

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION  
Special Policy Board**

**Monday, June 12, 2023 - 9:30 A.M.  
Hybrid (In-Person/Virtual) Meeting**

**Vineland City Hall Caucus Room (In-Person) or GoToMeeting (Virtual)**

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**AGENDA**

- a. Flag Salute and Open Public Meetings Law Announcement**
- b. Roll Call**
  - 1. Board members
  - 2. Other attendees in person and virtual
- c. Communications**
- d. Chairman's Remarks**
- e. Public Comment** *limit to three (3) minutes per person*
- f. Old Business**

**TABLED 1. [Resolution 2305-20](#): Approving the Selection of RLS Demographics, Inc. as the Consultant for the FY 2023 Demographics Analysis**

*Presenter: David Heller, Program Manager, System Performance & Subregional Program*

The FY 2023 Demographics Analysis effort will create a set of demographic forecasts that will feed into the next Regional Transportation Plan, RTP 2050 update. The development of a user-friendly tool that incorporates the demographic model and allows for what-if scenario planning will be an additional deliverable.

An RFP was released on March 9, 2023. The TAC-designated Consultant Selection Committee recommends the selection of RLS Demographics, Inc. in association with Public Signals, LLC, and Camoin Associates.

The total project cost is \$69,250, with 0.00% DBE/ESBE participation. The project is included as a two-year study in SJTPO's FY 2023 UPWP as Task 23/403 FY 2023 Demographics Analysis with a budget of \$70,000. The scope of work and associated cost estimate is attached.

**g. New Business**

**1. [Resolution 2306-27](#): Authorization to Execute Lease Agreement with North Cypress Rentals, LLC for Office Space**

*Presenter: Jennifer Marandino, Executive Director*

SJTPO is expanding and has outgrown the current office space at 782 South Brewster Road B5 & B6 in Vineland, New Jersey. Due to the high construction costs associated with improvements to the existing spaces, SJTPO was left with the decision to relocate. Statutory and regulatory provisions authorize the SJTA to enter a “lease of office space” without a public bid or advertising. SJTPO has negotiated directly with the lessor, North Cypress Rentals, LLC, for the 2nd-floor office space at 817 Landis Avenue in Vineland, New Jersey. The office space will be available on or before August 24, 2023.

**2. [Resolution 2306-28](#): Approving the Termination of the Subcontract Agreement for the FY 2022 Air Quality Technical Assistance**

*Presenter: David Heller, Program Manager, System Performance & Subregional Program*

AECOM is under contract to create new motor vehicle emissions budgets needed for the Ozone Attainment Demonstration State Implementation Plan (SIP) revision, with that work completed. An amendment was made to expand the scope of work associated with conducting a regional emissions analysis for the FFY 2024-2033 Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP), with the TIP expected to be released later this year. However, it recently became clear that SJTPO could rely on the regional emissions analysis updated for the RTP 2050. As such, the expanded scope of work for AECOM is no longer needed and SJTPO requests to terminate the Subcontract Agreement with AECOM for the FY 2022 Air Quality Technical Assistance.

**h. NJDOT Update**

**i. Adjournment**

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2305-20: Approving the Selection of RLS Demographics, Inc. as the Consultant for the FY 2023 Demographics Analysis**

#### **PROPOSAL**

At its May 8, 2023, meeting, the Technical Advisory Committee recommended that the Policy Board approve the selection of RLS Demographics, Inc., in association with Public Signals, LLC, and Camoin Associates for the SJTPO FY 2023 Demographics Analysis technical study.

#### **BACKGROUND**

This project will result in a set of demographic forecasts that will feed into the next regional transportation plan, scheduled to be adopted in January 2025. The effort will include the development of a data dashboard containing meaningful and visually appealing infographics as well as a forecast model/tool that will allow SJTPO to conduct what-if scenarios. This development of a new set of demographics will utilize the new 2020 Census information and be incorporated into SJTPO's scenario planning effort conducted through consultant support through a different technical study.

The RFP for this project was issued on March 9, 2023, with digital proposals due on April 6, 2023. The Notice of Availability of Requests was sent to approximately 276 firms.

Despite the open and competitive process, only one (1) proposal was received from RLS Demographics, Inc., in association with Public Signals, LLC, and Camoin Associates. The TAC-designated Consultant Selection Committee, consisting of SJTPO staff, Atlantic County, Cape May County, and the City of Vineland, reviewed the proposal and wished to interview with the consultant team to get more clarification on the Data Dashboard and the Data Model that were parts of the scope.

After the interview, the TAC-designated Consultant Selection Committee was confident with the selection of RLS Demographics, Inc. as the consultant for the FY 2023 Demographics Analysis. The total project cost is \$69,250, with 0.00% DBE/ESBE participation. Due to issues with the initial DBE/ESBE firm being able to acquire a business registration in New Jersey, the technical study will have no DBE/ESBE participation. SJTPO has requested documentation of Good Faith Efforts from the consultant. Ultimately, SJTPO's overall DBE/ESBE goal will be met through other technical studies in FY 2024.

The project has an anticipated completion date of late April 2024.

This project will be funded from Task 23-403 FY 2023 Demographics Analysis, (a two-year study), which has a budget of \$70,000.

# **South Jersey Transportation Planning Organization**

Technical Proposal for the Development of Year  
2060 Demographic Forecasts  
**RFP: FY 2023 Demographic Analysis**

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## Table of Contents

<b>Introduction.....</b>	<b>3</b>
<b>TECHNICAL PROPOSAL .....</b>	<b>4</b>
<b>Task 1: Coordination and Administrative Tasks.....</b>	<b>4</b>
<b>Task 2: Data Collection and Creation of Demographic Forecasts.....</b>	<b>4</b>
Historical Analysis .....	5
Demographic Forecasts: Population by Age and Sex .....	5
Economic Projections: Employment by Industry Sector.....	6
Household Projections.....	8
Disaggregation to MCD and TAZ Geography .....	8
Summer Demographics.....	9
Task 2 Deliverables .....	10
<b>Task 3: Data Dashboard of SJTPO Region .....</b>	<b>10</b>
Task 3 Deliverables .....	15
<b>Task 4: Stakeholder Involvement.....</b>	<b>16</b>
Task 4 Deliverables .....	16
<b>Task 5: Creation of Forecast Model/Tool .....</b>	<b>16</b>
<b>Staffing Plan and Cost Proposal .....</b>	<b>18</b>
<b>Project Time Schedule .....</b>	<b>19</b>
Total Costs: Costs with other charges shown above in Staffing Plan.....	19
<b>Business Partner Organization and Statements .....</b>	<b>20</b>
RLS Demographics, Inc. – Demographic and Employment Projections.....	20
Public Signals, LLC – Dashboard and Visualization .....	21
Camoin Associates – Support and Methodological Review and Stakeholder Engagement.....	22
<b>Relevant Projects by RLS Demographics, Inc. ....</b>	<b>23</b>
<b>Resumes .....</b>	<b>Error! Bookmark not defined.</b>
<b>DBE/ESBE Certificates .....</b>	<b>Error! Bookmark not defined.</b>
<b>Equal Employment Opportunity Statement .....</b>	<b>Error! Bookmark not defined.</b>

**Proposer's NJ Business Registration Certificate.....** Error! Bookmark not defined.

**South Jersey Transportation Authority Disclosure of Investment Activities in Iran .....** Error! Bookmark not defined.

**Proposer's Completed W-9.....** Error! Bookmark not defined.

**Exhibit A: Mandatory Affirmative Action Language**Error! Bookmark not defined.

**Exhibit B: Notice to All Bidders Set-off for State Tax ...** Error! Bookmark not defined.

**Exhibit C: Required Affirmative Action Evidence for Procurement, Professional and Service Contracts .....** Error! Bookmark not defined.

**Exhibit H: Required Insurance Acknowledgement.** Error! Bookmark not defined.

## Introduction

The projection of economic and demographic trends is simply the application of a set of assumptions about the course of future events. No one has a crystal ball that can foresee the future so assumptions are made based on the best analysis of historical patterns of change and the factors that may affect the future. Short-term projections of less than 10 years are typical and, in the absence of extreme economic or demographic shocks, provide useful intelligence for planning purposes.

In the work of transportation planning, 10-year projections represent a short horizon as hard infrastructure development is planned for long-term capacity and not easily or inexpensively altered after construction. Today's decisions need to be based on the best understanding of historical patterns and reasonable applications of the drivers of demographic and economic change in order to assess likely future scenarios.

The region encompassed by the four-county South Jersey Transportation Planning Organization (SJTPO) is an interesting mix of economic sectors. As an Atlantic coastal region, tourism has been a foundation of the economy in Atlantic and Cape May counties for more than a century. Casino gaming was first legalized nearly 50 years ago and transformed the area's tourism industry. At the same time, the region includes rural agricultural lands in where Salem county boasts the largest number of preserved acres of farmland.

The SJTPO is faced with the responsibility of long-term infrastructure planning in this diverse region and is seeking assistance in the development of long-term projections of population, households and employment out to the year 2060. RLS Demographics, Inc. is pleased to submit this proposal to meet the SJTPO needs along with our partners identified below.

RLS Demographics, Inc. has direct experience relevant to this project having partnered with the Center for Governmental Research in 2015 to produce similar projections. Much of that work and methods will be updated to reflect nearly a decade of change in the economic and demographic structure of the region. Now, RLS Demographics is partnering with Public Signals, LLC, and Camoin Associates to present this proposal and provide SJTPO with our best understanding of the region's economy and future projections.

# TECHNICAL PROPOSAL

## Task 1: Coordination and Administrative Tasks

RLS Demographics, and Robert Scardamalia as project manager, will have primary responsibility for maintaining all documentation and communication with the SJTPO project manager. As described in the RFP, this will include scheduling and conducting in-person and virtual meetings, phone calls and email communication. If meetings are held via Zoom or other virtual applications, the meetings will be recorded and provide a basis for meeting minutes and/or notes. Bi-weekly status reports will be provided to SJTPO identifying completed and upcoming tasks. Reports will also identify any areas of concern or where assistance from SJTPO staff would be required for accessing data sources. A detailed project schedule will be provided by late October 2023.

### **Deliverables:**

- Bi-weekly check-in and status report on virtual meetings, phone calls and emails.
- Meeting and discussion summaries including preparation of agenda, minutes and summary of issues and concerns.
- Project schedule updated as necessary to reflect progress meeting and call schedule dates.

## Task 2: Data Collection and Creation of Demographic Forecasts

The following represents our understanding of the SJTPO Scope of Work for development of demographic, household and employment projections for the four-county region. RLS Demographics will have primary responsibility for production of the projections with the assistance of staff from Camoin Associates.

Based on current and historical data, assumptions are made about the course of future events. If those assumptions are born out by experience, the projections will be accurate. However, that is seldom the case as no one can predict future events. Hence, the results of this effort must be viewed as projections of a possible future versus a forecast or prediction of that future.

By its very nature, the projection process is an iterative one beginning with the definition of basic input parameters, understanding of the geographic areas of analysis, time periods and economic and demographic detail. Guiding future assumptions is an understanding of the economic, social and cultural events that may come to influence future events.

There are three primary components of the Scope of Work and methods in the production of the projections. Population change and demographics are the result of three components: fertility, mortality and migration. Demographic methods involve assumptions about each independent component but must also address the interactive effects of each. Increasing migration of women of childbearing age directly impacts the

number of future births. Economic methods involve assumptions about industry sector and employment changes represented by business creation and dissolution and factors leading to business expansion or contraction. It's also important to understand the relationship between business attraction and the demographics of the workforce. Housing and household formation is a combination of housing construction and land use factors as well as the demographics of household living arrangements.

## Historical Analysis

In each of these components, an understanding of historical data and trends, the implications of larger region, state and national factors, and the local economy is where the work begins. Historical analysis provides boundaries on actual experience. Typically, actual experience shows fluctuations of positive and negative effects but over the course of time reflects the limits of change. If future assumptions extend beyond the actual historical experience, then significant justification for extreme assumptions must be explained. For example, the economic effects of the "Great Recession" of the early 2000's represented extreme dislocations in employment and finance. In the absence of another significant recession, those dislocations are unlikely to be repeated during "normal" economic cycles. The COVID pandemic represented an extreme shock to the population and economy. Again, what is the likelihood of other such extreme shocks?

Our historical analysis will cover a 10-year history at a minimum and be focused on:

- 1) Population change at the county level by age and sex and total population at the Minor Civil Division (MCD) and Transportation Analysis Zone (TAZ) level. At the county level fertility, mortality and migration will be analyzed with particular focus on the aging Baby Boom and Millennial generations as the Boomers exit the workforce and Millennials become the primary component of the workforce.
- 2) Employment change at the county level by industry sector and total employment at the MCD and TAZ level. Monthly employment data will aid in the analysis of seasonal employment impacts within the region.
- 3) Household population and composition is a effect of population change and changes in average household size.

## Demographic Forecasts: Population by Age and Sex

Population projections will be produced using a standard Cohort-Component methodology. Results will be presented in five-year increments of time and by five-year age-sex cohorts to the age of 85 and over. The 2020 Census results will be the starting benchmark and projections will be produced to the year 2060. We believe it is important to first produce population projections by age and sex. The changing age distribution reflected in the aging Baby Boom generation and now much larger Millennials has direct

bearing on employment and size of the available workforce. This first component of the projections shall focus on the following objectives:

Figure 1: Components of Population Change

Atlantic County	July 1, 2000	July 1, 2005	July 1, 2010	July 1, 2015	July 1, 2020
<b>Total Population</b>	253,210	270,332	274,648	270,153	274,172
<b>Population Change</b>		17,122	4,316	-4,495	4,019
<b>Percent Change</b>		6.8%	1.6%	-1.6%	1.5%
<b>Cumulative Births</b>		17,493	18,127	16,104	14108
<b>Cumulative Deaths</b>		13,294	12,626	12,901	14130
<b>Natural Increase</b>		4,199	5,501	3,203	-22
<b>Net Migration</b>		12,923	-1,185	-7,698	4,041
<b>Crude Net Migration Rate</b>		5.1%	-0.4%	-2.8%	1.5%

**Objective 1:** Analysis of the historical demographic Components of Change. Beginning with the summary components as in Figure 1, this analysis will result in the development of age-sex specific fertility, mortality and migration rates and be conducted for the period 2010 to 2020.

**Objective 2:** RLS Demographics will use a standard Cohort-Component methodology to develop age-sex specific population projections in 5-year age groups and 5-year periods to the year 2060. Outputs from the projections for each period of time include: population by age and sex, births by age of mother, deaths by age and net-migrants by age.

### Economic Projections: Employment by Industry Sector

The U.S. Bureau of Labor Statistics and the New Jersey Department of Labor are the primary sources for current and historical data on employment and labor force. The Labor Market Information system provides monthly estimates of resident employment and unemployment which is publicly available for areas of 25,000 or population. While much of the data is residence based from household surveys of the employed population, data is also available on a job location base. These are two distinctly different measures as any individual can hold multiple jobs and any firm can employ people from many different residential locations. Simply stated, data on employment is residence based while data on jobs is employer based. Commuting patterns based on these differences is an important indicator for transportation planning.

Other sources are important in this analysis. The U.S. Census Bureau, Bureau of Labor Statistics (BLS) and state labor and finance offices participate in the Longitudinal Employer-Household Dynamics (LEHD) data system which combines individual administrative records systems to create new data elements unavailable from the individual systems. This data cooperative creates statistics on employment, earnings and job flows for detailed geographic areas, industry

and demographic groups. These data will contribute to our understanding of the region's economy and trends.

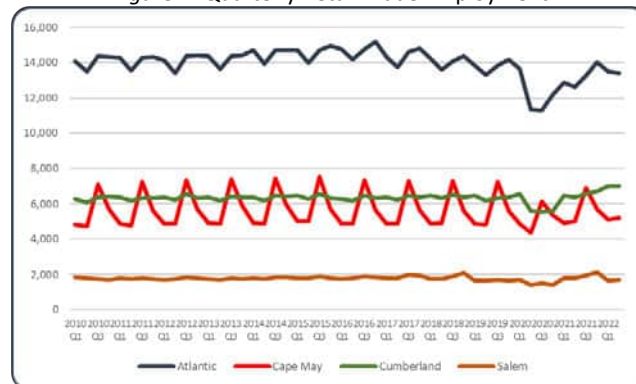
There are also a number of third-party data providers which develop estimates and projections of economic characteristics at the county level. These include companies like Woods and Poole Lightcast (formerly EMSI Burning Glass) and Moody's Analytics that have produced county level data for many years. Woods and Poole was used in the earlier CGR/RLS project. Lightcast employment projections are even done at the census tract and zip code level and will be an important additional source. These sources will also be reviewed and incorporated into our projection methodology and future assumptions as appropriate.

The most significant problem with the U.S. agency data is the length of the projection period. The "official" BLS projections of employment are for a 10-year period ending in 2031. Woods and Poole maintain an annually updated database of many economic and demographic indicators and projections to 2060. Their data description indicates a +/- 8.1% range of accuracy for their 10-year county population projections. These projections are typically driven by national macro-economic factors which are then extrapolated based on statistical parameters.

These data will be helpful but as only one part of our analysis, they will be evaluated in relation to historical trends and assumptions. It's important to also note that neither the U.S. BLS projections nor W&P are disaggregated below the county level. MCD and TAZ projections will be fully based on our methodology.

Current and historical data from Census, BLS, the LEHD program and third-party providers will represent a consistent baseline of historical trends from which our model assumptions will derive the 2060 projections. The projections will yield population, employment and households for every 5-year interval from the baseline of 2022 through 2060. Figure 2 presents employment data for the retail trade sector and clearly shows the seasonal impacts and how they vary across SJTPO counties.

Figure 2: Quarterly Retail Trade Employment



**Objective 1:** Analysis of the historical trends in sector employment for Industrial, Retail, Office and Other employment sectors at the county level based on Bureau of Labor Statistics and Longitudinal Employment Household Dynamics data.

**Objective 2:** Acquisition and review of third-party (Woods and Poole) data resources including projections to 2060 at the county level.

**Objective 3:** Develop low, medium and high employment projections in 5-year intervals of time from 2020 to 2060 for four employment sectors identified in the RFP at the county level.

## Household Projections

The total resident population is comprised of two components: persons living separately in households and persons living in group quarters. Primary group quarters populations include residents of college dormitories, prisons, military barracks and nursing homes. These populations need to be handled separately in projecting fertility and migration because of their impact on specific age ranges of the population. College students represent an excellent example. Students are concentrated in the ages 19 to 24 and some extend into the later 20's if a college maintains graduate programs. Each year a new class of freshman enter the area and a graduating class of seniors exit. During their education years the rates of fertility for women are much lower than the general population and their rates of migration are relatively stable since they remain in the college town. Most students graduate and leave that location. If they are not removed from the fertility and migration calculations they remain in place, aging in the college location and distorting the birth and migrant counts. Standard procedure in cohort-component projection methodology is to identify large college, prison, military and nursing facilities and remove the resident counts from the base population and returning those counts at the end of the projection interval.

These populations also impact the economic and employment structure of an area. While fertility and migration is impacted by college students, they often also hold jobs in the local area and are predominantly in the retail trade and hospitality sectors. It is important that these populations are identified and projected separately.

**Objective 1:** Identify all college and university, prison and nursing facilities in the region.

**Objective 2:** Obtain current and historical enrollment and resident counts by facility and identify any projected increases or decreases in capacity that would affect future population distributions.

**Objective 3:** Using current and historical trends in average household size at the county and MCD level, compute the number of households as the household population divided by the average household size.

## Disaggregation to MCD and TAZ Geography

Disaggregation of the county projections population, employment and household projections will be based on a shift-share analysis at the MCD and TAZ level. At this point, it will be critical to maintain close communication with SJTPO staff and stakeholders to assess local knowledge

of existing development plans and how the disaggregation factors should be adjusted. An example of the local knowledge important for this process is discussion of existing commercial and residential business and housing developments. Local building permit data is a source of intended development but it is not sufficient for understanding prospective “in the pipeline” development proposals and any current land use constraints to development.

While New Jersey MCD boundaries see little change over time, we understand that current TAZ boundaries are based upon 2010 Census tract and block group definitions. Geographic boundaries used in the 2020 Census are available and will be compared to the 2010 geography to identify boundary changes. There have been numerous changes in tract boundaries in Atlantic and Cumberland counties which involve splitting 2010 tracts into multiple components. These will also impact block group boundaries and coding. Use of the more current 2020 Census will require matching block group geography and making required adjustments. This will need to be done in consultation with SJTPO. It will be desirable to use population data from the 2020 Census as an initial baseline disaggregation to TAZ geography. Data from the Census Bureau’s American Community Survey is available at the tract and block group levels though the statistical accuracy for such small analysis is problematic.

**Objective 1:** Analysis of changes in tract and block group boundaries between the 2010 and 2020 Census geography.

**Objective 2:** Develop adjusted shares of population based on 2020 Census geography in consultation with SJTPO.

**Objective 3:** Disaggregate the county level population, employment and household projections to MCD and TAZ geography.

### Summer Demographics

The New Jersey Department of Labor monthly data on employment by industry and county will establish a baseline for understanding seasonal employment. Other sources will be researched to aid development of weekday versus weekend employment levels. It is expected that SJTPO will provide contacts withing the Atlantic and Cape May tourism offices document seasonal visitors and day-trip tourist activity. Traffic count reports and real estate market data will help to document seasonal housing needs and off-season vacancy rates. The previous study in 2015-2016 utilized data from Atlantic Cape Community College and we will research whether updated information is available.

New Jersey’s latest Visitor Profile (FY2019 from DK Shifflet provides useful information on visitor activities, spending, origin/destination and trip characteristics. Other resources to be reviewed include the Stockton University research on gaming, hospitality and tourism and the New Jersey Tourism Research & Information Office. Visitor trends from the Tourism Research office document the marked decline in visitations as a result of the pandemic but also show that by the end of October 2021, New Jersey travel spending had almost reached it’s pre-pandemic level. These and other resources will be valuable in understanding the economic forces and the pace of return to “normal” levels.

**Objective 1:** Identify and review sources of data on tourism and visitor activity in the region.

**Objective 2:** Develop seasonal and non-seasonal separation factors based on monthly Labor Department employment patterns and a combination of other identified sources.

**Objective 3:** Disaggregate the county level population, employment and household projections to MCD and TAZ geography.

#### Task 2 Deliverables

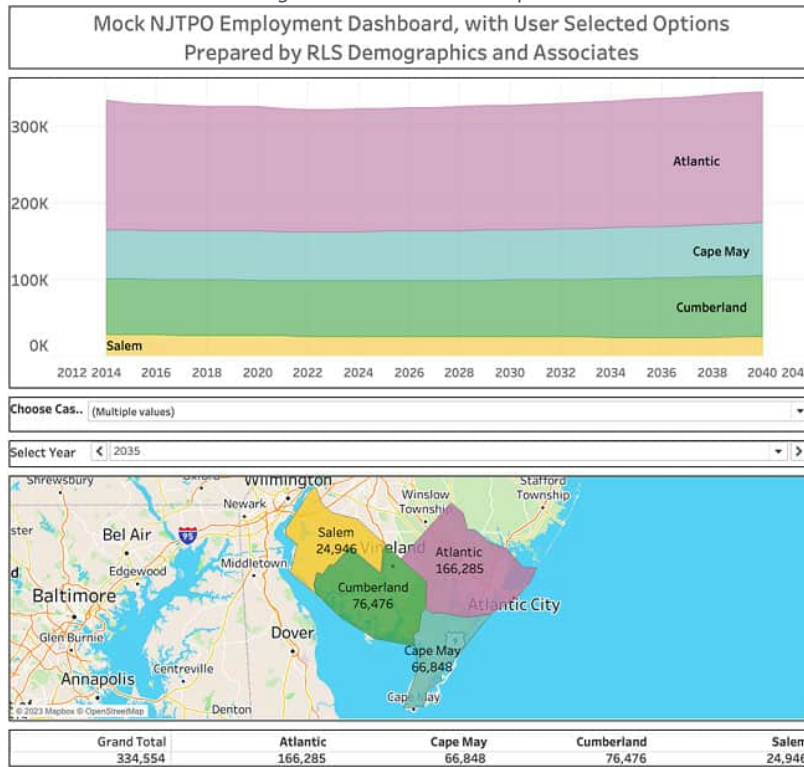
- Draft and final projections for demographic variables at the county, Minor Civil Division and TAZ levels.
  - Initial draft due by early November 2023
  - Second draft due by early January 2024
  - Final draft due by the end of March 2024
- Geographic shapefiles for county, Minor Civil Division and TAZ levels
  - Initial draft due by early January 2024
  - Final draft due by end of March 2024
- Technical methodology report describing the historical analysis, projection methodology, assumptions and results.
  - Initial draft due by end of March 2024

#### Task 3: Data Dashboard of SJTPO Region

Public Signals, LLC will lead the development of the data dashboard. Public Signals is expert in the use of Tableau and has developed static data displays, interactive graphics with user defined parameters and web-based applications. Following are examples of previous client applications and data examples relevant to the SJTPO projections requirements. They were all built with Tableau Software which is the primary, but not exclusive, tool used for data visualization.

This simplified example in Figure 3 is drawn from projection data developed by CGR and RLS Demographics in the 2015-2016 demographic analysis project. The dashboard enables users to choose among projection models and to select a year for the map and table. It is formatted to embed in a web page.

Figure 3: Dashboard Example 1



Notice the elements between the two graphics. Either online or on a PC, these controllers enable the user to choose what is displayed. The upper of the two enables which impact scenario to display for each county. The lower of the two controls which year's projection to display on the map and in the table.

While we do not expect to do economic projections with different casino impacts as was done in the earlier CGR study, we know from recent experience with the COVID pandemic that unexpected "shocks" to the population economy can occur. The tools we build for SJTPO will enable internal staff to test different scenarios that "shock" both population and economic systems. Figure 4 displays how different scenarios can be displayed along with the underlying data.

Figure 4: Dashboard Example 2



We would expect to build two similar, dashboards. The first, for internal use could be used with Tableau Reader and, at least to the degree that Reader enables it, would have a wide array of filters and parameter controllers. With fewer controllers, the second would be designed for online public use. It would be enabled on Tableau Public, if desired and could be embedded in the SJTPO website.

The following figures present examples of various capabilities. Figure 5 presents data developed for Feeding NYS and shows how “User Chosen Totals” can be selected for views. Each user change is reflected dynamically in the title as well as the measures displayed. This application also allows the user to download the selected data in various file types including Excel, images, CSV’s and PDF’s.

Figure 5: Dashboard Example 3

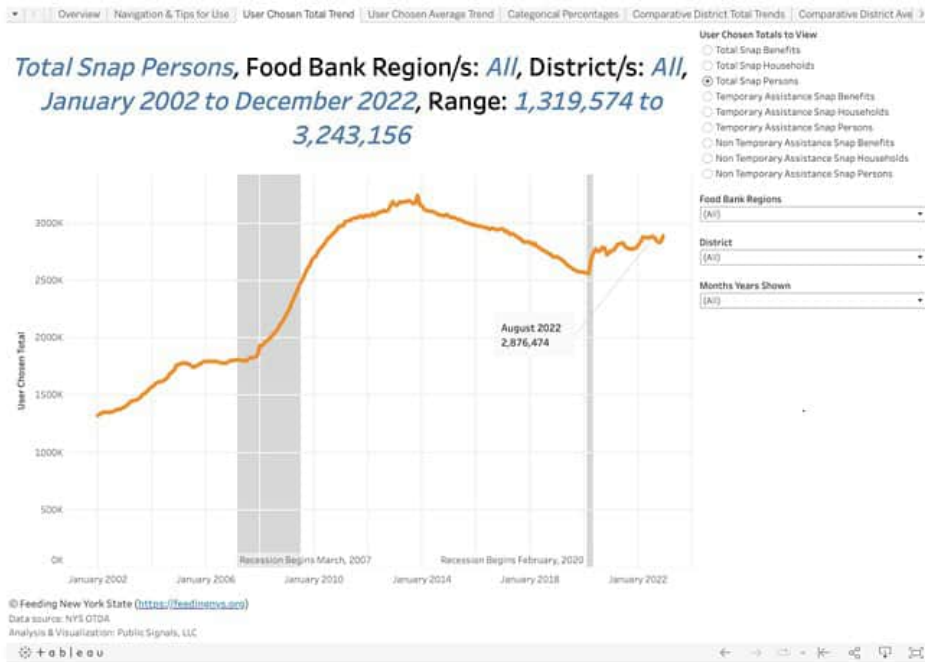
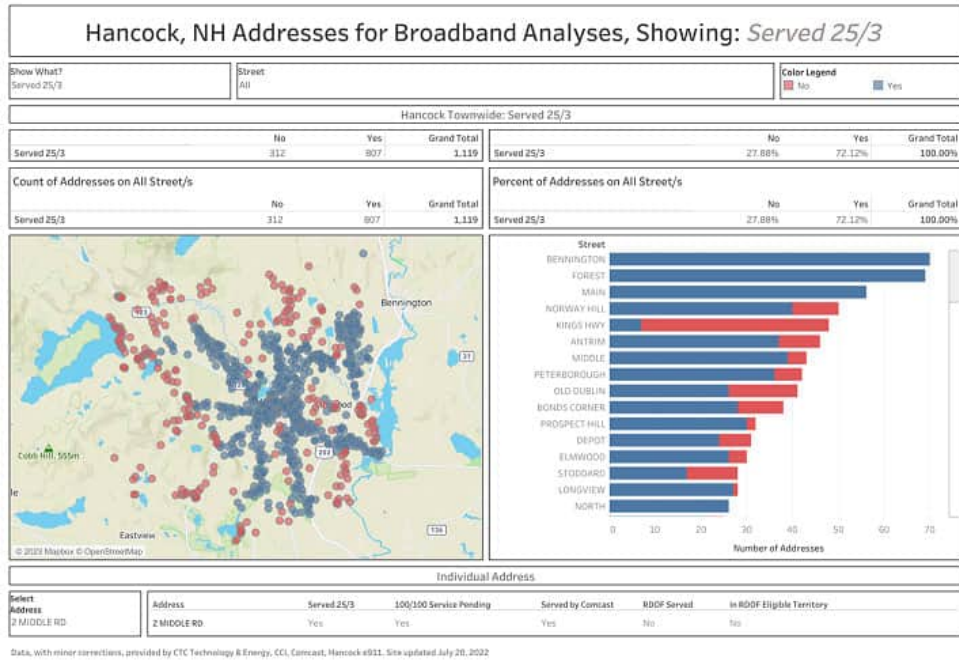


Figure 6 below, uses several interactive functions that enable the user to change the display and its granularity. With the online version at the following link the user can “Show What” to change the indicator which changes the figures. Clicking the street name and a color on the bar highlights all of the addresses on that street.

<https://public.tableau.com/app/profile/john.w.rodatt/viz/HancockNHBroadband/WelcometotheHancockNHBroadbandTool>

Figure 6: Dashboard Example 4

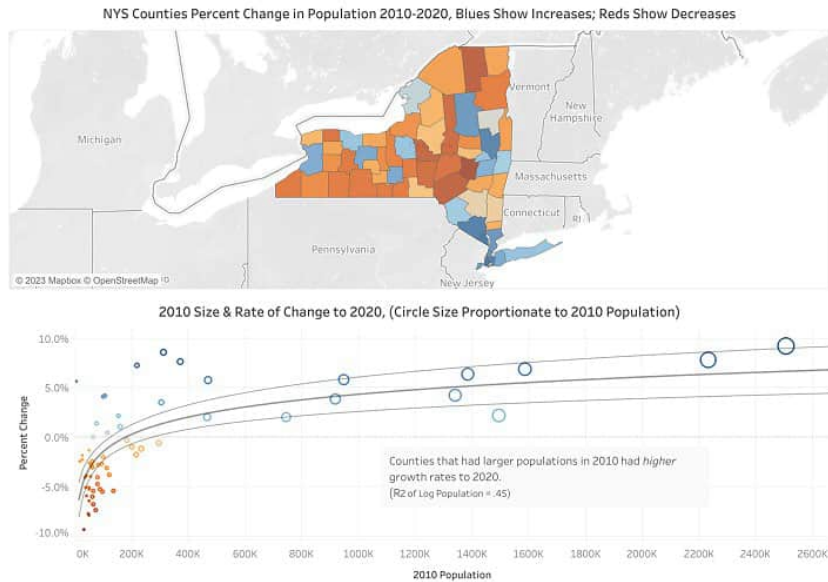


This final example in Figure 5 illustrates another user interactive function to highlight specific geographic areas and data indicators as the user's mouse interacts with different geographic areas.

<https://public.tableau.com/app/profile/john.w.rodan/viz/NYSCounties2020Census/Dashboard1>

Figure 7: Dashboard Example 5

County Population Changes in NYS, Census, 2010-20  
Mouse Over for Detail



**Objective 1:** In consultation with SJTPO, determine primary and secondary data elements to be incorporated in the dashboard. This should include specification of both internal and public facing requirements.

**Objective 2:** Develop initial prototype for review by SJTPO and agreement of final content.

#### Task 3 Deliverables

- Initial mock-up due by early October 2023
- Final version due by late November 2023

## Task 4: Stakeholder Involvement

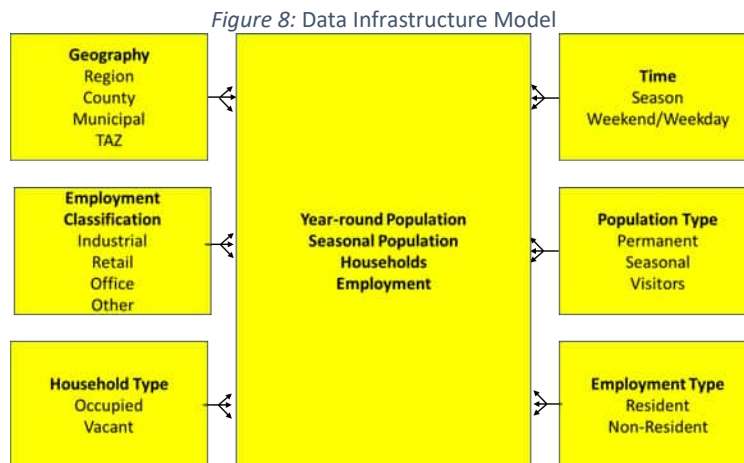
As described in the RFP, the team will be prepared to present input data, methodology and projection results to SJTPO staff, stakeholders and the Technical Advisory Committee on a schedule to be determined. This will include at least one in-person workshop to present the methodology and results and gather input to guide adjustments to the projections. Team communication with SJTPO and stakeholders will occur via email, phone calls and virtual meetings on a mutual schedule as needed.

### Task 4 Deliverables

- Preparation of meeting materials in formats as required for the meetings.
- Preparation of content and presentation of at least one workshop for the Technical Advisory Committee. Schedule to be determined in the late Fall 2023 or early 2024.

## Task 5: Creation of Forecast Model/Tool

Pubic Signals, LLC will also lead the development of the model forecast tool. Similar to the dashboard the model tool will be built on a data warehouse of historical and projected measures. Development starts with defining which demographic and economic characteristics are most important for SJTPO staff to be able to interact with and test scenarios. As described above, the data infrastructure shown in Figure 8 will include Census and third-party resources for historical and projected data series. The model will be designed to quickly aggregate and disaggregate by variables using various geographic hierarchies. This approach is also flexible enough to allow individual “data marts” utilized in public dashboards and internal SJTPO staff. This will allow data consumers to focus only on the data they are interested in while allowing data users to browse other data mart outside of their areas of interest and discover new correlations. Below is an example of a logical data model.



Enterprise database structures like SQL Server will be explored but may not be the final platform utilized. Tableau, as the platform for the public dashboard already includes functionality that will allow for user input and changes in input parameters. That platform can perform multiple functions with the data. External data would be loaded into staging tables. Data from these staging tables would be extracted, transformed, and loaded (ETL) into an

Operational Data Store (ODS). From the ODS, ETL scripts would load the various DataMart (pictured in yellow) based on various business rules written in SQL. Each data mart would be dedicated to a different audience. Each stakeholder could point whatever tool they choose to their DataMart of choosing to visualize and analyze.

The benefits of this approach are as follows:

- **Consistency** between the application used for the public dashboard and a common interface for SJTPO staff.
- **Flexibility** makes it easy for SJTPO to make changes in assumptions such as rates of change or MCD to County shares of population and employment right within the Tableau interface.

This flexibility allows for integration with the Task 3 Dashboard development and will be determined in consultation with SJTPO. SQL Server can connect to any of the mainstream tools (Excel, Tableau, SAS, etc) and may still be the best platform but Excel is also uniquely positioned to work seamlessly with SQL. Excel PowerPivot adds powerful tools on the client side so a user can vary assumptions about future scenarios.

## Staffing Plan and Cost Proposal

The total and hourly costs presented here are inclusive of any overhead, fixed fees or other additional fees.

Company and Staff Assignment	Title	Coordinate Administration	Data Collection	Data Dashboard	Stakeholder Involvement	Creation of Model Tool	Total
		Task 1	Task 2	Task 3	Task 4	Task 5	
<b>RLS Demographics, Inc.</b>							
Scardamalia	President	\$3,375	\$19,125		\$4,500		\$27,000
Hours		15	85		20		120
<b>Public Signals, LLC</b>							
Rodat	President			\$11,250	\$2,250	\$13,500	\$27,000
Hours				50	10	60	120
<b>Camoin Associates</b>							
Downen	Senior Analyst		\$2,775		\$1,850		\$4,625
Hours			15		10		25
Dworetsky	Director of Research		\$3,375		\$2,250		\$5,625
Hours			15		10		25
<b>TOTAL PERSONNEL COST</b>		\$3,375	\$25,275	\$11,250	\$10,850	\$13,500	\$64,250
<b>TOTAL PERSONNEL HOURS</b>		15	115	50	50	60	290

<b>HOURLY RATES</b>	
Scardamalia	
Rodat	
Downen	
Dworetsky	

Additional Costs:

Travel for in-person meetings: \$4,000

Third-party data sources: \$1,000

**TOTAL PROJECT COST: \$69,250**

## Project Time Schedule

Work is expected to begin after contract signing in late June 2023 and will be completed by April 30, 2024. Figure 8 represents an estimate of the timetable for completion of all tasks.

Figure 9

Task/Deliverable	June	July	August	September	October	November	December	January	February	March	April
<b>Task 1: Coordination and Administration</b>											
A. Bi-weekly check-ins											
B. Meeting and discussion Summaries											
C. Project schedule											
<b>Task 2: Data Collection and Demographic Projections</b>											
A. Historical Analysis											
B. Population by Age and Sex											
C. Employment by Industry Sector											
D. Household Projections											
E. Disaggregation to MCD and TAZ Geography											
F. Summer Demographics											
<b>Task 3: Data Dashboard</b>											
A. Data Content Specifications											
B. Initial Prototype Development											
C. Final Public/Internal Dashboard											
<b>Task 4: Stakeholder Involvement</b>											
<b>Task 5: Creation of Forecast Model/Tool</b>											
A. Initial Prototype Development											
B. Final Internal Model											

Total Costs: Costs with other charges shown above in Staffing Plan

## Business Partner Organization and Statements

RLS Demographics will be the contracting organization and have overall responsibility for contract activity and deliverables. RLS is joined by three local partners: Public Signals, LLC; and Camoin Associates. These local firms will be able to continuously work together and resolve issues related to the project. Following are brief statements describing each partner and their role in the project.

### RLS Demographics, Inc. – Demographic and Employment Projections

Robert Scardamalia is President of RLS Demographics, Inc. which is a single person firm specializing in the use and analysis of economic and demographic data for private and public applications. The firm was founded in 2010 when Mr. Scardamalia retired from a long career as Chief Demographer for New York State. Mr. Scardamalia is a professional demographer with more than 40 years of experience in the use of Census and related economic and demographic data for demographic analysis, public sector program management, forecasting, marketing, and business attraction. He has served on numerous state and national advisory committees for the Census Bureau and other state and federal statistical agencies.

Mr. Scardamalia has been preparing or managing the production of county level population projections for more than three decades. This includes production of the official projections for New York State counties and management of contracts with Cornell University for preparation of projections. RLS Demographics has developed a cohort-component projections model for use by county and regional professionals. The model has been used most recently for development of county projections by age and sex for the State of New Hampshire, Office of Planning Development, various school districts in Massachusetts and Northern Virginia, the Arlington County Government, South Jersey Transportation Planning Organization and the New York City Department of City Planning. Mr. Scardamalia's work in New Jersey involved development of age-specific fertility, mortality and migration transition rates and development of county projections of population and employment to the year 2040.

A curriculum vitae has been provided in the Appendix.

## Public Signals, LLC – Dashboard and Visualization

John Rodat is President of Public Signals, LLC, whose tag line is “Use the Damn Data!” He is driven by a sense that we need not only more and better information, but *better designed* information to help enable better decision-making. Toward this end, Public Signals has built and is building highly visual and Internet-based, interactive data visualization systems for analyzing a wide range of public sector operational and financial issues. Along with operational data, these often include demographic and economic data.

Before starting Public Signals, Mr. Rodat was Commissioner of Management & Budget for Albany County, New York, where he oversaw budget, treasury, information systems, and tax mapping. Not incidentally, he was Commissioner during the Great Recession, when just being able to pay the bills was an intense challenge.

John’s first startup was SignalHealth, LLC, which specialized in analyses of Medicaid, the uninsured, health care finance and systems and the uses of information technology. After a number of years, he folded SignalHealth into a small custom software development company, where he was Senior Vice President for Healthcare Products and Services.

In John’s career, he’s:

- Worked in both public and private sectors.
- Worked in both the Legislature (twice) and the Executive branch of New York State government (also twice).
- Worked for the Federal government (USAF pilot), state government (Budget, Ways & Means, Assembly Committee on Health, NYS Health Department as Executive Deputy Director of the Office of Health Systems Management) and county government.
- Worked for large companies (13,000 employees) and small (35, 4, and, of course, 1)
- Worked for health care focused organizations and technology companies.

Mr. Rodat is currently a member of the Board of Directors of the Community Foundation of the Greater Capital Region and formerly served on the Board of Directors of a not-for-profit dialysis center.

Mr. Rodat earned his BA from the University of New Hampshire and his MPA from the University at Albany.

## Camoin Associates – Support and Methodological Review and Stakeholder Engagement

With over 20 years of experience, Camoin Associates has worked with a wide range of clients, including local and state governments, economic development organizations, and businesses of all sizes. We specialize in helping our clients navigate complex economic challenges, identify opportunities for growth, and develop strategies to achieve their goals. Our team has a diverse range of backgrounds and skillsets, including planners, market researchers, and data analysts.

This expertise allows us to provide a comprehensive approach to economic development, from analysis and research to strategic planning and project management. As a full-service economic development firm, we cover the gamut of representative work, including real estate market analyses, housing studies, strategic plans, economic and fiscal impact studies, and business retention and attraction initiatives. Our internal Data Team of 10 skilled analysts has experience developing custom methodologies and approaches for a broad array of economic development research questions.

Camoin will provide expertise in economic and industry data as it relates to supporting and advising on the development of employment projections for the South Jersey region. We are well acquainted with public and proprietary sources of labor data and are experienced in allocating jobs data by industry NAICS code into the desired categories of industrial, retail, office, and other employment. Our knowledge of broad industry trends and macroeconomic conditions will be valuable in calibrating local employment projections to conform with the national economic trajectory across sectors. We are also familiar with the data challenges involved with counting seasonal workers and have experience integrating publicly available data with local information to best approximate seasonal employment.

## Relevant Projects by RLS Demographics, Inc.

### Project 1 – New Hampshire Department of Business and Affairs, Office of Planning Development

As contractor to the Office of Planning Development, the project included development of 30 year population projections by 5-year age group and sex for New Hampshire's 10 counties to 2050. RLS Demographic's standard Cohort-Component model was used for the projections. In addition to county projections, RLS was responsible for producing Minor Civil Division total population projections for the same time period using a shift-share methodology. This part of the project required continuous contact with regional planning staff to assess local development plans and impacts on future population and housing.

Contact: Mr. Kenneth Gallagher

Phone: (603) 271-1773

### Project 2 – South Jersey Transportation Planning Office, 2015-2016

As sub-contractor to the Center for Governmental Research, prepared demographic projections by age and sex to the year 2040, household projections and seasonal resident populations for the four southern New Jersey counties in the transportation planning region.

Contact: Mr. David Heller

Phone: (856) 794-1941

### Project 3 – Southborough Public School District, 2021

As contractor to the Southborough school district, prepared comprehensive community profile, demographic projections and kindergarten through grade 8 enrollment projections to the year 2030.

Contact: Mr. Gregory Martineau

Phone: (508) 486-5115

### Project 3 – Shrewsbury Public School District Population and Enrollment Projections, 2021

As sub-contractor to AppGeo, this project involved development of Shrewsbury and Worcester County, MA demographic projections to the year 2040. District enrollment projections by grade and school were prepared to the year 2030.

Contact: Ms. Priya Sankalia

Phone: (617) 447-2466

### Project 4 – City of Newark, New Jersey Projections and Community Analysis, 2021

As sub-contractor to Statistical Forecasting, LLC, prepared a comprehensive community profile of demographic, social and economic characteristics, demographic projections to the year 2040 including annual birth projections for input to Statistical Forecasting's enrollment projection mode.

Contact: Dr. Richard Grip

Phone: (802)-768-8563

### Project 5 – Arlington County, Virginia Projections, 2019

As sub-contractor to Statistical Forecasting, LLC, this project involved two phases. Phase 1 included an evaluation of the Arlington County Government methodology for production of county level population and household projections and made recommendations for changes to better integrate demographic

projections with the Arlington Public Schools enrollment projections. Phase 2 involved extensive analysis of gross migration patterns using Census and ACS Public Use Microdata Samples to measure in- and out-migration flows for Arlington, other Virginia regions and other states. Development of fertility rate patterns were developed from Virginia vital statistics data and formed the basis for projecting women of childbearing age and births used by Statistical Forecasting, LLC.

Contact: Dr. Richard Grip

Phone: (802)-768-8563

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2305-20: Approving the Selection of RLS Demographics, Inc. as the Consultant for the FY 2023 Demographics Analysis**

**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 2023 SJTPO Unified Planning Work Program includes Federal Highway Administration planning funds for this project as Task 23/403, FY 2023 Demographics Analysis; and**

**WHEREAS, the Notice of Availability of Requests was sent to approximately 276 firms on March 9, 2023; and**

**WHEREAS, the Request for Proposal (RFP) announcement and supplemental materials were also posted on the publicly accessible SJTPO website and the State of New Jersey Business Opportunities website; and**

**WHEREAS, one (1) proposal was received; and**

**WHEREAS, the SJTPO Technical Advisory Committee (TAC), at their November 14, 2022 meeting, vested consultant selection authority in a committee consisting of one representative from Atlantic County, Cape May County, and the City of Vineland and SJTPO staff, which reviewed and evaluated the proposals in accordance with SJTPO's published criteria; and**

**WHEREAS, an interview was conducted to get more clarification on the Data Dashboard and the Data Model that were parts of the scope; and**

**WHEREAS, after the interview, the Consultant Selection Committee recommended RLS Demographics, Inc., in association with Public Signals, LLC, and Camoin Associates; and**

**WHEREAS, the SJTPO TAC, at their May 8, 2023 meeting, endorsed the recommendation of the Consultant Selection Committee and the selection of RLS Demographics, Inc. as the Consultant for the FY 2023 Demographics Analysis at a total project cost of \$69,250 and 0.00% DBE/ESBE participation; and**

**WHEREAS, the project work will be funded from Task 23/403 FY 2023 Demographics Analysis in SJTPO's State Fiscal Year 2023 SJTPO Unified Planning Work Program with a budget of \$70,000.**

**NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the selection of RLS Demographics, Inc. for the FY 2023 Demographics Analysis technical study, with a maximum fee of \$69,250.**

**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 and such modifications have been approved by the NJDOT and the SJTPO.**

**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 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 June 12, 2023.**

---

**John Risley, Secretary/Treasurer**

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2306-27: Authorization to Execute Lease Agreement with North Cypress Rentals, LLC for Office Space**

#### **PROPOSAL**

The South Jersey Transportation Planning Organization is currently located at 782 South Brewster Road, occupying Units B5 and B6 located in the City of Vineland. The initial term of the existing lease agreement with Pisces Properties will expire on August 24, 2023. SJTPO has outgrown its 3,480-square-foot office space at 782 South Brewster Road due to an increase in staff and an inability to expand the current office space.

SJTPO wishes to execute a new lease agreement with North Cypress Rentals, LLC for office space located at 817 Landis Avenue, Vineland, New Jersey.

#### **BACKGROUND**

SJTPO anticipates hiring new staff, expanding the total number of employees to 15, filling the current vacancy, and adding two new positions, which all have current advertisements. The budget for the new positions is included in SJTPO's FY 2024 Unified Planning Work Program. The anticipation is that the current and vacant positions will be filled as soon as mid-August. With a total of eleven (11) individual offices, the current office space, at 782 South Brewster Road, Vineland, New Jersey, is no longer able to accommodate the SJTPO. As such, SJTPO must relocate its offices.

Applicable statutory and regulatory provisions authorize the SJTA to enter a "lease of office space" without a public bid or advertising. As such, based on this express exemption from public bidding, SJTPO can negotiate directly with the lessor. At the recommendation of SJTPO's General Counsel, SJTPO sought to find comparable quotes for new office space. The following three quotes/proposals for office space within the City of Vineland were reviewed before deciding on new office space:

- 2<sup>nd</sup> floor office space within the Gruccio Pepper Building, located at 817 Landis Avenue
- Building 7 within Chestnut Commons Human Services Community, located at 1667 East Landis Avenue
- Former Sacred Heart Parish Rectory, located at 1010 East Landis Avenue

All three quotes/proposals are included for reference.

The three proposals/quotes were reviewed based on certain established criteria for specific office necessities, including the total square footage of office space, price per square foot, along with other amenities. It was decided that SJTPO would advance negotiations with North Cypress Rentals, LLC for the 2<sup>nd</sup>-floor office space within the Gruccio Pepper Building located at 817 Landis Avenue, Vineland, New Jersey.

The office space consists of 4,400 square feet, with an additional 1,900 square feet on the lower level. The available office space will include thirteen (13) individual office suites, with flex space on the second floor for a fourteenth (14<sup>th</sup>) office and space provided on the lower level for a fifteenth (15<sup>th</sup>) office if needed. The space includes a conference room for the sole use of SJTPO and access to a shared second boardroom with an adjoining kitchen. The rate per square foot (\$15.00) includes heat/air, electric, trash, and snow removal. Building amenities include a private parking lot, elevator, and camera surveillance. The building is ADA accessible with public transportation available in the same city block.

If approved, a deposit of 1 ½ months' rent in the amount of \$8,250 and a signed lease would be needed to move forward with the customization of the office space. The 817 Landis Avenue space will be available for SJTPO to move in on or about August 24, 2023.

## ***SJTPO Group***

**Proposal for lease space located at 817 E. Landis Avenue, Vineland, NJ  
Second floor space of 4,400 square feet.**

**Rate per square foot \$15.00 to include heat, AC, Electric, trash & snow removal plus bonus space of available second board room with adjoining kitchen, finished private storage space and break room complete with kitchenette and restrooms located on lower level. The total additional bonus square feet included with the lease is an additional 1,900 square feet.**

**Rent increases 2 to 2.5 percent per year.**

**Lease term 5 year initial with 3-to-5-year extension.**

**Building amenities include a private parking lot, elevator, camera surveillance, ADA accessible and public transportation in building location block.**

**Security deposit 1.5 months of lease cost.**

**Use for professional office space.**

**Per the floor plan there will be 13 individual office suites with a flex space on the second floor for number 14. In addition, there will be a space in the lower level for office 15 if needed. Expansion to grow into other tenants existing space will be the first option to SJTPO in the future.**



**PROPOSED SECOND FLOOR PLAN** ①

SCALE: 1/4" = 1'-0"

Revisions		
No.	Date	Description

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 856-691-9111 | 6 East Street  
 www.mandermight.com

David G. Manders AIA JG-0220  
 Lawrence A. Mought AIA JG-0262  
 Ronald A. Ferrall AIA JG-0000  
 Peter W. Ferrall AIA JG-1066

Project  
**RENOVATIONS TO:  
 817 LANDIS AVENUE**  
 VINELAND, N.J.

Drawing  
**PROPOSED SECOND  
 FLOOR PLAN**



Scale Job Sheet  
 AS NOTED 22.101 **A2.0**

Drawn Date  
 ES 05/24/23 1 of 1



**Bonus: Break room complete with kitchenette and restrooms located on the lower level**



**Bonus: finished private storage space (former law library) located on the lower level**



**Bonus: second board room with adjoining kitchen located on the same 2<sup>nd</sup> floor as office space**

# Chestnut Commons

*Human Services Community*

- 150- Acre Open Site
- Leasing Opportunity
- Office Campus



1667 E Landis Ave,  
Vineland, NJ 19087

1975 East Landis Ave,  
Vineland, NJ 19087



# Proposal for Building 7



South Jersey  
Transportation  
Planning Organization

SJTPO TEAM,

Thank you for your interest in our property Vineland, NJ at the Chestnut Commons. It was great to meet you all yesterday. Since acquiring the property, we have put a lot of effort into renovating each building and will continue to do so until it fits your needs.

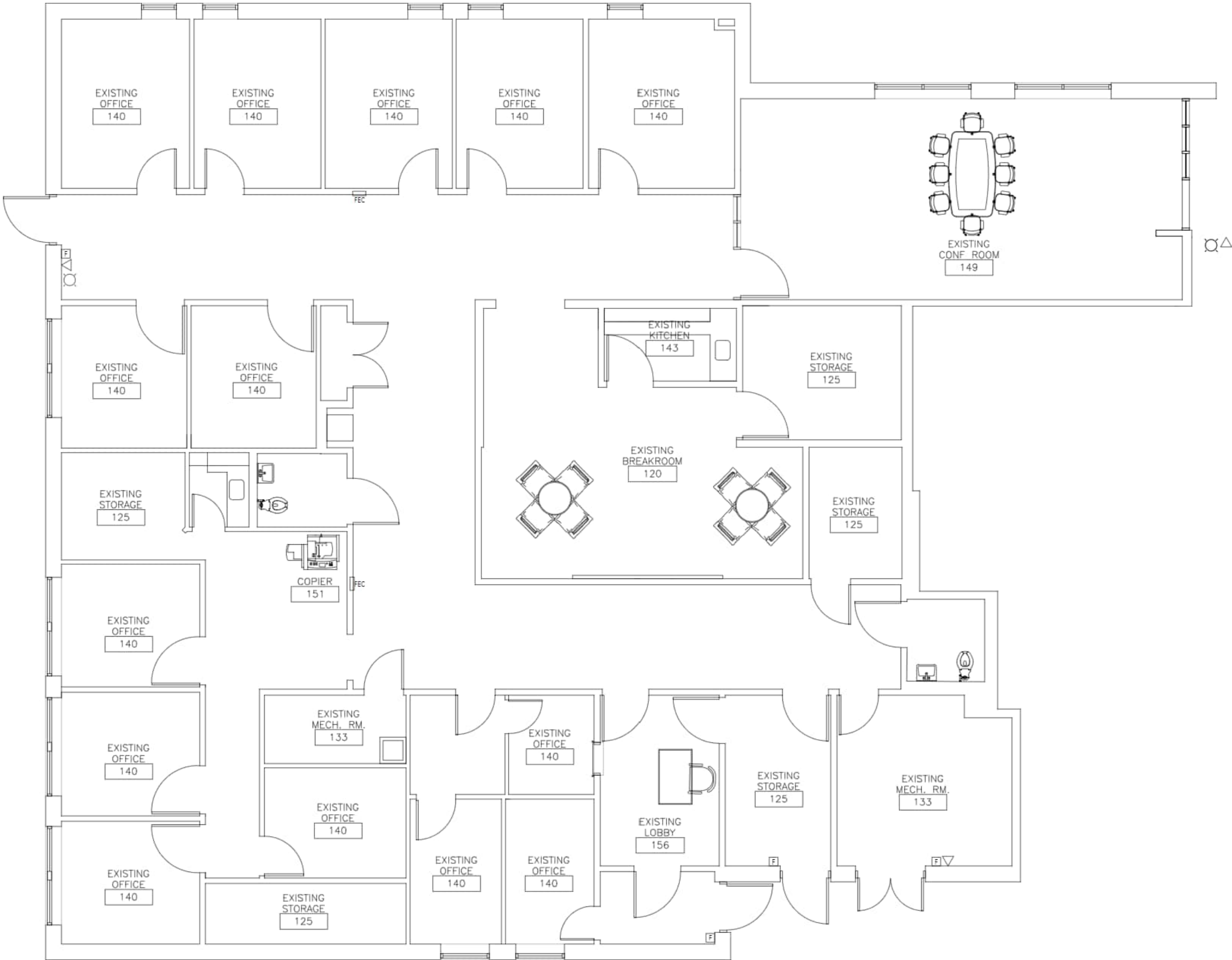
**Square Footage:** 5,500

**Term:** 10 years

- **Rate:** \$12.10 / SF NNN.
  - 7-year term will be \$13.50 /SF
  - 5-year Term will be \$15.50 / SF
- **Estimated \$CAM + Utilities:** \$4.25/SF. (This includes everything besides Rent)
- **Rent Bumps:** 3% or CPI index, whichever is higher of the two.
- **Use:** Office Space for SJTPO
- **Lease Start Date:** August 1<sup>st</sup> with One month's free rent. Tenant can access the space for moving purposes any time after lease signing.
- **Security Deposit:** 2 months Rent due at lease signing.
- **TI Package:** Landlord will cover full expense of the custom buildout showed on next slide and in person. Official "Work Letter" will be drafted and signed by both parties before lease signing.



# Proposed Floor Plan



● ● ● ● ●  
**Building 7**



**Overview**

# Overview Building 7





Prime Rock Investments is comprised of a visionary team of professionals who have a driving entrepreneurial spirit, uncompromising initiative and an unusually high level of personal involvement with our clients.



Complete Real Estate Solutions Provider & Developer



Team with 33 Year History



Has controlled 20,000 acres



Over 13 MM square feet redeveloped commercial real estate as Developer or developer representative



Comprehensive finance and marketing team



Over 1B in revenue over last 4 years

## ***SJTPO Group***

**Proposal for lease space located at 1010 E. Landis Avenue, Vineland, NJ**

**Stand-alone building consisting of 6,200 square feet.**

**Rate per square foot \$15.00 tenant will pay electric, AC, and gas. This is a three-story stand-alone building to accommodate all private offices and the entire building would have to be utilized by SJTPO. To create private entrances for each office this will require building modifications to create hallways and separations for privacy.**

**Rent increases 2 percent per year.**

**Lease term 5 year initial with 3-to-5-year extension.**

**Building amenities include a private parking lot, camera surveillance, ADA accessible and public transportation within the block.**

**Security deposit 1.5 months of lease cost.**

**Use for professional office space.**

## **LEASE FOR REAL PROPERTY**

**THIS LEASE AGREEMENT (“Lease”)** is made and entered into on June \_\_\_\_, 2023, by and between the **SOUTH JERSEY TRANSPORTATION AUTHORITY (“SJTA” or “Tenant”)**, which is the administrative host of the **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION (“SJTPO”)**, and **NORTH CYPRESS RENTALS LLC**, with a principal address of 2076 East Landis Avenue, Vineland, New Jersey (“Landlord”), collectively the **“Parties.”**

**WHEREAS**, Tenant is desirous of renting office space located at 817 E. Landis Avenue, in the City of Vineland, New Jersey, Vineland, New Jersey, and the SJTPO is the federally designated metropolitan planning organization (MPO) for Southern New Jersey and SJTA is authorized to enter into contracts on behalf of SJTPO;

**WHEREAS**, the funding for said rental is the responsibility of the South Jersey Transportation Authority, funds for which are annually provided by other governmental agencies;

**WHEREAS**, it has been disclosed to the Landlord, that funding for said rental is done on an annual basis and is provided by the United States Department of Transportation, through the New Jersey Department of Transportation, to the SJTPO and then provided to the SJTA as a reimbursement;

**WHEREAS**, SJTPO has been in existence since 1993, and it is the desire and intent of the Parties that so long as SJTPO is in existence for the term of this Lease or any renewal thereof, that it shall be the obligation of the Tenant, regardless of where funding may be derived from, to inhabit the Leased Premises.

**NOW, THEREFORE**, for and in consideration for the mutual promises and undertakings set forth herein, the Parties agree as follows:

### **1. Leased Premises.**

Landlord hereby demises and leases to Tenant, and Tenant takes from Landlord, upon and subject to the covenants, provisions and conditions of this Lease, the following described space (the “Leased Premises”): 4,400 square feet of office space on the second floor of the building located at 817 E. Landis Avenue, City of Vineland, Cumberland County, New Jersey (the “Building”). See Existing Floor Plan, attached to this Lease. The Leased Premises is to be used and occupied by Tenant for the purpose of operating a governmental transportation planning office.

The following common areas of the Building will be shared between Tenant and other tenants in the Building: (i) second floor board room; (ii) lunchroom in basement; (iii) elevator access; (iv) second floor hallway; (v) east side rear access to stairwell; (vi) stairway connects at first floor and second floor; (vii) westerly most rear entrance to the first floor of the Building; (viii) bathrooms on second floor; (ix) easterly most entrance to basement of the Building; and (x) front (Landis Avenue) entrance foyer. Prior to the Commencement of the Lease Term, Landlord will reconfigure the main front entrance of the Building to create a separate entrance for Tenant’s employees and visitors.

**2. Initial Lease Term and Extended Lease Term**

- A. Tenant shall have and hold the Leased Premises with their appurtenances for a term beginning on \_\_\_\_\_, 2023 (the “Commencement Date of the Initial Lease Term”) for a term of five (5) years.
- B. Landlord hereby grants to Tenant one (1) option to extend the term of this Lease for a period of three (3) years (the “Extended Lease Term”), unless sooner terminated as herein provided. Tenant shall exercise its Lease renewal option by providing written notice of such renewal not less than thirty (30) days prior to the expiration of the Initial Lease Term. The Parties hereby agree that all other provisions, covenants, terms, and conditions of this Lease shall remain in full force and effect during any renewal term, unless otherwise modified in writing and signed by the Parties.

**3. Rent Payments for Initial Lease Term and Extended Lease Term**

- A. Tenant shall pay Landlord annual rent (“Rent”) for its used of the Leased Premises during the Initial Lease Term as follows:

<b>Period</b>	<b>Monthly Rent*</b>	<b>Additional Utility Rent</b>	<b>Annual Rent Total</b>
September. 1, 2023 – August. 31, 2024	\$5,500	\$0.00	\$66,000
September. 1, 2024 – August. 31, 2025	\$5,625	\$0.00	\$67,500
September. 1, 2025 – August. 31, 2026	\$5,765	\$0.00	\$69,180
September. 1, 2026 – August. 31, 2027	\$5,925	\$0.00	\$71,110
September. 1, 2027 – August. 31, 2028	\$6,075	\$0.00	\$72,900

- B. In the event Tenant exercises its option to extend the Lease Term, Tenant shall pay Landlord annual rent (“Rent”) for its used of the Leased Premises during the Extended Lease Term:

<b>Period</b>	<b>Monthly Rent*</b>	<b>Additional Utility Rent</b>	<b>Annual Rent Total</b>
September. 1, 2028 – August. 31, 2029	\$6,225	\$0.00	\$74,700
September. 1, 2029 – August. 31, 2030	\$6,395	\$0.00	\$76,740
September. 1, 2030 – August. 31, 2031	\$6,555	\$0.00	\$78,600

\*The Parties understand and acknowledge that the Monthly Rent shall be paid in two (2) Bi-Annual Rent Payments per year, which shall be the only payment(s) by Tenant to Landlord during the Initial Lease Term and the Extended Lease Term.

- C. Each payment of the Bi-Annual Rent shall be due in advance on the first day of each calendar month during the Initial Lease Term and Extended Lease Term to Landlord at NORTH CYPRESS RENTALS LLC, POST OFFICE BOX 142 VINELAND, NJ, 08362-0142 or at such other place designated by written notice from Landlord or Tenant.

- D. Landlord understands and acknowledges that Tenant's payment of the Bi-Annual Rent Payments and/or the total Annual Rent, as set forth above, is subject to the availability and appropriation annually of sufficient funds as may be required to meet Tenant's obligations on behalf of SJTPO.

#### **4. Per Diem Rent**

In the event Tenant occupies the Leased Premises at any time for less than a full month, for example, if Tenant takes occupancy prior to the Commencement Date of the Lease Term, then for that partial month Tenant shall pay Landlord rent on a per diem basis as calculated herein. The per diem rent is equal to 1/365 of the applicable Annual Rent Total as established in Section 7 of this Lease.

#### **5. Security Deposit**

Upon the mutual execution of the Lease, Tenant shall pay to a "Security Deposit" in the amount of \$8,250.00. The Security Deposit shall be held by Landlord in an interest-bearing account and as security for the performance by Tenant of Tenant's covenants and obligations under this Lease, it being expressly understood that the Security Deposit shall not be considered an advance payment of rental or a measure of Landlord's damages in case of default by Tenant. If Tenant is not in default at the termination of this Lease, the balance of the Security Deposit remaining after any such application shall be returned by Landlord to Tenant within 14 days of termination. If Landlord transfers its interest in the Leased Premises during the term of this Lease, Landlord may assign the Security Deposit to the transferee and thereafter shall have no further liability for the return of such Security Deposit.

#### **6. Utilities**

Landlord shall be responsible for providing, and shall pay for, electric, gas, water, and sewer services furnished to the Leased Premises. Tenant shall pay for internet and telephone service(s). Tenant acknowledges that the Leased Premises are designed to provide standard office-grade lighting. Tenant shall not use any equipment or devices that utilize excessive electrical, or which may, in Landlord's reasonable opinion, overload the wiring or interfere with electrical services to other tenants.

#### **7. Maintenance and Janitorial**

Landlord shall maintain the exterior and all common areas of the Building and the Property. During the Lease Term, Landlord agrees to pay directly to the service provider for the following:

- A. All necessary snow plowing and snow removal services;
- B. Recycling removal;
- C. Trash removal;

- D. Landscaping and lawn maintenance services;
- E. All necessary janitorial services, including the furnishing of all necessary soap, toilet tissue and paper towels (or electric hand dryers); and
- F. Pest Control Services with a contractor utilizing an annual Integrated Pest Management (IPM) Program.

Tenant shall be responsible for the cleaning and trash from its area of the Leased Premises to the trash area or dumpster provided by the Landlord. Tenant shall be responsible for excessive trash to an off-site location. Landlord shall be responsible for snow removal and landscaping and all other common area maintenance.

## **8. Taxes**

Landlord shall pay all taxes, assessments and charges imposed upon the premises, provided that the Tenant shall pay all license fees and taxes imposed in connection with the particular business of the Tenant or with any form of equipment used by the Tenant in the premises.

## **9. Parking**

There is parking lot in the rear of the building that is for the use of Tenant. Public parking is also located in front of the building and there is a municipal lot located next to the lot located in the rear of the Building. Landlord shall provide a minimum of fifteen (15) parking spaces for the use of Tenant, its employees, and visitors for no additional Rent or other cost to Tenant.

## **10. Signs**

Following Landlord's consent, Tenant shall have the right to place on the Leased Premises, at locations selected by Tenant, any signs which are permitted by applicable zoning ordinances and private restrictions. Landlord may refuse consent to any proposed signage that is in Landlord's reasonable opinion too large, deceptive, unattractive, or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Landlord shall assist and cooperate with Tenant in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage, if any, to the Leased Premises resulting from the removal of signs installed by Tenant. Tenant is permitted to place signage in front and in rear of building. Signage will conform to existing designs used in the building at present.

## **11. Building Rules**

Building rules that do not interfere with Tenant's use of the Leased Premises will be adopted and

altered by Landlord from time to time. Tenant will comply with these rules of the building and will cause all its agents, employees, invitees, and visitors to do so; Landlord will send all changes to such rules to Tenant in writing. In the event Landlord proposes any new rule that would substantially interfere with Tenant's operations, Tenant shall be entitled to terminate this lease upon fifteen (15) days' notice to Landlord.

## **12. Landlord Obligations; Repairs**

During the Lease Term, Landlord shall provide and maintain the roof, windows, window coverings, floor, floor coverings, stairways, hallways, entrances and exits and all facilities and Equipment within the Leased Premises, as may be required to maintain the Leased Premises in substantially the same condition as exists on the Commencement Date of the Initial Lease Term and in such condition so that it may be occupied by Tenant for the purpose of conducting business.

## **13. Tenant Repairs**

Tenant shall pay the costs of repair for damage to the Leased Premises or the Building caused by the negligence or willful misconduct of Tenant, its employees, or its agents.

## **14. Alterations and Improvements**

Tenant, at Tenant's expense, shall have the right following Landlord's consent to remodel, redecorate, and make additions, improvements, and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workmanlike manner and utilizing good quality materials. Tenant shall have the right to place and install personal property, trade fixtures, equipment, and other temporary installations in and upon the Leased Premises and fasten the same to the Leased Premises.

All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by tenant, thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during any term of this Lease provided that all damage, if any, to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

## **15. Quiet Enjoyment**

Landlord agrees that upon paying the Rent and observing and performing all terms, covenants and conditions as required of Tenant by this Lease, Tenant shall peaceably and quietly have, hold and enjoy the Leased Premises.

## **16. Landlord Right of Entry**

Landlord, its employees and agents, shall have the right to enter the Leased Premises for the purpose of examining and inspecting same, showing to prospective purchasers or mortgagees, provided that reasonable prior notice, emergencies excepted, is provided to Tenant and Tenant shall have the right

to monitor said inspection or participate in said inspection.

## **17. Landlord's Representation and Warranties**

Landlord represents and warrants to Tenant as follows:

- A. Tenant's proposed use of the Leased Premises is a permitted use under applicable zoning ordinance and no variance, special exception or other municipal approval will be required, except for a certificate of occupancy.
- B. Landlord shall use its best efforts to preclude third Parties working on Landlord's behalf from interfering with Tenant's use and enjoyment of the Leased Premises, including any interference with delivery areas and parking areas.
- C. Landlord has good title to the Leased Premises and the Building, subject to no prior lease, ground lease, or mortgage, or any covenant, declaration, easement, or other document or encumbrance which would interfere with Tenant's use and occupancy of the Leased Premises for the conduct of Tenant's business, except for such as have been previously disclosed in writing by Landlord to Tenant.
- D. To Landlord's actual knowledge, there are no outstanding violations of any federal, state, or local law, rule or regulation respecting the Building or the Leased Premises, including, but not limited to, any violations of any applicable zoning, building, electrical, health, safety, or fire code, and the law commonly known as The Americans with Disabilities Act, as amended.
- E. To Landlord's actual knowledge, all systems, and improvements within the Leased Premises, including, but not limited to, the roof, exterior and interior walls, foundation, structural frame, water supply system, sewage disposal system, electrical system, lighting system and HVAC system shall be in good operating condition and repair as of the Lease date.
- F. Landlord is not the subject of any bankruptcy, insolvency, or similar proceeding in any Federal, state, or other court.

## **18. Interruption of Tenancy**

Subject to the provisions of this Paragraph, it is agreed by and between the Parties that in the event the Leased Premises or the Building, shall be destroyed or so damaged in part or in whole by fire or other elements, or by any other cause, to an extent which in the reasonable opinion of Tenant shall render the entirety of the Leased Premises unfit for occupancy for the purpose of doing Tenant's business, then Tenant shall pay accrued Rent to the time of such destruction, as aforesaid, and not thereafter, and this Lease shall terminate and be of no further effect. Tenant shall have no other liability to Landlord beyond the payment of Rent due to the date of destruction.

If, however, Tenant's occupancy for the purpose of doing business at the Leased Premises is merely

interrupted for an interim period due to destruction or damage or rendered untenable or unfit for occupancy for the purposes of conducting business and the damage or cause of unfitness is capable of being repaired or corrected within reasonable dispatch, and Landlord makes such repairs or corrections within a reasonable time, then from the time of the destruction or damage Tenant shall pay the accrued Rent only to the time of such destruction, as aforesaid, and the obligation to pay Rent shall resume only as of the date of Tenant's resumed occupancy of the Leased Premises following the issuance of any applicable TCO, CO, or Certificate of Approval of the repairs.

## **19. Default by Landlord**

At any time after the Commencement Date of this Lease, in the event Landlord fails to provide any facilities or services required of it or perform in accordance with its obligations as specified in this Lease, Tenant shall be entitled to give written notice to Landlord specifying such failure, and notifying Landlord that, in the event Landlord fails to cure or commence to cure such failure within thirty (30) days following Tenant's notice, Tenant shall have the right: (i) terminate this Lease; or (ii) furnish or provide the said facilities or services and to deduct the cost and expense thereof from the Bi-Annual Rent payable to Landlord.

In the event Tenant exercises its right to furnish or provide the said facilities or services to cure said failures under (ii) above, Tenant shall have the right to delay payment of the Bi-Annual Rent payable to Landlord until such time as the costs to cure have been established and appropriate deductions can be made.

## **20. Default by Tenant**

If default shall at any time be made by Tenant in the payment of Rent when due to Landlord as herein provided, and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said Leased Premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

## **21. Notices**

Any notices, demands, and communications hereunder shall be sent by email and certified and regular mail. The Parties may, with regard to certain emergent or routine communications, agree to accept such communications by email or facsimile only, provided that receipt of the email or facsimile is confirmed by the receiving Party.

If intended for Landlord, said notices, demands, and communications shall be addressed to the

following:

**North Cypress Rentals LLC**  
Attn: Robert Odorizzi, Managing Member  
P.O. Box 142  
Vineland, NJ 08362-0142

If intended for the South Jersey Transportation Authority, said notices, demands, and communications shall be addressed to the following:

**South Jersey Transportation Authority**  
Attn: Paul Heck, Chief Administrative Officer  
Farley Service Plaza  
P.O. Box 351  
Hammonton, NJ 08037

If intended for SJTPO, said notices, demands, and communications shall be addressed to the following:

**South Jersey Transportation Planning Organization**  
Attn: Jennifer Marandino, Executive Director  
817 East Landis Avenue, 2<sup>nd</sup> Floor  
Vineland, NJ 08361

## **22. Landlord Compliance with Applicable Federal, State, and Local Laws**

Landlord hereby warrants that the Leased Premises during the Lease Term, and any later construction or alteration work shall conform to the minimum requirements of all applicable Municipal, Federal, State, and local laws, regulations, ordinances, and codes effective during the Lease Term, including, but not limited to, the New Jersey Pay-to-Play laws under N.J.S.A. 19:44A-1 et seq. Landlord shall provide Tenant with: (i) a list of reportable political contributions in accordance with N.J.S.A. 19:44A-1 et seq.; and (ii) an annual disclosure of political contributions in accordance with N.J.S.A. 19:44A-20.27.

Landlord shall also submit the following completed forms and records, which shall be attached to this Lease: (i) New Jersey Business Registration Certificate; (ii) Ownership Disclosure Form; (iii) Non-Collusion Affidavit; (iv) New Jersey Employee Information Report (Form AA302); (iv) Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; and (v) Disclosure of Investment Activities in Iran.

## **23. Compliance with Affirmative Action and Anti-Discrimination Laws**

The Parties of this Lease do hereby agree that the provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., as amended and supplemented, prohibiting discrimination in employment or public contracts, are hereby incorporated into and made a part of this Lease and are binding upon them.

Landlord agrees to comply and to require its contractors and subcontractors to comply with all provisions of the following: Landlord or its contractors and subcontractors, where applicable, shall 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. Landlord or its contractors and subcontractors shall 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. Pursuant to these requirements, the New Jersey Mandatory Equal Employment Opportunity Language shall be attached to and incorporated into this Lease.

#### **24. Equal Opportunity for Individuals with Disabilities**

The Parties do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto (hereinafter referred to collectively as the “ADA”), are incorporated into and made a part of this Lease.

In providing any aid, benefit, or service on behalf of Tenant pursuant to this Lease, Landlord agrees that the performance shall be in strict compliance with the ADA on the Commencement Date of the Lease Term.

#### **25. Landlord Insurance**

- A. Landlord shall secure and maintain, during the Initial Lease Term and the Extended Lease Term, fire insurance with extended coverage, by an insurance company or companies authorized to do business in the State of New Jersey in an amount or amounts deemed sufficient by Landlord.
- B. Landlord shall at all times during the Initial Lease Term and the Extended Lease Term carry and maintain Commercial General Liability Insurance against claims for bodily injury or death and property damage and destruction, occurring in or upon any part of the Leased Premises, the Building or the Property, or land and adjoining areas including, but not limited to, the parking areas, pavements, walkways, driveways, and open areas (collectively, the “Property”), and/or arising out of the use of all or any portion of the Property by Landlord or its agents, employees, servants, officers, contractors, invitees, visitors, guests, and other tenants in an amount not less than Two Million Dollars (\$2,000,000.00) and All Risk Insurance covering the Building (including Tenant’s improvements and alterations to the Premises) in an amount not less than one hundred percent (100%) of full replacement cost of the Leased Premises and Building. Tenant shall be responsible, at its expense, for extended coverage insurance on all its personal property, including removable trade fixtures, located in the Leased Premises.
- C. Tenant and Landlord shall provide each other with current Certificates of Insurance evidencing their compliance with this Paragraph. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building.

## **26. Indemnification**

- A. Landlord hereby expressly releases and discharges Tenant, its servants, agents and employees, from any claim or cause of action for any loss or damage whatsoever arising out of any negligence of alleged negligence of Landlord, its servants, agents of employees, resulting in any fire, smoke or explosion in building or premises, it being the intention of the Parties that Landlord shall look only to its insurance carrier for payment of such loss.
- B. Tenant hereby expressly releases and discharges Landlord, its servants, agents and employees from any claim or cause of action for any loss or damage whatsoever arising out of any negligence or alleged negligence of Tenant, its servants, agents or employees, resulting in any fire, smoke or explosion in building or premises, it being the intention of the Parties that Tenant shall look only to its insurance carrier for payment of such loss.

## **27. Assignment and Subletting**

Tenant shall have the right to assign this Lease or to sublet the a portion of or the total Leased Premises upon obtaining the written consent of Landlord, which shall not be unreasonably withheld.

## **28. Subordination**

Tenant accepts this Lease subject and subordinate to any mortgage, deed of trust or other lien presently existing or hereafter arising upon the Leased Premises, or upon the Building and to any renewals, refinancing and extensions thereof, but Tenant agrees that any such mortgagee shall have the right at any time to subordinate such mortgage, deed of trust or other lien to this Lease on such terms and subject to such conditions as such mortgagee may deem appropriate in its discretion. Landlord is hereby irrevocably vested with full power and authority to subordinate this Lease to any mortgage, deed of trust or other lien now existing or hereafter placed upon the Leased Premises of the Building, and Tenant agrees upon demand to execute such further instruments subordinating this Lease or attorning to the holder of any such liens as Landlord may request. However, Landlord shall obtain a Subordination Non-Disturbance Agreement from any mortgage, deed of trust or other lien holder. If Tenant should fail to execute any instrument of subordination herein required to be executed by Tenant promptly as requested, Tenant hereby irrevocably constitutes Landlord as its attorney-in-fact to execute such instrument in Tenant's name, place, and stead, it being agreed that such power is one coupled with an interest. Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.

## **29. Integration and Non-Waiver**

The Parties recognize that this Lease and the attachments hereto embody the entire agreement and

understanding between the Parties, and supersede all prior agreements and understandings, contemporaneous understandings and warranties, representations, and covenants, express or implied, both written and oral, between the Parties, relating to the subject matter herein. All such agreements, understandings, warranties, representations, and covenants shall be deemed merged herein and no other understandings, warranties, representations, and covenants shall survive or be admissible to contradict the provisions of this Lease, unless expressly contained herein. All modifications, waivers, and amendments hereto must be made in writing and signed by the Parties.

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term, or condition.

### **30. Consent**

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

### **31. Jurisdiction**

This Lease and all documents and actions relating hereto shall be governed by the laws of the State of New Jersey, without regard to conflicts of laws. The courts of New Jersey shall have exclusive jurisdiction and the exclusive venue shall be the Superior Court of Cumberland County, New Jersey.

### **32. Execution of Lease**

This Lease may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts when taken together shall constitute but one agreement. Executed copies of this Lease delivered by facsimile or by portable document format through electronic mail (including, without limitation, DocuSign) shall be binding upon the party executing and delivering the same as if it were an original.

**IN WITNESS WHEREOF**, the parties have executed this Lease Agreement as of the date and year set forth below:

**ATTEST:**

**NORTH CYPRESS RENTALS LLC**

\_\_\_\_\_  
**(SEAL)**

\_\_\_\_\_  
**PRINT NAME**

**ATTEST:**

**SOUTH JERSEY TRANSPORTATION  
AUTHORITY**

\_\_\_\_\_  
**(SEAL)**

\_\_\_\_\_  
**PRINT NAME**

**ATTEST:**

**SOUTH JERSEY TRANSPORTATION  
PLANNING ORGANIZATION**

\_\_\_\_\_  
**(SEAL)**

\_\_\_\_\_  
**PRINT NAME**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2306-27: Authorization to Execute Lease Agreement with North Cypress Rentals, LLC for Office Space**

**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 current federal transportation bill included billions of dollars in new spending and dozens of new programs; and**

**WHEREAS, a review of the comprehensive needs of SJTPO reveals there is a need to increase the number of employees from 13 to 15 total employees; and**

**WHEREAS, with a total of eleven (11) individual offices the current office space, located at 782 South Brewster Road, Vineland, New Jersey, is no longer able to accommodate SJTPO and the anticipated addition of staff; and**

**WHEREAS, SJTPO considered a minimum of three quotes for a new office space location within the City of Vineland; and**

**WHEREAS, SJTPO evaluated the quotes based on a set of established criteria for specific office necessities, total square footage of office space, price for square footage, and other amenities; and**

**WHEREAS, SJTPO has determined that the available office space located on the 2<sup>nd</sup> floor of the Grucio Pepper Building, located at 817 Landis Avenue, Vineland, New Jersey, satisfies SJTPO's established criteria for evaluating and selecting a new location;**

**WHEREAS, SJTPO desires to execute a Lease Agreement with North Cypress Rentals, LLC for the 2nd floor office space within the Gruccio Pepper Building located at 817 Landis Avenue, Vineland, New Jersey; and**

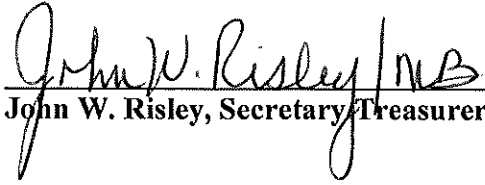
**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby authorizes SJTPO to execute a Lease Agreement with North Cypress Rentals, LLC for the 4,400-square foot of office space located on the 2nd floor of the Gruccio Pepper Building at 817 Landis Avenue, Vineland, New Jersey; and**

**BE IT FURTHER RESOLVED, that SJTPO General Counsel has reviewed the Lease Agreement and finds it acceptable.**

**BE IT FURTHER RESOLVED, that the Policy Board requests that the South Jersey Transportation Authority execute the appropriate contractual arrangements with North Cypress Rentals, LLC on behalf of 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 June 12, 2023.**

A handwritten signature in cursive script, reading "John W. Risley / MB", written over a horizontal line.

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

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2306-28: Approving the Termination of the Subcontract Agreement for the FY 2022 Air Quality Technical Assistance**

#### **PROPOSAL**

Based on correspondence with the United States Environmental Protection Agency (EPA) on May 9, 2023, and affirmation from the Interagency Consultation Group, SJTPO has determined that a new regional emissions analysis is not needed for the Transportation Conformity Determination for the FFY 2024-2033 Transportation Improvement Program (TIP) and Regional Transportation Plan. As the regional emissions analysis constituted the remainder of the work for the FY 2022 Air Quality Technical Assistance effort and there is no longer a need to conduct this work, the contract can be terminated.

#### **BACKGROUND**

On May 23, 2022, the Policy Board approved the selection of AECOM Technical Services, Inc. as the consultant for the Air Quality Technical Assistance study with a maximum fee of \$34,478. A Subcontract Agreement between AECOM Technical Services, Inc. and the South Jersey Transportation Authority was fully executed on May 23, 2022, with a Notice to Proceed issued for the creation of ozone motor vehicle emissions budgets for the upcoming Ozone Attainment Demonstration State Implementation Plan (SIP) revision.

On January 23, 2023, the Policy Board approved an increase in the scope of work and cost of \$45,000 for the FY 2022 Air Quality Technical Assistance effort for AECOM to perform a regional emissions analysis utilizing the new motor vehicle emissions budgets for the new FFY 2024-2031 TIP, with a maximum fee of \$79,478. On February 14, 2023, a Subcontract Agreement was fully executed between AECOM Technical Services, Inc., and the South Jersey Transportation Authority authorizing work to commence on the technical study under a Notice to Proceed.

Based on correspondence with the US EPA on May 9, 2023, and subsequent affirmation from the Interagency Consultation Group, it was determined that SJTPO could rely on the regional emissions analysis previously conducted for the FFY 2022-2029 TIP. The main reason behind this finding is that there are no "new regionally significant, non-exempt projects that have arisen since the last regional emissions analysis was conducted, in June 2021, and reliance on the previous regional emissions analysis is acceptable, per 40 CFR §93.122 (g)(1) of the air quality conformity regulations.

With the primary reason for the contract extension with AECOM being to conduct a regional emissions analysis for the upcoming Transportation Conformity Determination for the FFY 2024-2033 TIP, there is no longer a need to maintain the contract, and the existing contract can be terminated.

SJTPO vetted the proposed action to terminate the contract through its legal counsel, who deemed it lawful. AECOM was apprised of this action via email from SJTPO's Executive Director on May 22, 2023. AECOM acknowledged the email and noted that a final invoice for work completed between February 3, 2023, and May 11, 2023, will be submitted.

SJTPO will prepare a letter to NJDOT to initiate a modification to Task Order No. PL-SJ-22-01 associated with the termination of this technical effort.

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2306-28: Approving the Termination of the Subcontract Agreement for the FY 2022 Air Quality Technical Assistance**

**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 SJTPO Unified Planning Work Program was amended to include Federal Highway Administration Planning funds for this project as Task 22/404 as a two-year study; and**

**WHEREAS, at their May 23, 2022 meeting, the Policy Board approved AECOM Technical Services, Inc. as the consultant for the technical study with a maximum fee of \$34,478; and**

**WHEREAS, a Subcontract Agreement between AECOM Technical Services, Inc. and the South Jersey Transportation Authority was fully executed on May 23, 2022, with a Notice to Proceed issued on the same date; and**

**WHEREAS, at their January 23, 2023, meeting, the Policy Board approved an Amendment to the Subcontract Agreement for a Scope and Cost Increase to complete a regional emissions analysis as required for the transportation conformity determination of the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP);**

**WHEREAS, an Amendment to the Subcontract Agreement between AECOM Technical Services, Inc. and the South Jersey Transportation Authority with a revised maximum fee of \$79,478, was fully executed on February 14, 2023, with a Notice to Proceed issued on the same date; and**

**WHEREAS, based on correspondence with the US EPA, with affirmation by SJTPO's Interagency Consultation Group, it was determined that a new regional emissions analysis for the upcoming FFY 2024-2033 TIP and Regional Transportation Plan is not needed; and**

**WHEREAS, there are no "new regionally significant, non-exempt projects that have arisen since the last regional emissions analysis conducted in June 2021; and**

**WHEREAS, SJTPO can rely on the regional emissions analysis previously conducted for the FFY 2022-2029 TIP; and**

**WHEREAS, the additional scope of work to conduct a new regional emissions analysis is no longer necessary; and**

**WHEREAS, the existing FY 2022 Air Quality Technical Assistance contract can be terminated; and**

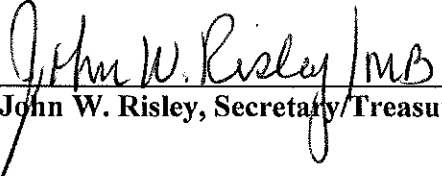
**WHEREAS, AECOM was apprised of the termination via email from SJTPO's Executive Director on May 22, 2023, and noted a final invoice for work performed between February 3, 2023 and May 11, 2023; and**

**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the termination of the Subcontract Agreement for the FY 2022 Air Quality Technical Assistance effort; and**

**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 June 12, 2023.**

  
\_\_\_\_\_  
John W. Risley, Secretary/Treasurer