



NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

LADDERS OF OPPORTUNITY, REGIONAL ASSESSMENT & TOOL DEVELOPMENT

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, for a project related to the USDOT Ladders of Opportunity initiative. The selected firm will develop a web-based interactive tool designed to identify and assess two things: the region's population's access to certain destinations, and the current transportation network's ability to meet their needs. This tool is to be utilized by the consultant to provide a thorough assessment of the relationship between the region's population and the transportation network. The consultants will also have to prepare a technical report summarizing development and usage of the tool. Special emphasis is to be placed on the disadvantaged populations; however, all network users are to be included in the assessments and recommendations.

This work is included in the SJTPO FY 2017 Unified Planning Work Program (www.sjtpo.org/UPWP). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in the RFP document.

The RFP will be available Wednesday, November 9, 2016, and can be obtained from the SJTPO via our website www.sjtpo.org/RFP. As a courtesy, please email us at info@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 Wednesday, December 7, 2016. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

William Schiavi, Manager of Regional 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. 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.

REQUEST FOR PROPOSALS:

Ladders of Opportunity, Regional Assessment, & Tool Development

Wednesday, November 9, 2016



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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JENNIFER MARANDINO, ACTING EXECUTIVE DIRECTOR**

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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****LADDERS OF OPPORTUNITY, REGIONAL ASSESSMENT & TOOL DEVELOPMENT****I. INTRODUCTION****A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, for a project related to the USDOT Ladders of Opportunity initiative. The selected firm will develop a web-based interactive tool designed to identify and assess two things: the region's population's access to certain destinations and the current transportation network's ability to meet their needs. This tool is to be utilized by the consultant to provide a thorough assessment of the relationship between the region's population and the transportation network. A report is to also include recommendations to SJTPO related to improving the network's performance most efficiently and effectively. Special emphasis is to be placed on the disadvantaged populations; however, all network users are to be included in the assessments and recommendations.

This work is included in the SJTPO FY 2017 Unified Planning Work Program (www.sjtpo.org/UPWP). 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 Wednesday, December 7, 2016. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

William Schiavi, Manager of Regional 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/wp-content/uploads/2016/07/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 and received on or before Tuesday, November 22, 2016 and submitted to William Schiavi at the above address. Faxes (856-794-2549) and e-mails (info@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 | Tuesday, November 22, 2016 |
| 2. Answers about RFP Published | Friday, November 25, 2016 |
| 3. Proposal Due Date | Wednesday, December 7, 2016 by 5:00 pm |
| 4. Consultant Interviews* | Monday, December 19-Wednesday, December 21, 2016 |
| 5. Policy Board Action | Monday, January 23, 2017 |
| 6. Notice to Proceed | On or about February 13, 2017 |
| 7. Project Completion Due | Friday, June 16, 2017 |

** (We may need to conduct interviews during the selection process. Please keep these days available.) Consultants would be notified no later than COB Wednesday, December 14, 2016.*

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/wp-content/uploads/2016/07/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. Overview

The objective of this effort is the creation of a series of interactive maps by a consultant team that uses data to demonstrate needs for projects that will connect populations, particularly disadvantaged populations with opportunities such as employment, healthcare, public services, healthy food options, etc.

The populations of the entire region are to be analyzed, focusing specifically on the region's disadvantaged populations. Disadvantaged populations are an emphasis area of the "Ladders of Opportunity" of the FAST Act.

The needs are to be identified using spatial analysis of population, destinations, services, the current transportation network, and its level of accessibility. This spatial analysis will be done through a series of maps (using ArcGIS Online), compiled by the consultant, based upon a set of data identified by SJTPO. The maps will use the population and services/jobs spatial mismatch, at the census block group (CBG) level, to identify places where "ladders" are needed.

While the SJTPO has identified the required data elements within the tool, the consultant must compile, review, and manipulate the data to illustrate the mismatch between local populations, opportunities, and services. The consultant must identify the most critical missing links in the network, which will allow local jurisdictions to use this analysis to create projects to bridge those gaps.

SJTPO would like to model this tool off of DVRPC's Equity Through Access Map Toolkit, available at www.dvrpc.org/ETA/, although less emphasis should be placed on transit, and capitalize on other data, such as bike/ped, sidewalks and human service transportation. To that end, the tool should reflect the unique characteristics of the SJTPO region.

The technical study can be broken down into four prescribed tasks as follows:

(1) Collect Data

Much of the data that will populate this tool already exists, either in the public domain (e.g. Census) or via outside vendors. The underlying data needed for this project are to be collected and paid for by the consultant. **Appendix A**, below, contains a table of the required data and likely sources. Some of the data will be available from SJTPO. While the consultant is not limited to these datasets and sources, their proposals must include a detailed list of all the data that will be included with the final product, including their date and source.

(2) Build Spatial Analysis Tool

The consultant is to develop a web-based, interactive, easy-to-use, map using ArcGIS Online. See Section II.C. "About the Tool" below, for a more detailed description of the tool.

(3) Perform Analysis

The above mentioned spatial analysis tool will be used for extensive analysis provided by the consultant. The populations, their destinations, and their accessibility to the current network are to be considered, with a principal focus being the population to destination mismatch. The analysis should give insight into the unique nature and challenges of the SJTPO region and the ability of the current transportation network to meet the needs of its users.

Output from the tool should allow SJTPO staff and planning partners to identify specific locations for improvements to the transportation network that would provide the most benefit to the region's population and specifically to the currently underserved populations. The improvements may include pedestrian, transit, and roadway infrastructure, as well as programs related to Human Service Transportation (special populations).

(4) Prepare Technical Report

The consultant is to prepare a technical report that summarizes the development and usage of the tool. It should also contain instructions for updating the tool. In addition, the report is to include general recommendations to SJTPO related to improving the network's performance in the area of building and improving these access gaps (ladders) most efficiently and effectively.

B. About the Tool (Map)

The consultant is to develop a web-based, interactive, easy-to-use, map (using ArcGIS Online). This interactive map will allow users to visualize our transportation challenges and highlight areas of concern. The users will include SJTPO stakeholders (counties, municipalities, transit providers, and other planning partners), as well as the general public.

Transportation challenges refer to the spatial mismatches between the population and their destinations. These would include locations with high population levels and low numbers of destinations (employment, healthcare, public services, healthy food options, etc.). Another type of spatial mismatch includes those census block groups (CBGs) with many destinations and few residents. The accessibility to the network is also to be taken into consideration. Locations with spatial mismatches and poor access to the network are the locations where "ladders" are needed.

In addition to using this tool for this specific project, SJTPO and our partners will utilize the tool for future planning. For example, human service transportation providers could use the tool during the grant application process and other agencies will be able to identify specific needs and possible projects (bus stops, sidewalks, etc.).

The tool will utilize various data to analyze, on a census block group level, the accessibility of specific populations to their destinations utilizing the existing network. See **Appendix A** for a detailed list of data and sources.

C. Specifics of the Tool

At a minimum, the tool must contain a series of maps that will display the data and the results of spatial analysis. These maps are listed below, followed by a more detailed explanation of each:

(1) Populations - Identify the most transportation-disadvantaged populations

The Populations series of maps is to separately display the following populations:

- (1)-1 Seniors
- (1)-2 Disabled
- (1)-3 Poverty
- (1)-4 No Vehicles
- (1)-5 All Disadvantaged Populations
- (1)-6 All Remaining (Non-Disadvantaged) Populations

(2) Destinations - Identify essential destinations of those populations.

The Destinations series of maps is to separately display the destinations for each population category. A more detailed list of the destinations for each category is found in **Appendix B**, below:

- (2)-1 Senior Destinations:
- (2)-2 Disabled
- (2)-3 Poverty
- (2)-4 No Vehicles Destinations
- (2)-5 All Disadvantaged Destinations
- (2)-6 All Remaining (Non-Disadvantaged) Destinations (Grocery Stores)

The final map should display the specific destinations in as much detail as possible (i.e., instead of listing just senior destinations, the maps should specifically identify medical centers, Social Security offices, etc.).

(3) Network - Identify the current network

The Network Map is to display the entire transportation network, including walking and bicycling trails, bike lanes, public transit routes, stops and stations, and the road network.

(4) Mismatch - Identify the population/destination mismatches

The Mismatch series maps are to display the spatial mismatches. These are the census block groups that contain high populations and low destinations, or low populations and high destinations.

- (4)-1 Seniors Mismatches
- (4)-2 Disabled Mismatches
- (4)-3 Poverty Mismatches
- (4)-4 No Vehicles Mismatches
- (4)-5 All Disadvantaged Populations Mismatches vs all Destinations
- (4)-6 Remaining Population (Non-Disadvantaged) Mismatches

(5) Accessibility - Identify the network accessibility of each census block group to destinations (essential services)

The Accessibility Map is to display for each census block group, accessibility of the destinations to the transportation network, including walking and bicycling trails, bike lanes, transit routes, stops and stations, and the road network.

(6) Mismatch vs Accessibility - Compare the mismatched locations with the current network accessibility

This map will display the relationship between the mismatched Census Block Group locations with the current network accessibility for the Census Block Groups. The map will highlight the Census Block Groups that will benefit the most from improvements to the network.

- (6)-1 Seniors Mismatches
- (6)-2 Disabled Mismatches
- (6)-3 Poverty Mismatches
- (6)-4 No Vehicles Mismatches
- (6)-5 All Disadvantaged Populations Mismatches vs all Destinations
- (6)-6 Remaining Population (Non-Disadvantaged) Mismatches

D. Schedule/Deliverables

February 13, 2017	Notice to Proceed
March 15, 2017	Beta version of Spatial Analysis Tool ready for review by SJTPO
March 31, 2017	Spatial Analyst Tool completed and ready for use for Analysis and Assessment
April 14, 2017	Virtual Demonstration to SJTPO staff
May 8, 2017	Presentation to the SJTPO Technical Advisory Committee
May 31, 2017	Draft of Compete Report including Analysis and Assessment for Populations and Network
June 16, 2017	Final Draft of Report Due

Status updates will be provided by the firm via email to SJTPO's project manager on a bi-weekly basis. Brief status updates shall be provided every two weeks to SJTPO's project manager via email. The status updates should describe tasks completed in the past two weeks, upcoming tasks for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from stakeholders in the coming weeks.

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 Unified Planning Work Program

is publically available through SJTPO's website (www.sjtpo.org/UPWP), 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 (effective 10/1/16 through 9/30/19) which is 12.44 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 recommend to enhance the intended project scope. Cost proposals must include all tasks or alternatives discussed within the technical proposal. If applicable, multiple costs scenarios are acceptable.

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://50.62.131.238/Productions/NJDOT_ESBE/biz_esbe/
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 (effective 10/1/16 through 9/30/19) which is 12.44 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

APPENDIX A

Data Types

Much of the data that will populate this tool already exists, either in the public domain (e.g. Census), or via outside vendors. The underlying data needed for this project are to be collected and paid for by the consultant. The following is a table of the likely data and sources to meet the required components of the tool, above. Some of the data will be available from SJTPO. The consultant is free to modify or expand upon this list of data based on experience with this type of project. While the data sources listed below illustrate available data based on our knowledge, the consultants are free to use other sources if they deem them more suitable. **Proposals must include a detailed list of the data that will be included with the final product, including their date and source.**

Data	Source	Notes
• Total Number of Households	US Census Bureau ACS 201X 5-year estimates	
• Total Number of People	US Census Bureau ACS 201X 5-year estimates	
• Households with 1 or More People with Disability	US Census Bureau ACS 201X 5-year estimates	
• Number of Households Below Poverty Line	US Census Bureau ACS 201X 5-year estimates	B17017
• People 65 or Older	US Census Bureau ACS 201X 5-year estimates	B01001
• Essential Health Services		
○ Hospitals	Health Resource & Service Administration (HRSA), NJGIN ¹	HRSA, 201X, NJGIN
○ Health Clinics, Therapy Centers, Labs, etc.	Health Resource & Service Administration (HRSA) ¹	HRSA, 201X
• Social Services		
○ Senior Centers	National Establishment Time Series (NETS) ²	
○ Centers for the Developmentally Disabled	National Establishment Time Series (NETS) ²	
○ Social Security, Unemployment, Welfare	costar.com ³	Co-Star, 201X
• Grocery Stores (supermarket, grocery specific store, deli, etc.)	costar.com ³	Co-Star, 201X
• Recreation Spaces		
○ Parks	SJTPO, NJGIN	SJTPO, NJGIS
○ Trails (bike or walking)	SJTPO, NJGIN	SJTPO, NJGIS
○ Recreation Centers	costar.com ³	Co-Star, 201X
• Education		
• Schools (Colleges, Vocational Schools)	NCES National Center for Educational Statistics (NCES) ⁴	NCES, 201X
• Training Centers	costar.com ²	Co-Star, 201X
• Employment (Number of Jobs)	New Jersey Department of Labor	

¹ Health Resource & Service Administration (HRSA) – This provides health care center locations. <https://findahealthcenter.hrsa.gov/>.

² The National Establishment Time Series (NETS) provides locations of activity centers and other types of establishments. This is a subscription service; all costs (initial and ongoing) would be the responsibility of the consultant.
<http://maryannfeldman.web.unc.edu/data-sources/longitudinal-databases/national-establishment-time-series-nets/>

³ costar.com – This is a commercial real estate market data service. This is a subscription service; all cost (initial and ongoing) would be the responsibility of the consultant.
<http://www.costar.com/>

⁴ National Center for Educational Statistics (NCES) - This provides information about educational establishments.
<http://nces.ed.gov/datatools/>

Other Potential Data Sources: (Federal agencies)

EPA Smart Location Database:

www.epa.gov/smartgrowth/smart-location-mapping#SLD

www.epa.gov/smartgrowth/smart-location-mapping#Trans45

USDA Food Desert Database:

www.ers.usda.gov/data/fooddesert

SJTPO Reports:

- *Transportation Matters – A Plan for South Jersey*. (2016 RTP Update).
 - Human Service Transportation Plan Update 2015 (HSTP).
- Both at: www.sjtpo.org/library.

Subregions:

- Atlantic County GIS related data sources
 - Atlantic County Improvement Authority
 - CRDA
 - NJ State Planning Department or Community Affairs (They may have access to Co-Star-real estate data)
- Cape May GIS related data sources - see: www.capemaycountyims.net

APPENDIX B

Destinations Arrayed by Population Groups

As depicted below, in terms of the spatial analysis performed by the tool (map), specific population groups should be paired with specific destinations. This will allow for the gap analysis that depicts the specific needs and suggests possible transportation improvements.

Destinations	Destinations by Population Groups				Remaining Population
	Seniors	HH Disabled	HH No Vehicle	HH Poverty	
Jobs		X	X	X	X
Job Training		X	X	X	
Schools		X	X	X	X
Medical	X	X	X	X	X
Grocery	X	X	X	X	X
Recreation	X	X	X	X	X
Senior Centers	X				
Centers for Disabled		X			
Government Services; e.g., Social Security, Unemployment, Welfare, Homeless Shelters	X	X	X	X	
Libraries	X	X	X	X	X

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.



Date: Wednesday, November 23, 2016, 11:00am (Final Answers)
To: Recipients
Re: Ladders for Opportunity, Regional Assessment & Tool Development
Questions and Answers

Q1. [Is] SJTPO is open to hiring a non-local consultant?

A1. SJTPO can and does accept proposals from firms outside our area and give fair consideration thereto. As stated within the RFP, all firms must "demonstrate successful experience of the firm or team (particularly recent) on similar projects." Firms are encouraged to indicate past experience with government agencies, preferably involving federal funding sources in order to satisfy this stated requirement.

It is critical that all firms are able to satisfy all of the requirements in our RFP as well as those in our Standard Contract Agreement, including; but not limited to, compliance with all applicable local, state, and federal laws, rules, and regulations.

DBE/ESBE Utilization accounts for 15% of the criteria by which proposals are evaluated. DBE/ESBE firms must be registered as such with the State of New Jersey before the Notice to Proceed. Section IV of the RFP outlines DBE/ESBE participation requirements, including a link to certified DBE/ESBE firms in the State of New Jersey.

Q2. Do you have any sense of budget range (min or max)? Looks like there was \$50k allocated for FY 2016 and another \$40k allocated for FY 2017. Are there additional funding sources? Is this all for consultants or does some money need to go towards SJTPO staff?

A2. SJTPO's FY 2017 Unified Planning Work Program (UPWP), effective July 1, 2016 through June 30, 2017, provides general budgetary information for work activities based on preliminary estimates and scope of the project. The document is publicly available through SJTPO's website (sjtpo.org/UPWP). SJTPO staff hours are accounted for separately within the UPWP.

SJTPO utilizes a two-step, quality based selection process to procure professional services. First, based on our assessment of the qualifications of responding firms, we will select a firm that we believe is best suited to carry out the scope of work as outlined in our RFP. Second, we will negotiate a price with the selected firm. 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. Because the selection of the firm is based solely on the qualifications of the firm, the budget for the work is not material to selecting the most qualified firm. Further, providing specific project or consultant budget information could limit our ability to receive the most competitive price for the work when we move to the second step of the process, negotiation. If a proposal submitted exceeds the project budget and is determined to offer the best value to SJTPO, we will attempt to negotiate with the selected firm.



Date: Wednesday, November 23, 2016

Re: Ladders for Opportunity, Regional Assessment & Tool Development
Questions and Answers

Firms should submit a proposal and cost, addressing the full scope of the project as described within the RFP. However, proposals should detail any concerns related to the ability to successfully complete the project as described within the RFP.

Q3. Is the online mapping tool for SJTPO staff use only? Or will it be accessible the public?

A3. SJTPO staff and other interested parties, as well as the public, will have access to this online interactive tool. SJTPO expects that the other interested parties may include state, county, and municipal transportation agencies as well as independent transit providers.

Q4. Will [the online mapping tool] be hosted on the existing SJTPO website?

A4. Maps developed for ArcGIS Online are hosted by ESRI. Because SJTPO currently has a license with ESRI which includes ArcGIS Online, it is the preferred platform. However, we will consider other platforms if the proposal still meets our requirements and does not result in additional recurring costs. SJTPO staff and other interested parties are to have access to this online interactive tool. SJTPO intends to link to this tool on our existing website.

Q5. Will the SJTPO publish a list of likely bidders for this proposal? If not for this project, is there a list of likely bidders for SJTPO proposals in general?

A5. While SJTPO maintains a consultant list for purposes of notification of RFP announcements, a list of likely bidders is not maintained. SJTPO cannot provide a list of the previous proposers as the organization has not completed a similar technical study to this Ladders of Opportunity.

Q6. Does the tool have to allow the analysis to be conducted on the internet (i.e., on ArcGIS Online, etc.)? Or, can the analysis be conducted offline, on a desktop computer and then the resulting output (i.e., maps) be uploaded to the internet (i.e., on ArcGIS Online, etc.)?

A6. The actual analysis does not need to be real-time. The results of the analysis (and GIS processing) are to be displayed as webpages. There does need to be an interactive component for the user so that they can filter results related to specific populations, modes, and destinations. However, SJTPO does not anticipate this effort to be a recurring technical study. The methodology for analysis, conducted offline, should be documented so the analysis can be replicated in the future without the assistance of a consultant.



Date: Wednesday, November 23, 2016

Re: Ladders for Opportunity, Regional Assessment & Tool Development
Questions and Answers

Q7. Can the tool use HERE (www.here.com) network Points of Interest in-lieu-of Costar, NETS, or other commercial data, where available?

A7. The data sources listed are suggestions based on the SJTPO's current knowledge of the subject. The consultant is free to recommend other data sources and analysis methods that they consider superior. However, explanation of the benefits of this alternative source of data is necessary.

Q8. Will the data be hosted on SJTPO's organizational ArcGIS Online account? Or, is the account expected to be created as a component of this RFP?

A8. A similar question was asked (Q4) and answered as part of A4.

Q9. Does the pedestrian/bicycle accessibility analysis need to utilize the existing pedestrian/bicycle facility details such as bike lanes and sidewalks, etc.? If it does, will this information be provided by SJTPO? If not, is it expected that the collection of that data would be a required component of this RFP?

A9. The bicycle accessibility analysis needs to utilize the existing bicycle facilities (details such as bike lanes, bike paths, and wide shoulders to the maximum extent possible). SJTPO will provide the spatial information for existing bikeway information to the winning proposer. (While there is information on the bike travel suitability for roads in our region, use of this information is not required).

While the pedestrian analysis does not need to incorporate the actual inventory of sidewalks, there should be some reasonable measure (e.g. short distance, proximity to bus stop) to determine the pedestrian accessibility of a specific destination. SJTPO does not have a sidewalk inventory in spatial or other data form. The consultant is not required to create the sidewalk information. The pedestrian analysis can assume the network user will walk along roadways.

Q10. Can the software be a subscription based tool? For example, can there be an annual cost associated with maintaining use of the tool?

A10. While it is not currently our preference to have a subscription over and above our current ESRI subscription which includes the ArcGIS Online feature, an alternative product, including a product with a subscription, will be considered. However, the benefits of such a product and subscription to SJTPO over and above the existing ArcGIS Online platform, would have to be demonstrated. If an alternative subscription based tool is proposed the proposal should document proposed ongoing costs relating to basic maintenance, hosting, licensing, etc. This is the only cost information that should be provided within the technical proposal. All other costs must be provided within a separately sealed envelope.



Date: Wednesday, November 23, 2016

Re: Ladders for Opportunity, Regional Assessment & Tool Development
Questions and Answers

Q11. Will SJTPO consider an already developed tool that provides additional capabilities beyond those explicitly requested in the RFP for a higher fee?

A11. A similar question was asked (Q10) and answered as part of A10.

Q12. Reuse of DVRPC solutions as a starting point? – The DVRPC “Equity Through Access Map Toolkit” at www.dvrpc.org/ETA/ is a tool that shows the *results* of a spatial analysis/modeling effort; it does not have any modeling tools per se... Does DVRP[C] also have GIS-based tools and workflows for *performing* the spatial analysis? If so, does SJTPO recommend or require that the DVRP[C] spatial analysis/modeling tools be used as well?

A12. SJTPO believes that DVRPC performed the spatial analysis using a GIS spatial analysis tool to create the walking shed to transit. DVRPC utilized their transportation model to estimate the travel time to destinations from census block groups. The consultant is to describe the tools that they will use to accomplish the same analysis. This analysis is to assess the accessibility of the general population and the disadvantaged population to certain destinations using certain modes. It is expected that the analysis is to be performed off-line with the results displayed on-line. See Q6 and A6 for more details with respect to analysis.

Q13. One-time, or repeatable spatial analysis tools? – Does SJTPO desire a modeling tool that can be run multiple times, with different model inputs and parameters? Or alternately does the SJTPO desire the consultant to perform the spatial analysis once and then build an ArcGIS Online-based web tool to present the results?

A13. A similar question was asked (Q6) and answered as part of A6. As indicated SJTPO does not anticipate this effort to be a recurring technical study. As such, any analysis conducted off-line should allow SJTPO to duplicate the analysis with different model inputs and parameters, independent of any consultant assistance. The consultant should document any additional spatial analysis tools if needed to complete the analysis, including any reoccurring fees associated with the tool.

Q14. GIS software for spatial analysis – The spatial analysis results will be published in an ArcGIS Online-based web map. However, ArcGIS Online has very limited modeling capabilities. Other GIS software would do the actual modeling and analysis. Must the modeling/analysis tool be web-based (using ArcGIS for Server or Portal for ArcGIS), or can it be a “desktop”-based tool using ArcGIS Desktop, ArcGIS Pro, Python and/or Model Builder?

A14. Similar questions were asked (Q6 and Q13) and answered (A6 and A13).



Date: Wednesday, November 23, 2016

Re: Ladders for Opportunity, Regional Assessment & Tool Development
Questions and Answers

Q15. Multi-model analysis? – To what extent should multi-modal trips be modeled and assessed in the Tool?

A15. Multi-modal trips are to be modeled to the greatest extent possible; modes to be considered include the vehicle, pedestrian, bicyclist, and transit-user. The ArcGIS Online-based tool is to display the results for network users' accessibility analysis. Some of the network users will engage multiple modes (walking to transit and taking transit to destinations). Others network users will be using a single mode, such as biking to a destination, or driving to a destination.

Q16. Does this project encompass the analysis of the entire SJTPO region or only specific counties?

A16. All four SJTPO counties are to be covered in this Ladders of Opportunity technical study.

Q17. Most of the needed data sets are readily available online, but does SJTPO anticipate that additional data collection efforts (surveys or similar) will be required?

A17. SJTPO does not envision the need to create new data but rather utilize a variety of existing, readily available, data sources. A list of minimally required data and likely sources is included within the RFP as Appendix A. The consultant is not limited to these datasets or sources and may propose different data and sources and are encouraged to propose additional data that supports the federal Ladders of Opportunity initiative.

Q18. ArcGIS Online setup is not mentioned in the RFP. Will the consultant be responsible for setting this up for the client, or will the consultant host the data and application in their own ArcGIS Online account?

A18. SJTPO has a subscription for ArcGIS Online. The consultant will be responsible for setting up any proposed tool using the SJTPO Online account and ensuring easy access and operation by SJTPO staff and other identified stakeholders.