

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2201-07: Approving the Selection of Pennoni Associates, Inc. for the Regional Trails Network – Feasibility Survey, Cape May County Technical Study**

#### **PROPOSAL**

At its January 10, 2022, meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board approve the selection of Pennoni Associates, Inc. in association with Lomax Consulting Group as well as Rodriguez Consulting LLC as the DBE/ESBE firm for SJTPO's Regional Trail Network- Feasibility Study.

#### **BACKGROUND**

The Request for Proposal (RFP) for this project was issued on October 14, 2021, with proposals due on November 16<sup>th</sup>. With the request, SJTPO was seeking qualified firm(s) to assist SJTPO in identifying and evaluating feasible routing to extend Cape May County's trail network to the Garden State Parkway Bridge in Upper Township. The effort will include several activities that will help SJTPO, Cape May County, and Upper Township understand the existing conditions related to routing this bikeway and will focus heavily on the environmental constraints relevant to advancing this trail as well as developing cost estimates and a trail concept plan.

The Notice of Availability of Requests was sent to approximately 257 contacts. Six (6) proposals were received. One proposal was disqualified, leaving five (5) proposals that were reviewed and scored by the TAC-designated Consultant Selection Committee with representatives from Atlantic County, Cape May County, Upper Township, the Cross County Connection TMA, and SJTPO. Proposals were evaluated cost-blind, based on the technical approach, firm and staff qualifications, and DBE participation. Scores for each reviewer were converted to a rank, which was then averaged amongst all reviewers. Four firms were selected for an interview, with Pennoni Associates, Inc. unanimously emerging as the top ranked firm. For this technical study, Pennoni Associates, Inc. is partnering with subconsultants Lomax Consulting Group as well as Rodriguez Consulting LLC as the DBE/ESBE firm.

Based on discussions with the selection committee, SJTPO negotiated with Pennoni Associates, Inc. to maintain the targeted focus it proposed on environmental work, while trimming tasks of lesser importance to stay within budget. The cost of this effort totals \$79,995.97 with 13.23% DBE participation. The contract end date will be June 30, 2023.

The project is funded through Task 22/402 Regional Trails Network – Feasibility Survey, Cape May County, with a budget of \$80,000.00 from SJTPO's FY 2022 Unified Planning Work Program.

# Narrative

## Project Understanding

As each new segment of the growing regional trail network is planned and constructed, the reality of a continuous high-quality regional trail network is becoming excitingly close. With that in mind, two municipalities in Cape May County are seeking professional services through the South Jersey Transportation Planning Authority (NJTPA) to provide a feasibility study for a nine-plus mile stretch of the Cape May County Trail between the new Garden State Parkway Bridge and the planned trail connecting the Borough of Woodbine to the Cape May County Zoo. The project intent is to connect Cape May's trail network into the Atlantic County network, and ultimately connect to Philadelphia for a total 105-mile off-road facility. The goal of this study is to recommend the most favorable alignment for the trail segment and outline the steps for implementation based on an analysis of property right-of-way, probable cost of construction, potential physical obstacles and conflicts, environmental considerations, connections to civic destinations and modes of travel, and other factors.

The existing Cape May County bikeway is located along dedicated portions of roadways in some locations, but is primarily confined to former railways and existing utility rights-of-way to maximize the use of these linear byways for connectivity. In some limited locations easements across private lands were secured where necessary. However, it is the intent to leverage the use of former railroad infrastructure and existing utility and transportation rights-of-way where feasible to achieve an off-road trail connector which reduces reliance upon private land easements and minimizes disturbance to environmentally sensitive lands.

With sections of the bikeway recently completed in portions of Dennis Township and under construction in Middle Township, focus has shifted to the final segment of the northern connectivity which will require the crossing of ecologically sensitive lands. Accordingly, a preliminary inventory of natural resources, paired with land use regulatory analysis and community features assessment, is critical to establish the feasibility of existing linear networks and opportunities to route the bikeway to maximize the users' experiences and minimize adverse impacts. Additionally, consideration must be given to associated construction disturbances, including stockpiling materials and equipment access points, which are fundamental to establishing the practicability of potential routes.

Development activities and potential impacts to regulated resources will be reviewed, by the New Jersey Department of Environmental Protection (NJDEP), New Jersey Pinelands Commission (NJPC), and US Army Corps of Engineers (USACE), as well as the federal commenting agencies, including National Marine Fisheries, US Fish and Wildlife Service, and the US Environmental Protection Agency. This feasibility study will proceed with those agencies' regulations in mind.

The environmental and nature resource inventory scope to be addressed under RFP Task 2 will include both database resource analysis and limited ground-truthing of the characteristics of potential routes. This evaluation will commence with an initial review of land use information and regulatory agency data/mapping which will be further refined by leveraging in-house project archives for past project sites within this section of Cape May County. A desktop review will delineate the corridor opportunities after which land use/regulated resources (terrestrial and aquatic, physical and biological) will be composited into an overlay for modeling of each route. Thereafter, these corridors will be preliminarily spot-checked to qualify and rank each by ecological sensitivity, regulatory complexity, and connectivity potential. After data collection, inventory and mapping, as single joint regulatory consultation with the state and federal agencies will be completed to vet the preferred routes and confirm regulatory design standards which will be applied by each of these agencies as part of future permitting. Emphasis will be placed on identifying key thresholds for each of the agencies that will inform future permitting and design decisions.

The feasibility study will analyze numerous factors along the potential trail corridors within the defined study area, and understand how current conditions and potential future developments may influence the establishment of a current preferred alignment that can proceed to implementation. Among the factors to be assessed include:

- Appropriate connection points to adjoining planned or constructed trails
- Conflict points between the trail and other modes of transit, such as roadway and rail intersections and bridges
- Connections to nearby civic destinations such as schools, parks, workplaces, and town center business districts
- Synergy with other planned infrastructure projects such as roadway improvements or other municipal/county initiatives
- Synergy with planned or potential future land development projects
- Synergy with existing buildings/structures proximal to the trail ROW.
- Environmental impacts such as streams, flood plains, wetlands and sensitive habitats

- Utility impacts such as water, sanitary sewer, gas, aerial and below grade electric and telecom
- Right-of-way analysis to determine which properties will be impacted and the most feasible strategy for acquisition of easements that may be needed. This includes analysis of existing rail rights-of-way.

The above will be performed with consideration for the need for trail amenities such as restroom facilities, lighting, physical barriers, wayfinding measures, drainage systems, emergency vehicle access, and ADA compliance.

A key goal of this study is to raise public awareness and support, while also cultivating political momentum. We understand the selected consultant will collaborate with the SJTPO to develop a community survey, organize public meetings, and conduct key person interviews, as well as establish a local community-level stakeholder advisory committee.

The trail is seen as an important part of an integrated, multimodal transportation network for the local region. Through this enhanced multimodal network of transportation options, the region's municipalities can continue their successful efforts to promote sustainability. Likewise, by analyzing how the trail, nearby town centers, residential neighborhoods, and alternative transit options can most effectively be linked together, the feasibility study update will help the region develop new opportunities for commuting and recreation alike, promoting healthy lifestyles and thriving communities.

## Scope of Services

Pursuant to the objectives of the request for proposal and Questions and Answers dated November 5, 2021, Pennoni has developed the following scope of professional services:

### 1. Coordination

We will hold an initial kickoff meeting which will ideally include stakeholders from Dennis and Upper Townships, Cape May County and the SJTPO. The meeting will establish parameters for the project. We fully expect that this will be a productive meeting that lays a solid foundation for a successful collaborative relationship. Specific goals for the meeting will include:

- Confirm the project objectives and deliverables
- Confirm project study area boundaries
- Identify key project stakeholders and identify stakeholders' desires, concerns and questions
- Confirm key design issues and any special circumstances impacting the design
- Identify relevant prior plans and studies
- Identify communication channels and project personnel
- Outline a community outreach process
- Outline anticipated agency and regulatory approvals
- Establish targeted construction budgets and schedules

We anticipate regular project coordination meetings with the appropriate County, municipal and SJTPO staff, and project stakeholders. We have budgeted for four (4) in-person coordination meetings throughout the term of the contract as well as periodic phone meetings. Project status updates will be provided on a biweekly basis to document completed tasks, upcoming tasks, and responsibilities.

### 2. Identify and Evaluate Feasible Trail Routing

The goal is to gain a thorough understanding of the physical, social, and environmental context for the project, to span from the Garden State Parkway bridge to the proposed trail between Woodbine Borough and the Cape May County Zoo. Relevant data and information will be studied and combined into a succinct narrative of important factors for consideration in developing design alternatives for the trail. This will include:

**Key Natural Resources and Sensitive Areas:** Streams, wetlands, and habitat areas, for instance, may pose an opportunity (places to connect) or constraint (i.e., areas to avoid) for the trail design.

**Community Facilities:** In addition to meeting goals for mobility and circulation, the trail will be designed as part of the overall civic landscape, linking together existing public facilities and open space resources.

**Transit Resources:** The trail will serve as a key pedestrian/bicycle link in a multi-modal transportation network.

**Overall Planning Context:** The trail must be designed to fit within the overall goals for Upper and Dennis Townships, Cape May County, and regional planning agencies.

### **A. Base Mapping**

We will prepare a working base map for the project study area by working from existing available data. Data sources may include GIS data supplied by Cape May County, available aerial photography, Township plans, and signal and right-of-way plans. Please note that the entirety of the Cape May Wildlife Refuge will not be explored, only the fringe areas and existing easements and ROW. The base plan will be suitable for planning purposes and conceptual-level route analysis. Dependent on the availability of data, the base plan is intended to include topography at maximum two-foot intervals, streams and water bodies, significant structures, and other major physical features.

We will identify the ownership of principal parcels along the proposed alignments and identify key parcels to be targeted for acquisition of easements and/or title based on available desktop resources, not including land title searches.

### **B. Physiographic Analysis**

We will identify and provide a cursory assessment of significant physical features that may impact the feasibility of implementing the trail segment. Such features may include:

- Topographical features including steep slopes
- Land uses
- Soil types
- Drainage facilities and flood prone areas
- Erosive area

### **C. Natural Features Inventory**

This preliminary evaluation will include both database resource analysis and limited field verification of the characteristics of potential routes. The evaluation will commence with gathering of land use information and regulatory agency data/mapping which will be further refined by leveraging in-house project archives for past project sites within this section of Cape May County. An initial GIS desktop review will delineate the corridor opportunities after which land use/regulated resources (terrestrial and aquatic, physical and biological) will be composited into an overlay for modeling of each route. Thereafter, these corridors will be preliminarily spot-checked in the field to qualify and rank each by ecological sensitivity, regulatory complexity, and connectivity potential. After data collection, inventory and mapping, a single joint-agency consultation with the state and federal agencies will be completed to vet the preferred routes and confirm regulatory design standards which will be applied by each of these agencies as part of future permitting. Emphasis will be placed on identifying key thresholds for each of the agencies that will inform future permitting and design decisions.

#### Site Investigations

Analysis of the site shall be conducted with reference to wetlands and State open waters, geology and soils, surface waters/stream classifications, existing features and development patterns, floodplains and riparian zones, endangered species and critical wildlife habitat, and vegetation and biotic communities through GIS desktop analysis and high-resolution aerial imagery. Additionally, on-site investigations will document and qualify existing conditions along the potential routes of the trail alignment. Tasks required include:

- Research Natural Heritage Report (NJDEP) and listed species documentation (NJPC), as well as Natural Heritage Priority Sites. Also, conduct background research of federal listed species via iPAC database.
- Database mapping and analysis to model composite overlays of land use/regulated resources (terrestrial and aquatic, physical and biological).
- Preliminary site investigation (limited to two (2) days) to document, qualify and rank each potential route alignment by ecological sensitivity, regulatory complexity, and connectivity potential.
- Preparation of data sheets, composite mapping, and a summary inventory memorandum for each potential route.

#### Regulatory Consultations

A routing consultation shall be conducted with NJDEP, NJPC and USACE to aid in setting the criteria for preferred bikeway route selection and establish information and design requirements for future permitting considerations. Tasks required include:

- Coordination and communication with planning team professionals in preparing information for the NJDEP, NJPC and USACE consultation. The SJTPO will assist in requesting these regulatory agencies accommodate the planning process with one (1) virtual meeting

- Prepare the initial request to NJDEP, NJPC and USACE for the joint agency routing consultation.
- Prepare for and participate in a preparatory planning session with team professionals in advance of the joint agency consultation
- Prepare for and participate in one (1) joint agency meeting to review and discuss trail route constraints and applicable regulatory concerns.
- One (1) follow-up conference call with planning team professionals to discuss results of and project strategy in relation to the regulatory agencies consultation.
- Prepare a summary memorandum outlining the regulatory assessment and guidance for the routes presented and actions to be completed by the planning team.

This task does not include formal delineations (e.g., wetlands, riparian zones, biotic communities, etc.), aquatic resources or benthic sampling, special areas or natural resources mitigation design, threatened and endangered species sampling; appraisals or tidelands conveyances/fees, or historic/cultural resources evaluations. Permit applications are not part of this feasibility study scope.

Meetings and conference calls requested by the Client beyond those provided herein will be considered out-of-scope.

#### **D. Infrastructure and Structure Inventory**

The field inventory discussed above will include identification of manmade features which may either constrain the location of the trail, or invite linkage with the trail. These elements may include:

- Dams, bridges, canals and culverts
- Existing buildings
- Existing trails and on-street bicycle routes
- Parks, playgrounds, and other recreation areas
- Schools, libraries, churches, and other community facilities
- Historic properties
- Underground and overhead utilities
- Existing road crossings, driveways and intersections with ADA improvement conditions assessment

#### **E. Environmental Hazards Assessment**

Knowledge gained from the kick-off meeting, available document review, supplemental meeting with local stakeholders, desktop research, and field reconnaissance will be used to map known environmentally contaminated areas. If one or more of these areas lie within a potential trail segment path, we will recommend potential additional environmental assessments for these areas.

### **3. Trail Demand and Potential Use Evaluation**

The Pennoni team will develop a comprehensive, up-to-date and accurate base of information for the study area discussing trail linkage option and Land use compatibility. Focused evaluation of trail users and year round trail use demand will not be included in this scope due to budgetary constraints. The following details the individual tasks associated with the comprehensive assessment.

#### **A. Trail Linkage Analysis**

Using available GIS layers from local, county, and state sources, we will create a series of base maps that show connections to trail heads from other trails, bike lanes, sidewalks, transit routes and stops, waterways and floodplains, open space, and both residential and employment centers, among other information. These maps will serve as the base for the Plan graphics and workshop materials.

This core set of information will be the foundation for a comprehensive analysis of key access and equity issues in the project area. This analysis will seek to examine the physical factors which create optimal trail accessibility within the study area, and the characteristics of these locations. During this analysis, we will investigate key questions such as:

- What is the area that is considered walkable or bikeable to a trail head? What percent of the adjacent communities are included in this area? What percent is not?
- What connections exist between nearby communities and trail heads (e.g., bike lanes, low-speed roads with sharrows, sidewalks), if any?

- What physical barriers exist that make these connections more difficult?

This analysis will help identify those areas where interventions are most needed, allowing the team to focus our field investigations, stakeholder interviews, and public outreach.

#### **B. Land Use Compatibility Analysis**

Pennoni will conduct additional land use analysis from available mapping sources to identify and assess potential impacts of trail development with adjacent land uses. Building on the linkage discoveries above, we will develop a comprehensive, up-to-date analysis of information which will identify and address potential impacts on:

- existing conservation open space and parkland
- sensitive environmental areas
- industry
- neighborhood, institutional, and commercial hubs and corridors

During this analysis, we will investigate key issues regarding connectivity with local destinations such as business hubs and existing parkland and open space. This will help us determine where the new trail will produce the most ancillary benefits, such as stimulating business activity by increasing walkability or protecting sensitive environmental areas.

### **4. Economic Impact Assessment**

Trail networks can generate economic returns for their host communities in a variety of quantifiable ways. These impacts can be a useful tool in communicating the return on investment for the up-front spending that local and county governments make on trail development. This scope has been removed based on funding constraints. We are prepared to coordinate with the Client to provide this service with the availability of additional funds.

### **5. Trail Operation Maintenance and Security**

This scope has been removed based on funding constraints. We are prepared to coordinate with the Client to provide this service with the availability of additional funds.

### **6. Trail Concept Plans**

We will prepare up to three concept trail segment options overlain on the base plans defined in Section 2 above. The trail concept plan will highlight the segments to be located within existing road rights-of-way, existing utility, rail or other easements, and through private property for which land rights negotiation will be necessary. In developing feasible alternatives, we will consider relevant factors such as technical feasibility, construction cost, traffic impact and conflicts, available rights-of-way, and overall quality of trail user experience. We will evaluate and describe how the proposed trail will interface with existing streets and sidewalk and with adjacent existing and planned trail segments. The potential alternatives and design options will be studied and developed in enough detail so that the opportunities, constraints, and decision-points are clear. We will identify opportunities for specialty elements and trail amenities, such as:

- Proposed location and design of trail access points and potential trail heads, along with “gateway” design features
- Proposed linkages to future potential trail connections, open space, cultural resources, transit stops, or neighborhoods
- Amenities and furnishings such as benches, bike racks, etc.
- Locations for barriers to control automobile access, if and where appropriate
- Locations where roadway intersection improvements are needed for traffic calming and public safety and type of improvement recommended
- Areas needing visual buffers and/or screening
- Location of natural areas or habitats and opportunities to create or expand these areas
- Recommended locations for directional, identity, and interpretive signage
- Required ADA facilities

### **7. Opinion of Costs**

Pennoni will develop a planning-level spreadsheet with anticipated pay items, and item approximated quantities for the selected trail segment. We will utilize current NJDOT bid pricing from similar projects to establish an opinion of construction cost for the overall project, including amenities. From this, we will prepare a plan to illustrate trail sub-sections which may be less costly per lineal foot to construct and/or more easily permitted for construction. The Client may consider design and permitting for public bidding in a phased manner versus construction of the trail segment under one contract.

The opinion of construction cost will be supplemented with an anticipated soft cost to advance the project from this planning and concept phase to the construction phase. This effort will generally include profession design costs, and costs for applications and permits. This opinion will not include anticipated maintenance Or a sample budget for annual maintenance staffing .

## 8. Public and Stakeholder Involvement

### A. *Public Outreach Plan*

At the initiation of the project, we will make suggestions for certain members of the municipalities and County, and community stakeholders to be part of a Study Review Committee. In collaboration with the Committee, we will establish a Stakeholder and Public Outreach Plan (“Outreach Plan”). The plan will include a list of stakeholders, outreach activities, deliverables, and a proposed outreach schedule. The goal of the Outreach Plan is to provide concise and accurate information about each of the project alternatives to the public and stakeholders, and to facilitate proactive public participation with the objective of achieving consensus among a diverse group of stakeholders on a vision for the trail project.

A key to the success of the project will be community participation. It will be very important to utilize a variety of communication methods to advertise and “get the word out” about the trail program, and keep people engaged once the workshops have concluded. The Pennoni Team will utilize the following means to communicate with the public and stakeholders, and will rely on the SJTPO, Cape May County, and Upper and Dennis Townships to be engaged in the outreach effort coordination due to planning budget constraints:

- **County/Municipal/Trail Websites**

Using already-established web sites to post project information is a very reliable way of keeping the public informed about the project. The Pennoni Team will provide relevant project materials in a web-ready format so they can be easily posted to various websites, including those for Cape May County, Dennis and Upper Townships, and community organizations for easy access and viewing by the public.

- **Public Outreach Flyers:**

We will create one flyer using a graphically-rich, attention-catching format with brief information about the project, contact information, informational website address, and upcoming workshop dates for use by the Client. The client will be responsible for distribution and communication to the public and stakeholders.

### B. *Public Meetings*

In addition to the initial Kick-off Meeting is as defined in Task 1 “Coordination”, we recommend a virtual forum due to public health considerations for the one (1) supplemental public meeting. The Pennoni team will prepare the presentation materials for this meeting, vet these materials with the Client, lead the presentation, and prepare minutes to summarize the public comments. At this point, Pennoni and the Client will have engaged a large stakeholder group as well as gotten the word out about the project. Subsequent meetings desired by the SJTPO, County, or municipalities will be coordinated and lead by the stakeholders.

The virtual forum will allow members of the public, as well as key stakeholders, to learn about the draft plan and give feedback on how it can be further developed. An important aspect of the community outreach activities will be the use of strong visualization techniques. Visualization can be used both as a learning tool to illustrate existing conditions, and as a way to solicit public feedback on a variety of issues.

Meetings and conference calls requested by the Client beyond those provided herein will be considered out-of-scope.

## 9. Final Concept Plan

Based on input from the Client and stakeholders, we will prepare final concept plan for the chosen alignment. This plan will be prepared as final report containing multiple components including:

- **Executive summary** and description of project objectives, design process, and outreach
- **Existing conditions analysis and maps**
- **Conceptual design** including illustrations and diagrams, plans, sections, and renderings
- **Permitting Applicability** identifying permits necessary for construction including process description and anticipated schedule.
- **Cost of Construction** using order-of-magnitude opinion of costs defined in Section 7 for the full trail length.
- **Action Plan** identifying responsible parties and roles, outlining discrete action items and timelines for each leading to project implementation. This may take the form of a matrix of actions for next steps laying out priorities for the short, medium, and long-term time horizons.

**COST PROPOSAL: Regional Trail Network - Feasibility Survey, Cape May County - Revised Dec 21, 2021**

Staff Name	Title	Hours per Task									Total Hours	Payroll Rate	Labor Cost	
		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9				
		Coordination	Feasible Routing	Demand	Economic Impact	O&M, Security	Concept Plan	Cost Estimate	Public Involvement	Final Feasibility Report				
														
Chad Gaulrapp, PE, CME	Account Mgr.   QA/QC	6	4	5	0	0	4	2	3	6	30			
Robert Melvin, AICP, PP	Principal-in-Charge	2	0	2	0	0	2	0	2	0	8			
Marc Morfie, PLA, ASLA	Project Manager	6	10	12	0	0	8	1	6	12	55			
Matt Wanamaker, AICP	Senior Planner	4	0	12	0	0	4	0	12	4	36			
Tim Gardner, PLA	Project LA	0	6	0	0	0	0	1	0	4	11			
Jackie Berenato, PE	Project Engineer	0	0	16	0	0	0	0	0	36	52			
Mark Keener, AIA, AICP, PP, RA	Planning Technician	0	0	12	0	0	4	0	0	0	16			
Claire Jaffe	Planner	2	0	8	0	0	16	0	4	0	30			
Jamie Magaziner	Planner	2	0	0	0	0	16	0	4	0	22			
Sean Smith	Associate LA	0	20	4	0	0	0	0	0	0	24			
Michael Taylor	Engr Tech III	0	0	0	0	0	22	12	0	8	42			
Anthony Brooks	Grad Engr	0	10	0	0	0	18	10	0	0	38			
<b>Pennoni Subtotal</b>		<b>22</b>	<b>50</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>94</b>	<b>26</b>	<b>31</b>	<b>70</b>	<b>364</b>		<b>\$16,029.24</b>	
<b>Labor Overhead</b>	<b>158.846%</b>												<b>\$25,461.81</b>	
<b>Labor+ Overhead</b>													<b>\$41,491.05</b>	
<b>Profit Multiplier</b>	<b>12.00%</b>												<b>\$4,978.93</b>	
<b>SUBTOTAL</b>													<b>\$46,469.97</b>	
<b>Direct Expenses</b>													<b>\$2,010.00</b>	
<b>PENNONI TOTAL COST</b>													<b>\$48,479.97</b>	
<b>The Lomax Consulting Group (SBE)</b>														
Peter Lomax	Project Mgr.	0	33	0	0	0	0	0	8	0	41			
Joseph Lomax	Principal	0	26	0	0	0	0	0	0	0	26			
Aaron Baker	Consultant	0	48	0	0	0	0	0	0	0	48			
Charles P. Williams	Analyst	0	36	0	0	0	0	0	4	0	40			
<b>Lomax Subtotal</b>		<b>0</b>	<b>143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>155</b>		<b>\$5,716.44</b>	
<b>Labor Overhead</b>	<b>188.00%</b>												<b>\$10,746.91</b>	
<b>Labor+ Overhead</b>													<b>\$16,463.35</b>	
<b>Profit Multiplier</b>	<b>10.00%</b>												<b>\$1,646.33</b>	
<b>SUBTOTAL</b>													<b>\$18,109.68</b>	

Direct Expenses												\$2,820.00	
LOMAX TOTAL COST												\$20,929.68	
Rodriguez Consulting LLC (DBE)													
Lou Rodriguez	Principal Engineer	0	3	0	0	0	1	0	0	0	4		
Sara Poindexter, PE	Licensed Engineer	0	8	0	0	0	4	0	0	0	12		
Matthew Sherwood	Senior Engineer	0	16	0	0	0	4	0	0	0	20		
Silvana Ditnes	Engineer	0	39	0	0	0	0	0	0	0	39		
DBE subtotal		0	66	0	0	0	9	0	0	0	75		\$3,388.55
Labor Overhead 163.170%												\$5,529.10	
Labor+ Overhead												\$8,917.65	
Profit Multiplier 14.00%												\$1,248.47	
SUBTOTAL												\$10,166.12	
Direct Expenses												\$420.00	
DBE TOTAL COST												\$10,586.12	
DBE Set Aside Goal (13.23%)												13.23%	
TOTAL CONSULTANT FEE												\$79,995.77	

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2201-07: Approving the Selection of Pennoni Associates, Inc. for the Regional Trails Network – Feasibility Survey, Cape May County Technical Study**

**WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and**

**WHEREAS, the Fiscal Year 2022 Unified Planning Work Program (UPWP) includes Federal Highway Administration Planning funds for this project; and**

**WHEREAS, the Notice of Availability of Requests was sent to approximately 257 contacts on October 14, 2021; and**

**WHEREAS, the Request for Proposal (RFP) announcement and supplemental materials were also posted on the publicly accessible SJTPO website; and**

**WHEREAS, six (6) proposals was received, five (5) of which were eligible for review; and**

**WHEREAS, the SJTPO Technical Advisory Committee (TAC), at their November 8, 2021 meeting, vested consultant selection authority in a committee consisting of representatives from the Atlantic County, Cape May County, Upper Township, Cross County Connection TMA, and SJTPO staff, which reviewed and evaluated the proposals in accordance with SJTPO's published criteria; and**

**WHEREAS, the Consultant Selection Committee recommends Pennoni Associates, Inc. in association with Lomax Consulting Group as well as Rodriguez Consulting LLC serving as the Disadvantaged Business Enterprise (DBE) firm; and**

**WHEREAS, the SJTPO TAC, at their January 10, 2022 meeting, endorsed the recommendation of the Consultant Selection Committee; and**

**WHEREAS, this project is funded through Task 22/402 Regional Trails Network – Feasibility Survey, Cape May County, with a budget of \$80,000.00 from the FY 2022 UPWP; and**

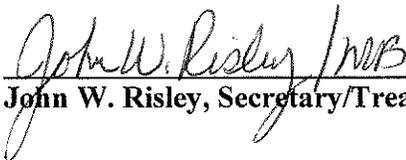
**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves selection of Pennoni Associates, Inc. for the Regional Trails Network – Feasibility Survey, Cape May County technical study, with a maximum fee of \$79,995.97 and a 13.23% DBE participation; and**

**BE IT, FURTHER RESOLVED, that the Policy Board authorizes the Executive Director to execute scope of work and cost modifications to the original contract amount, provided that funding is available.**

**BE IT, FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority execute the appropriate contractual arrangements with the consultant on behalf of the SJTPO.**

**Certification**

**I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of January 24, 2022.**

  
**John W. Risley, Secretary/Treasurer**