



**South Jersey
Transportation
Planning Organization**

Phone: (856) 794-1941
Fax: (856) 794-2549
Email: dheller@sjtpo.org

www.sjtpo.org

NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

Scenario Planning and Public Involvement for 2040 Regional Transportation Plan Update

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to provide a tool to be used for scenario planning and assist with public involvement for the 2040 Regional Transportation Plan Update. SJTPO seeks a consultant to assist in developing and implementing a scenario planning process. Tasks will consist of the development of software with a user-friendly interface that will be used by the public to develop and evaluate the scenarios. The consultant will also provide assistance to SJTPO in vetting and refining of scenarios, and formulation of a “most likely scenario,” as well as “alternate” scenario(s), to incorporate into 2040 Regional Transportation Plan Update. The consultant will also provide guidance and advice in increasing public involvement and outreach for SJTPO’s 2040 Regional Transportation Plan Update.

This work is included in the SJTPO FY 2016 Unified Planning Work Program (www.sjtpo.org/UPWP.html). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

The RFP will be available Friday, June 5, 2015, and can be obtained from the SJTPO via our website www.sjtpo.org/Opportunities.html#RFPs. As a courtesy, please email us at sjtpo@sjtpo.org letting us know if you have downloaded a copy of the RFP.

Proposals are to be received no later than 5:00 P.M., prevailing time, on Tuesday, June 30, 2015. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

David Heller, Team Leader – Regional and Systems Planning
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

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.

REQUEST FOR PROPOSALS:

Scenario Planning and Public Involvement for 2040 Regional Transportation Plan Update

June 5, 2015



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

P: 856-794-1941

F: 856-794-2549

www.sjtpo.org

LEONARD DESIDERIO, CHAIRMAN
TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR

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****NOTICE****

As some of our proposal requirements have changed, please read the entire Request for Proposals prior to submitting a project proposal. Proposals that have not addressed each requirement may be disqualified at SJTPO discretion.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****Scenario Planning and Public Involvement for 2040 Regional Transportation Plan Update**

(To see a list of upcoming RFPs at SJTPO, go to www.sjtpo.org/Opportunities.html.)

I. INTRODUCTION**A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to provide a tool to be used for scenario planning and assist with public involvement for the 2040 Regional Transportation Plan Update. This work is included in the SJTPO FY 2016 Unified Planning Work Program (www.sjtpo.org/UPWP.html). Technical proposals must be prepared and submitted in accordance with the goals, 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

Proposals are to be received no later than 5:00 P.M., prevailing time, on Tuesday, June 30, 2015. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

David S. Heller, Team Leader—Regional and Systems Planning
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

1. **Signed Cover Letter** that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto. (see Section I.E) www.sjtpo.org/Documents/EmploymentandRFPs/RFPs/RFPSubcontractAgreement.pdf
2. **Technical Proposal** (*five (5) hard copies and one (1) electronic copy*)
 - a. **Narrative** that reflects the requirements of the Scope of Work (see Section II)
 - A detailed approach to completing the work program
 - List and description of deliverables
 - Any issues or problems with requirements of the Scope

- b. **Staffing Plan (see Exhibit D)** without salary or other costs (a detailed description of the work team key staff and estimated hours required on the project), including:
 - Staff name (if appropriate, see Exhibit D)
 - Company/organization
 - Job title
 - Person-hour requirements by task
 - It should be clear which staff/firm(s) count towards the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.
 - c. **Project Schedule** – Indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0.” Schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
 - d. **Organizational Chart** of firm or firms with brief description of their role in the project
 - e. **Firm Profile** – Description of the firm's facilities, number of offices, employees in each office, any special equipment, and other factors, (knowledge, skills, etc.) that may affect the delivery of the required services.
 - f. **Work History** – List of similar work, including name and telephone number of the clients, and a full description of the services provided by the firm.
 - g. **Resumes** of key professional staff included in the Staffing Plan, organized by firm
 - h. **DBE/ESBE Certificates** (see Section IV)
 - i. **Equal Employment Opportunity Statement** (see Section V)
3. **Cost Proposal** (*one (1) hard copy and one (1) electronic copy in a sealed envelope, separate from the Technical Proposals*)
- a. **Total Costs** of each task detailed in the scope of work.
 - b. **Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.
 - c. **Staffing Plan (see Exhibit D)** with Dollar Values (a detailed description of the work team key staff and their estimated hours required on the project.)
 - Staff name (if appropriate, see Exhibit D)
 - Company/organization
 - Job title
 - Person-hour requirements by task
 - Hourly rates
 - It should be clear which staff or firm counts toward the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.

The SJTPO reserves the right to reject any submission for failure to adhere to these goals and 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 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, received on or before Friday, June 12, 2015, and submitted to David Heller at the above address. Faxes (856-794-2549) and e-mails (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

1. Questions about RFP Due	Friday, June 12, 2015
2. Answers about RFP Published	Wednesday, June 17, 2015
3. Proposal Due Date	Tuesday, June 30, 2015 by 5:00 pm
4. Consultant Interviews*	Week of Monday, July 13, 2015
5. Policy Board Action	Monday, July 27, 2015
6. Notice to Proceed	On or about August 10, 2015
7. Project Completion Due	Thursday, June 30, 2016

** (We may need to conduct interviews during the selection process. Please keep this week available.)*

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. All proposals must include a signed cover letter that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto:

www.sjtpo.org/Documents/EmploymentandRFPs/RFPs/RFPSubcontractAgreement.pdf

II. SCOPE OF WORK

Proposals should explicitly address the full scope of the project as described within this section. SJTPO cannot ask firms for clarification if questions remain prior to scoring. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommend to enhance the intended project scope.

A. Background

Since 2004, the Federal Highway Administration (FHWA) has encouraged transportation-focused scenario planning as an approach that enhances the traditional planning process. This encouragement of scenario-based planning was amplified further in MAP-21: “An MPO may, while fitting the needs and complexity of its community, voluntarily elect to develop multiple scenarios for consideration as part of the development of the metropolitan transportation plan.” (23 CFR §450.324).

Scenario planning is a planning process that evaluates the effects of alternative policies, plans, and programs on the future of a community or a region. In practice, it is a technique designed to help citizens and stakeholders in the public and private sectors understand how demographic and other types of changes could potentially impact transportation networks in a state, community, region, or study area. This activity is meant to provide information to decision-makers as they develop the transportation plan. Public involvement is a critical component in scenario planning.

B. Project Goal

The goal of this project is to produce two processes and two tools. The processes and tools relate to the gathering of public’s planning preferences and the SJTPO 2040 RTP Update Scenario Planning (testing and visualization). The public is to be given the opportunity to engage in the long -range and big picture transportation planning discussion. The public is to consider and communicate their vision of, and preferences for, their transportation system. Public input will influence the RTP’s mix of strategies. Examples of those strategies are system preservation, alternative modes, and advanced technology. After this RTP process, ongoing public input will also be possible for transportation-related issues, locations of concern, and possible solutions.

The scenario planning process and tool should increase public awareness of the region’s planning options, resources, and the regional context. Examples of context are the region’s comparative performance on various transportation-related topics. Those topics may include travel delay, air quality, and road and bridge conditions. The public is to be more aware of the available resources and the expected impact of various spending strategies.

Finally, this project is part of the performance-based planning process as prescribed by the FHWA. Multiple performance measures are to be utilized; they will be a combination of traditional transportation measures (VMT) and others that reflect more the region’s quality of life (community accessibility, transportation cost per resident). To summarize our project goal, we want the ability to see and communicate the region’s big picture for transportation.

SJTPO seeks a consultant to assist in developing and implementing a scenario planning process. Tasks will consist of the development of software with a user-friendly interface that will be used by the public to develop and evaluate the scenarios. The consultant will also provide assistance to SJTPO in vetting and refining of scenarios, and formulation of a “most likely scenario,” as well as “alternate” scenario(s), to incorporate into 2040 Regional Transportation Plan Update. The consultant will also provide guidance and advice in increasing public involvement and outreach for SJTPO’s 2040 Regional Transportation Plan Update.

Special Note to Proposers:

SJTPO's intention is to produce products and processes in line with FHWA standards for public outreach and scenario planning, for an MPO of its size. The above represents SJTPO's vision for this project. However, we do encourage the candidates to be creative and offer alternative, more effective and efficient means to produce the desired outcome. The candidates may also present more than one level of project complexity. The variable (levels of complexity) technical proposals are to have corresponding variable cost proposals; and each technical and cost proposal needs to be separated. All cost proposals and cost information are to be in a separate and sealed envelope. For additional information on the submission of cost proposals, see Section III.B., below.

C. Content**Task 1: Development of public input tool**

The contractor should develop software or tool that will allow members of the public to set preferences for project type mix and aspirational projects under scenarios. The tool should be web-based, running at all times.

- Allow the public to prioritize the goals (and related measures), and
- Prioritize spending categories (System Preservation, etc.).
- Suggest wish list projects or programs
- Provide ongoing opportunity to comment on the projects, issues and locations of concern.

The software or tool will also allow the staff to display the impact of alternative strategies against the backdrop of alternative scenarios. For example, the tool will incorporate a particular spending strategy (spending category mix or project bundle), the existing SJTPO resources available (ex. Transportation Demand Model), and the scenarios (to be developed and agreed upon). The software should be easy to use and accessible via the web. The tool should be easy-to-use and easily updateable by the SJTPO staff, well beyond the contract termination date.

1.1 Spending Strategy (Transportation System, Projects, and Programs)

As it is the transportation system, or mix of projects, over which the SJTPO has some control; this should be reflected in the tool. The funding constraints notwithstanding, there are a wide variety of different types and mixes of transportation projects that comprise a future transportation system. Some people might opt for more of a demand management orientation, with more of an emphasis on ride-sharing or telecommuting as a means to improve system performance. Some may prefer more of a transit-oriented scenario, in which money and resources for public transit options, such as trains and buses are increased. Conversely, some may also prefer more of a highway-oriented scenario. The software should allow users to prioritize specific projects as well as specific types of projects.

Spending Strategy: Specific project types:

- Safety
- Road Maintenance
- Bridge Maintenance
- Intersection / Signal Improvements
- ITS Corridor Improvement
- Human Service Transportation
- Congestion Mitigation Air Quality (CMAQ)
- Transit
- Recreational Trails
- Transportation Enhancements
- Freight Rail, Road, Port

1.2 Scenario Factors

A limited number of scenarios (three or four) will be developed and agreed upon by the consultant, the SJTPO team and the SJTPO TAC. The scenarios are to incorporate multiple factors including the following:

(A). Demographics and Employment

Demographics include population, household, and employment growth. It is probably one of the key inputs in any future transportation scenario, as it is the key driver of transportation demand. However, SJTPO does not have control over this, and as such, while still a variable in the model, it should not be an option set by the public.

(B). Transportation Funding

Funding is probably the most critical constraint in developing any future transportation system. With New Jersey's Transportation Trust Fund scheduled to run out of money on July 1, 2016, and the United States Highway Trust Fund also nearing insolvency, funding is a perennial challenge in building any future transportation system, and probably the biggest determinant in formulating any future transportation system. Similar to demographics above, SJTPO does not have control over funding, and the tool should reflect this constraint as well.

1.3 Reporting and Visualization

Once the spending strategy (proposed spending category mix or project bundles) is input, the tool is to produce results for each scenario. The outputs from the tool should be in a format that is easily understandable to the public. This can include graphs, and GIS-based maps that display the projected infrastructure and the impacts of the infrastructure under the various scenarios. As an example of what visualization might look like, SJTPO staff recently produced its 2040 Regional Transportation Plan Performance Report, which contained a graphical depiction of certain performance measures. The report is located at: http://www.sjtpo.org/Documents/Studies/RTP2040_PerformanceReport_042815.pdf

The results will include data for the base year (2015, if feasible), and the RTP Horizon Year of 2040, at a minimum.

The reports will incorporate performance-based planning indicators, including some that are not traditional to transportation planning. Prior to developing the initial prototype, the consultant will work with SJTPO to develop the specific indicators that will be included in this software. Some possible indicators could include:

- Percentage of households living in transit-accessible Traffic Analysis Zones (TAZs).
- Vehicle-Miles Traveled, Vehicle-Hours Traveled (VMT, VHT)
- Vehicle-Hours of Delay, Person-Hours of Delay
- Fatalities/Million Vehicle Miles Travelled (MVMT) and Serious Injuries/MVMT
- Accessibility
- Household transportation cost

If possible, the program should also produce as an output a system-level benefit/cost ratio.

1.4 SJTPO Resources

To facilitate the list of indicators that would be feasible to include in the tool, we have listed some of our existing datasets in Table C.1., below. Once the project officially begins, SJTPO staff and the consultant can discuss this table in more detail and refine and enhance as appropriate.

Table C.1. SJTPO Data Resources

Data Source	Indicator/Performance Measure	Most Current Year(s)
Atlantic City Rail (ACRL) Ridership Survey	Average Boardings/Alightings by Station, Access Mode	2012
Air Quality Conformity Regional Emissions Analysis	NOx (tpd), VOC (tpd)	2014
EnterInfo software—Pavement Management Database (SJTPO)	Pavement Condition Index (PCI)	2011-2013
Human Service Transportation	Accessibility to Human Services Transportation	2015
NJDOT Bridge Management System	Bridge Sufficiency Ratings, #, % Structurally Deficient Bridges	2015
NJDOT Pavement Management System	Total Deficient, Fair, and Good Pavements	2015?
Plan4Safety	Crashes, Crashes/MVMT, Injuries, Injuries/MVMT for all public roads	2015?
Public Transit Ridership—including SJTPO South Jersey Bus Surveys	Median Weekday Ridership Average Boardings/Alightings by Station, Access Mode	2008-2014 (varies by route)

Data Source	Indicator/Performance Measure	Most Current Year(s)
SJ Travel Demand Model (SJTDM)	VMT, VHT, Average Speeds	Calibrated to 2013 conditions
SJTPO Household Travel Survey	Origins/Destinations, Typical Modes, Average Trip Lengths	2014
Traffic Counts (ATR)	VMT, V/C for State, County, and selected Municipal Roads	2015 (Ongoing)
Turning Movement Counts	Intersection LOS	2015 (for certain intersections)
Vehicle Probe Project	Vehicle-Hours of Delay	2015 (Ongoing)

As listed in the above table the resources include the SJTPO TDM. Therefore the tool should have the capability of accepting and processing outputs from SJTPO's CUBE-based regional travel demand model; specifically, VMT, VHT, and average speeds.

Deliverables

1.1. Meeting to discuss program specifications: Shortly after the Notice to Proceed, the consultants and SJTPO staff should have a meeting to discuss in detail the specifications of the tool and specific indicators SJTPO staff would like to see.

1.2. Technical Memorandum: This will recommend a specific software program that meets the specifications requested. It should also include the agreed-upon performance measures and indicators and a description of how the program works. The memorandum should also include the specific data inputs needed to run the model, whether that data is available, and if it is not available, identify a plan for obtaining the data.

- **DRAFT:** September 18, 2015
- **FINAL:** October 9, 2015

1.3. Web-based Scenario Visualization Tool and Public Outreach Tracking:

(A). Spending Plan Selection - The software will show a report card of all the major performance measures and will include maps and charts that show the results of each spending plan under each of the scenarios.

The public will see the impact of their spending strategies under each scenario. This will eventually be a permanent feature for our website with comments continually being collected from the public about projects and issues. The public will also have a chance to vote on spending plans.

(B). Projects, Issues, Locations (Ongoing) - People should be able to comment on the TIPs, individual projects, possible projects, and other related issues or locations. All output should be GIS-based as much as possible. The comments should be organized to reflect an ongoing conversation on a particular topic.

(C). Running Balance of Outreach Efforts (Ongoing) - The website will display data on our outreach and participation. The site will have a permanent record of public input. The

webpage will display, using maps and charts, the demographics and locations of people (as feasible) who have voted. By tracking this data, SJTPO will have a running balance of the (webpage) public input. This will help with SJTPO's targeted outreach efforts, as well as deciding what areas and organizations are well represented (in terms of our public outreach) and which are not.

1.3.1. INITIAL RELEASE: October 16, 2015

This will be accompanied by an in-person or web meeting at SJTPO offices to demonstrate tool.

1.3.2. SJTPO Testing Period: October 16-November 20, 2015

1.3.3. SJTPO memorandum to consultant providing comments, suggested enhancements to tool: November 28, 2015

1.3.4. FINAL RELEASE: January 15, 2016

Consultant will provide final release of tool incorporating all comments

Appendix A, below, contains more detail on the specifications and some of the indicators SJTPO would like to see in the model. It also includes some possible scenarios.

Task 2: Guidance in increasing access to the tool specifically, and increasing public involvement generally

The consultant will work with SJTPO staff to develop strategies and techniques to increase usage of the tool, as well as increase public involvement and outreach for the 2040 Regional Transportation Plan Update.

Deliverables

2.1. Technical Memorandum: This should contain recommendations on specific techniques (i.e., soliciting input digitally, or in person); format, frequency, and location of public meetings; types of equipment needed, materials to prepare, and overall logistics of events. Consultant should also suggest strategies, including social media, to increase exposure of SJTPO overall to members of the public.

- **DRAFT:** November 16, 2015
- **FINAL:** December 18, 2015

2.2. Equipment and other materials needed for public meetings: Based on recommendations outlined in Technical Memorandum above, consultant should be able to provide or recommend vendors where SJTPO can lease or purchase equipment necessary for public meetings associated with 2040 RTP Update public meetings. This might include: Tablet computers, keypads to register public polling,* kiosks at areas with high foot traffic, (such as the DMV), and other items needed for map display, smart interactive whiteboards,* etc.

2.2.1. Meeting (in-person, or online), to discuss overall logistics of public meetings, including equipment needs: January 2015

2.2.2. Assistance in preparation for at least three 2040 RTP Update Public Meetings, to be held from January through June 2016.

- 2.2.3. At least one in-person meeting** to assist SJTPO staff in vetting and evaluation of scenarios, formulation of “most likely” scenario, and “alternate” scenarios to be incorporated into the 2040 RTP Update. While there is still some room for a clearer definition as to what might constitute a “most likely” scenario, the “most likely” scenario” would refer to things that the SJTPO has some control over, (as in project mix, as cited above). This will likely take place in January or February 2016, after there has been sufficient input obtained via the tool, but prior to the RTP public meetings. It is certainly conceivable that one meeting could cover topics raised in 2.2.1, 2.2.2, and 2.2.3. The specific agendas for each meeting will be at the discretion of both the SJTPO and consultant project managers.

*if identified in Task 2.1 as method to improve public involvement strategy

Task 3: Project Management and On-Call Technical Assistance

The consultant shall be required to maintain regular and frequent contact with the SJTPO project manager throughout the study process in order to ensure an expeditious exchange of information. A project schedule shall be submitted with the proposal and refined after the kick-off meeting. The project schedule will be reviewed regularly during the course of the project and amended as appropriate. Reporting requirements during the study include status reports at a minimum frequency of every two weeks throughout the course of the study in a format to be determined. This will be required even if there is little or no study progress, along with an explanation of why no progress is being made. This requirement is in addition to progress reports required as a part of invoicing. These status reports will not substitute for less formal day-to-day communications between the consultant and the SJTPO project manager needed to conduct a successful study. Invoices should be submitted on a monthly basis throughout the course of the project.

Regular project management meetings will be held between the SJTPO and the consultant project manager. Depending on the needs of the SJTPO and the consultant, these may be conducted over the web (i.e. via WebEx or GoTo Meeting), telephone or in person. The purpose of these meetings will be to discuss the progress of the study, review scenario outputs, or discuss other issues pertaining to the project. At least three such meetings will be held.

Deliverables:

- 3.1. Technical Assistance:** Consultant should be available at all times to provide on-call technical assistance, particularly once software is released.
- 3.2 Bi-weekly progress reports** to discuss project progress, issues, percent of budget expended, and schedule adherence.

D. Schedule

We anticipate a Notice to Proceed on or about Monday, August 10, 2015 and the entire project must be completed by Thursday, June 30, 2016.

Appendix B, below, provides a more comprehensive schedule of the overall project schedule.

III. CONSULTANT SELECTION

SJTPO's consultant selection is a two-step, quality-based selection process. First, based on an assessment of the technical qualifications of responding firms, we will select a firm best suited to carry out the scope of work as outlined in our RFP. 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.

Second, SJTPO will negotiate a price with the selected firm. Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. If we cannot negotiate an acceptable contract with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm.

As the selection of the firm is based solely on technical qualifications, the budget for the scope of work is not material to selecting the most qualified firm. SJTPO's FY 2015 Unified Planning Work Program is publically available through SJTPO's website (www.sjtpo.org/UPWP.html), but should only be used to provide general budgetary information for work activities based on preliminary estimates.

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.

A. Technical Proposal

- 1. Technical Approach** (Criterion weight: 40 percent)
 - a. Demonstrate a clear understanding of the effort and products required.
 - b. Explicit consideration of the features listed in Section II, *Scope of Work*.
 - c. Innovations or efficiencies to be used in completing the project with descriptions of how they add value to the project.
 - d. Demonstrate an ability to perform needed tasks and meet stated completion date.
 - e. Quality, clarity, thoroughness in addressing required tasks and submission guidelines.
 - f. Demonstrate the ability to complete project within the schedule stated in this document.

- 2. Firm Qualifications** (Criterion weight: 20 percent)
 - a. Demonstrate successful experience of the firm or team (particularly recent) on similar projects.
 - b. Demonstrate expertise in specialized areas required for this project.
 - c. Firm(s) references submitted with proposal.
 - d. Availability of resources needed to successfully complete the project.

3. **Staff Qualifications** (Criterion weight: 25 percent)
 - a. Staffing Plan demonstrates staff (particularly Project Manager) ability to successfully complete project.
 - b. Resumes demonstrate staff (particularly Project Manager) experience successfully implementing similar projects.
 - c. Location of office that will be performing the work on this project.

4. **DBE/ESBE Utilization** (Criterion weight: 15 percent)
 - a. DBE/ESBE firm must be explicitly identified. If a specific DBE/ESBE firm is not identified, a zero percent DBE/ESBE commitment will be assumed.
 - b. Staffing Plan clearly states the hours and specific tasks of DBE/ESBE staff as well as percent of total budget to be dedicated to DBE/ESBE firm(s). Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal.

Federal and State goals for DBE/ESBE participation must be addressed explicitly in the proposal. This is satisfied by stating the percentage of total project cost devoted to DBE/ESBE firm involvement in the Technical Proposal. Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal. See Section IV for definition of DBE/ESBE firms. Note: SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2014), which is 12.49 percent.

The highest-ranking firms may be invited, at the option of SJTPO, to an interview to present relevant details of their proposals and introduce key staff.

B. Cost 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 cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Proposals and costs should address the full scope of the project as described within the RFP. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommended to enhance the intended project scope. Cost proposals must include all tasks or alternatives discussed within the technical proposal.

SJTPO will review proposals based solely on the merit of the Technical Proposal and its adherence to the goals and requirements laid out in this RFP in conformity with the Brooks Act. Only after selection of a top proposal will the separate, sealed cost proposal be opened.

If an acceptable contract cannot be negotiated with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm. The consultant selection and negotiated contract are subject to approval by the U.S. Department of Transportation in accordance with its policies and procedures. The dollar and percentage participation of DBE/ESBE firms must be separately itemized in the cost proposal.

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 DBE 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.

- 1. 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:
 - a.** 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
 - b.** 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).

- 2. Emerging Small Business Enterprise (ESBE)** 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:
 - a.** 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.
 - b.** 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 DBE/ESBE Firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. Current guidance on DBE/ESBE is available on the website of the New Jersey Department of Transportation (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.

There are only two lists that count towards meeting this DBE/ESBE goal. Firms should check these sites PRIOR TO submitting a proposal.

1. New Jersey ESBE: <http://njdot-esbe.biplus.com/>
2. New Jersey DBE: <http://www.njucp.net/>

There are some certifications that have similar requirements, such as MBE, SBE, or any similar certifications in another state – THESE DO NOT COUNT for this 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 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 a firm intends to subcontract or modify any portion of the work already under contract, or intends to purchase material or lease equipment not contemplated during the original preparation of the cost proposal, the firm 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.** Consultants and subconsultants 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

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; and

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 photocopy of their Federal Letter of Affirmative Action Plan Approval; OR
2. A photocopy 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: _____

EXHIBIT D

**SAMPLE STAFFING PLAN IN TECHNICAL PROPOSAL
(DO NOT include any cost information in your Technical Proposal)**

Staff Name	Title	Hours per Task								Total Hours
		First task	Second task	Third task	Fourth task	Fifth task	Sixth task	Seventh task	Eighth task	
		1	2	3	4	5	6	7	8	
Company 1										
[Name]*	Project Manager	25	0	20	0	15	0	41	0	70
[Name]*	Planner 1	5	0	4	0	2	3	1	4	19
Company 1 Subtotal		30	0	24	0	17	3	42	4	89
Company 2 (DBE Firm)										
[Name]*	Technician 1	0	8	0	2	0	0	0	0	10
[Name]*	Technician 2	0	6	0	4	0	0	0	0	10
Company 2 Subtotal		0	14	0	6	0	0	0	0	20
Sub-Total Hours		30	14	24	6	17	3	42	4	119

* Staff Name should generally be included; however, staff title may be substituted, where appropriate

STAFFING PLAN IN COST PROPOSAL

A Staffing Plan identical to the one in the Technical Proposal should also be included in the Cost Proposal. However, in the Cost Proposal, the Staffing Plan should include billable rates and cost totals for each staff member and company.

Note: All titles, numbers, number of companies, etc. used in this table are illustrative only. The table is only used to show the types of information required in each Staffing Plan. Format may differ from the table shown above as long as it includes, at a minimum, the information shown above. **DO NOT** include any cost information in your Technical Proposal.

APPENDIX A: Visualization of Tool

So as to provide prospective proposers a better idea of what SJTPO is looking for, we have included this appendix that provides a little more detail and illustrates the components of the tool. The following text and tables are intended to serve only as a guideline—not be a detailed specification of what the product needs to look like. We encourage all proposers to be creative in their approach.

I. Public Preference Spending Category Mix

Table A-1, below, gives an illustration of some possible scenarios which we interpret as a given set of circumstances for which we must plan. There are several variables desired in our scenario visioning process. We offer some of the more likely ones below as examples. Note that the final selection of variables will be determined by the consultant, in conjunction with the SJTPO staff, as part of Task 1.

The following variables are variable, but while each of these variables do fluctuate, as they are not controllable by the SJTPO, they would not be adjustable by the public as they provide their input.

- 1) **D&E** – Demographics-economic levels
- 2) **Fund** – Transportation funding
- 3) **Density** – Land Use Development Density

Table A-1: Possible Scenarios

	Current Mix 2015 - 2025	Scenario 1 Desired Mix	Scenario 2 Desired Mix	Scenario 3 Desired Mix
Spending Category	D&E Fund Density	D&E Fund Density	D&E Fund Density	D&E Fund Density
From TIP	↔ ↔ ↔	↔ ↔ ↔	↑ ↑ ↔	↑ ↑ ↑

Spending Categories

The spending category is a variable that is controllable by the SJTPO Policy Board. We are asking the public’s input for this controllable policy lever. The public can communicate their preference for each category’s funding, with the restriction that the total does not exceed the current level.

Current Mix:

This is the current TIP project mix for each category (bridges, road preservation, etc.). This is for display purposes only. The public can use this as a reference point when making their preference for funding mix known. This column also reflects the current status of demographics-economic levels (D&E), funding (Fund), and land use development density (Density). These are all variable but are not controlled by the SJTPO Policy Board. All are impacted by policy, but not by the MPO. These variables are included in this process so that the impact of SJTPO’s transportation system choices can be evaluated under different scenarios. These scenarios are created by different combinations of the three uncontrollable variables of: D&E, Fund, and Density. Table A-2, below, gives an example of what an input screen for the tool might look like.

Scenario 1:

This scenario reflects the public's preference for category spending mix with the D&E and Fund variables (uncontrollable) held constant. The public is to decide the spending category mix with the constraint that the spending total is constant. We are making the assumption that the economic growth, population growth, and funding levels are all interrelated. Therefore, for Scenario 1, the public is to assume that the D&E and Fund variables (uncontrollable) are to remain stagnant (no or very little growth) through 2040. Projected funding level will be unchanged when adjusted for future inflation. The real funding level is constant. Under Scenario 1, there is no option for Wish List projects. This option will be available in Scenarios 2 & 3. This scenario is most indicative of a "Baseline" scenario.

Scenario 2:

This scenario reflects the public's preference for spending category mix with the D&E and Fund variables moderately higher (than the baseline) through 2040. The population and economic activity is expected to have a moderate growth rate. This will result in an increased funding level. The public is to now spend the total Scenario 2 funds. This is to be done by selecting from the current spending categories (Lines 1-11) and the Wish List categories (Lines 12-15). All categories (Lines 1-15) are to add up to 100 percent of the Scenario 2 funding level. The public may or may not decide to utilize the Wish List Categories, but will still have use of the new funding total for Scenario 2. For Scenario 2, the public is to assume the Density variable remains constant.

Scenario 3:

This is the same as Scenario 3 except we assume that the desired development density has increased so that TOD is more prevalent in select locations (identified zones). This scenario is to reflect the public's preference for spending category mix with the D&E and Fund variables moderately higher (than the baseline) through 2040 (same level as Scenario 2). The population and economic activity is expected to have a moderate growth rate (same level as Scenario 2). Funding level is also moderately higher than the baseline level (same level as Scenario 2). The public is to now spend the total Scenario 3 funds (same level as Scenario 2). This is to be done by selecting from the current spending categories (Lines 1-11) and the Wish List categories (Lines 12-15). All categories (Lines 1-15) are to add up to 100 percent of the Scenario 3 funding level. The public may or may not decide to utilize the Wish List Categories, but will still have use of the Scenario 3 total funds. For Scenario 3, the public is to assume the Density variable has changed. The land use regulations have been altered in select identified zones and they lend themselves to more use of alternative modes.

See table below for input form related to spending mix

Table A-2: Sample Public Preference Spending Category Mix

	Current Mix 2015 - 2025	Scenario 1 Desired Mix	Scenario 2 Desired Mix	Scenario 3 Desired Mix
Spending Category	D&E Fund Density	D&E Fund Density	D&E Fund Density	D&E Fund Density
	⇄ ⇄ ⇄	⇄ ⇄ ⇄	↑ ↑ ⇄	↑ ↑ ↑
1-Safety	10%	10%		
2-Road Maintenance	10%	10%		
3-Bridge Maintenance	10%	10%		
4-Intersection / Signal Improvements	10%	10%		
5-ITS Corridor Improvement	10%	10%		
6-Human Service Transportation	10%	10%		
7-CMAQ	10%	10%		
8-Transit	10%	10%		
9-Recreational Trails	5%	5%		
10-Transportation Enhancements	5%	5%		
11-Freight Rail, Road, Port	10%	10%		
Wish List for Scenarios 2 & 3: (Assuming Funding Increase)				
12-Regional BRT Network (Must be 0% or 5%)	NA	NA		
13-Regional Bike / Hike Network (Must be 0% or 5%)	NA	NA		
14-Regional ITS Network (Must be 0% or 10%)	NA	NA		
15-TOD Transportation Enhancements (Walkability, etc) (Must be 0% or 5%)	NA	NA		
Total Must equal 100%	100%	100%	100%	100%

II. Public Preference Performance Measure Prioritization

The public will also be asked to prioritize our traditional performance measures. A partial list is in **Table A-3** below (Lines 1-6). We have also included some non-traditional performance measures (Lines 7-11), which are not necessarily required but desirable. In addition, the public will be able to compare the regional cost of certain items to the national and state cost (Cost Indicators). They will be asked to rank these items in order of importance. From this information, SJTPO will be able to use the model process to back into the needed funding levels and mixes to reach our desired goals for the Cost Indicators. An example of this process would be: SJTPO concludes that the transportation cost (per resident) is the most important cost indicator to the public (and the public desires regional cost levels to be close to the national level). Using this tool, SJTPO can estimate the total cost of reaching these transportation cost levels for the region, and determine that it is feasible to reach this target, but only under certain scenarios and spending category mixes.

Table A-3: Sample Public Preference Performance Measure Prioritization

Performance Goals (partial)	Potential Measures/Indicators
1-Safety	Fatalities per VMT
2-Congestion	Total Travel Delay
3-Air Quality	Pollution level
4-Road Condition	Pavement Condition Index (PCI)
5-Bridge Condition	Ave. Bridge Sufficiency Rating
6-Freight Delay	Average Travel Time in Freight Corridors
7-Accessibility	Accessibility (Bike, Walk, Transit) Index
8-Health	Health Index vs. National Ave.
9-Housing and Transportation Cost	Cost vs. National Average
10-Livability	Index vs. National Average
11-Transportation System Economic Cost Benefit (Comprehensive)	Cost vs. National Average

**APPENDIX B: SCHEDULE:
SJTPO 2040 RTP UPDATE SCENARIO PLANNING AND PUBLIC PROCESS**

06/15		07/15		08/15		09/15		10/15		11/15		12/15	
Public Input 1 - SJTPO gets input on values, goals, spending mix, and potential projects												Public Input 2 – Demonstration of tool. Give people a choice of project mix and or wish list projects (if applicable) for each scenario.	
				Scenario Planning Kick -Off Meeting		Tool developed.				Tool refinement			
										Scenarios defined by TAC			
01/16		02/16		03/16		04/16		05/16		06/16			
Public Input 2 cont.						Team finishes draft of Plan for public comment		Public Comment		Team finishes final draft of 2040 RTP Update (2016)			
				Team summarizes the public input results to date. Snapshot of input for purposes of the 2040 RTP Update (2016)*		Consultant Team assist in refining scenarios, strategizing with SJTPO staff to maximize public involvement							
				TAC selects spending plan 1 for the most likely scenario. TAC also chooses the alternative spending plan for each scenario									

(*) The public input will be a continual process as will the planning process. The 2040 RTP Update will be a snapshot in time. The planning process and scenario visioning will be continuous.

KEY: SJTPO-led tasks.
 Consultant-assisted tasks.