or NJ Transit representative. This group has not met as a regional body since the completion of the last Human Service Transportation Plan.

**Q5: Is there a County-based HST coordinating committee already formed in each/any of the four counties as a result of previous efforts? If so, do they have representatives who sit on the regional HST coordinating committee?**

A5: Several of the counties have active transportation committees, which (at least historically) have met on a regular basis. Even if not currently active, they could be called together for this project (SJTPO will assist with this).

**Q6: Have there been any centralized repositories of transportation resources established regionally or in any of the four counties as a result of previous efforts [and] have other mobility management strategies been implemented within the region as a result of previous efforts?**

A6: There have been some improvements (i.e. expansions) in service, and some shared use of vehicles and/or services (as recommended in the 2010 Plan) have been implemented, and one of the SJTPO counties (Atlantic) has made progress in developing a coordinated system. However, most of these efforts have been modest in comparison to the concept of a regional coordinated system as envisioned in previous plans.



- Q7: Under service area profile, the consultant is asked to update major travel generators (e.g., major employment and commercial centers). Do lists of these generators exist in other documents available from SJTPO or should this be considered original research tasked to the consultant?**
- A7: SJTPO does not have any current information that updates the major travel generator list included in the 2010 Plan. However, we can provide some guidance as to where this information can be obtained, including county departments of planning and economic development, transportation providers, and State agency websites (e.g., NJDOL).
- Q8: Under “Coordination/ Project Development/Plan Amendment,” the RFP asks that the consultant briefly discuss/summarize the various HST coordination models as well as policy guidelines for HST project development procedures. Further reading suggests some type of general introductory explanation of coordination models. Is this what SJTPO really wants?**
- A8: Refer to Question/Answer # 1. As noted, this is not intended to be a major undertaking, but the basic report should at least summarize the various types of coordination models or systems discussed in the previous plan. We are open to suggestions from the consultant as to how this should be done in the report, and will assist in preparing the Technical Memo that will include the coordination models and project development policy guidelines.
- Q9: Can SJTPO set a maximum number of hard copies to be provided for the final report?**
- A9: Keeping in mind that there are actually 4 separate reports (i.e., a Plan Report for Salem, Cumberland, Atlantic and Salem Counties), we will need at least 6 copies of each county report, or a total of 28 reports. We will need at least 6 copies of each county Executive Summary, (a total of 28 reports), but these will be brief black and white documents. In addition, we would need 7 copies of the Technical Memo, but this will also be a black and white document. .
- Q10: The RFP contains a 12.49% DBE/ESBE goal, however, Section 4(D) of the SJTPO sample contract contains a 15.7% ESBE goal. Can you please clarify what the DBE/ESBR goal is for this project?**
- A10: The DBE/ESBE goal is 12.49 %. This has not yet been updated in the contract boilerplate, but will be, prior to contract execution.



## SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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**Q11: Section VI.A. Of the RFP states, "The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required." Are we to include our certificate of insurance as part of our proposal response?**

A11: Yes

**Q12: Do you have a budget targeted for this project?**

A12: SJTPO's Unified Planning Work Program is publically available through SJTPO's website, but understand that it provides information for work activities based on preliminary estimates. It is, however, advised that the consultant refer to the FY 2015 SJTPO Unified Planning Work Program - Task 15/402).