



**Date:** February 25, 2022

**To:** Recipients

**Re:** Microtransit Feasibility Study  
Questions and Answers

**Q1. The RFP Scope of Work requires the proposer to identify “an appropriate “on-demand” software solution for implementing the microtransit service.” Would it be sufficient for the selected firm to provide recommendations regarding the features and capabilities for the software, rather than a vendor-specific recommendation (which may be seen as a conflict of interest for integrated microtransit planning and technology firms who may wish to respond to this RFP)?**

A1. The proposer is not expected to identify a solution as part of their response to the RFP. The technical effort is meant to evaluate and ultimately recommend if microtransit is a feasible option for the Route 54/40 Community Shuttle. As part of that evaluation, it is acceptable to specify key features and capabilities that would be required to implement the microtransit service, in lieu of identifying a specific software solution.

**Q2. Could SJTPO please provide details of the data on ridership of the 54/40 Shuttle that it anticipates will be made available to the selected consultant, as cited in the first paragraph of Task 2.**

A2. Cross County Connection Transportation Management Association (CCCTMA) has access to ridership data, released monthly, that shows total ridership per year, total ridership per month, and monthly ridership at each individual stop along the Route 54/40 Community Shuttle. Daily drivers’ manifests may also be made available, which document daily activity for each vehicle operating on the route, including number of riders getting on and off at each stop.

**Q3. Will SJTA or CCCTMA be able to provide peak load ridership by time of day or vehicle trip for the 54/40 route?**

A3. Yes. CCCTMA can work with SJTA, who operates the Route 54/40 Community Shuttle, to identify peak load volumes by time of day and vehicles using existing available data.

**Q4: Does SJTPO, CCCTMA, or other local partners or agencies have any data that shows the boarding and alighting activity on the current route for a representative day of vehicle trips?**

A4. Yes, drivers’ manifests and spreadsheets are maintained by SJTA, as the shuttle operator. CCCTMA will provide several days of information that capture a representative day of service.

**Q5: Will you provide a listing of route deviation requests for the past year including the date, time and location of requested deviations?**

A5: There are very few requests for route deviations. SJTA started tracking this information in mid-2020 due to grant reporting requirements. Alternatively, if this information is not collected, SJTA and their drivers can provide a general sense of when and where these deviations are requested.



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**Q6: Does SJTPO, CCCTMA, or other local partners or agencies maintain an existing sidewalk inventory within the study area? If so, what file format is that dataset in?**

**A6:** SJTPO has sidewalk and curb ramp presence data for all county routes in each county in the SJTPO region, as well as municipal roadways in the City of Vineland, which can be made available to the selected firm. The inventory is available as ArcGIS shapefiles. In addition, CCCTMA can provide GIS shapefiles and physical maps of sidewalk conditions in the areas of Buena Borough along the Route 54/40 Community Shuttle route. Otherwise, fieldwork and Google Street View may be adequate to determine pedestrian accessibility and safety conditions. CCCTMA can work with the selected firm to document these conditions based on knowledge of the area.

**Q7: Could SJTPO please provide insight on the expected level of detail for the assessment of pedestrian accessibility to inform stop locations identified in Task 2? (i.e., Would the consultant be required to examine the availability of sidewalks or a more detailed analysis of ADA compliance and condition? What are the expectations for the geographic scope of the sidewalk assessment?)**

**A7:** Much of the route that the Route 54/40 Community Shuttle travels on does not have sidewalks. As such, in most cases, an analysis should evaluate if a certain area is a suitable place to walk, stand, and/or board a bus. Sidewalk conditions should be assessed as to how well they serve existing and prospective riders of the Route 54/40 Community Shuttle, including those persons confined to a wheelchair or who use a cane, as well as those who do not require any mobility aids. SJTPO is also looking for an assessment on what areas would be appropriate to have a virtual stop. In areas where there are sidewalks, the consultant should document those locations and assess the suitability for people to walk or stand in each location. A “detailed analysis of ADA compliance” or detailed metrics assessing sidewalk conditions is not expected and is beyond the scope of this project.

**Q8: Are sub-consultants required to complete and submit all forms and attachments independently or does the completion by the prime proposer alone suffice?**

**A8:** Upon successful negotiations with the consultant selected for this Microtransit Feasibility Study, the Prime Proposer will enter into a Subcontract Agreement with the South Jersey Transportation Authority (SJTA) on behalf of SJTPO. This agreement will be between SJTA and the Prime Proposer only, in no instance would the subconsultants enter an agreement with SJTA or SJTPO. Any and all oversight of subconsultants shall be the responsibility of the Prime Proposer. As such, it is reasonable to submit one set of all forms and attachments to SJTPO.

Please note that DBE/ESBE certificates should be submitted for any firms on the team who qualify as a DBE/ESBE firm, which may be applicable to both the prime and subconsultants.

**Q9: As we are preparing our response, we note that the RFP refers to the SJTPO Standard Contract Agreement Boilerplate (Exhibit J). Are you able to provide a copy of this for our review so we can prepare possible exceptions for consideration?**



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**A9:** All proposals must include a signed Cover Letter that indicates review of SJTPO Standard Contract Agreement boilerplate and either indicate acceptance of or enumerates proposed changes thereto. The SJTPO Standard Contract Agreement boilerplate is available for review on the SJTPO website at [https://www.sjtpo.org/wp-content/uploads/2021/02/Subcontract-Agreement-BOILERPLATE\\_Revised-12.21.20.pdf](https://www.sjtpo.org/wp-content/uploads/2021/02/Subcontract-Agreement-BOILERPLATE_Revised-12.21.20.pdf).

**Q10:** In order to provide sufficient time to review Exhibit J and provide the highest quality response, would SJTPO consider a short extension of the RFP due date (e.g., 1-2 weeks)?

**A10:** Based upon your request, we have extended the RFP due date by one week. The digital submission will now be due Tuesday, March 15, 2022, instead of Tuesday, March 8, 2022. The physical submission will now be due Tuesday, March 22, 2022, instead of Tuesday, March 15, 2022.