

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION  
Policy Board**

**Monday, May 23, 2022 - 10:00 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. Approval of [Minutes: March 28, 2022](#)**
- d. Communications**
- e. Report of the Technical Advisory Committee – Kathleen Hicks, Chairperson**
- f. Chairperson's Remarks**
- g. [Report of the Executive Director](#) – Jennifer Marandino**
- h. Public Comment *limit to three (3) minutes per person***
- i. New Business**
  - 1. [Resolution 2205-11: Adopting the SJTPO Public Involvement Plan \(PIP\)](#)**

*Presenter: Melissa Melora, Public Outreach Coordinator*

This Public Involvement Plan (PIP) is an update to the current PIP adopted in May of 2021. The PIP outlines the federal requirements and best practices SJTPO will follow to ensure all planning documents and programs maximize the involvement of the public.

The PIP update includes incorporating details about the language assistance offerings SJTPO makes available to members of the public via the on-call translation and interpretation services contract, information on the Community Outreach and Engagement Committee (COEC), and reference to SJTPO's newest publication, the Accessibility Brochure.

No public comments were received during the 45-day public comment (March 22<sup>nd</sup> through May 6<sup>th</sup>) or at the English and Spanish virtual listening sessions (April 13<sup>th</sup>). The Final Draft PIP is available on the SJTPO website at [www.sjtpo.org/PIP](http://www.sjtpo.org/PIP).

2. **Resolution 2205-12: Adopting the Title VI Implementation Plan**

*Presenter: Melissa Melora, Public Outreach Coordinator*

In May of 2021, SJTPO adopted its current Title VI Implementation Plan, which provides a detailed look at the demographic composition of the region while including ways in which SJTPO will maintain, monitor, and analyze information to ensure compliance.

The changes to the Title VI Implementation Plan that necessitated a public comment period include incorporating details about the language assistance offerings available to members of the public, information on the COEC, and reference to the SJTPO Accessibility Brochure.

No public comments were received during the 45-day public comment or at the English and Spanish virtual listening sessions. The Final Draft Title VI Implementation Plan is available on the SJTPO website at [www.sjtpo.org/TitleVI](http://www.sjtpo.org/TitleVI).

3. **Resolution 2205-13: Adopting the Limited English Proficiency (LEP) Plan**

*Presenter: Alan Huff, Program Manager, Safety Initiatives & Public Outreach*

In May of 2021, SJTPO adopted its Limited English Proficiency (LEP) Plan. The LEP Plan identifies communities with limited English proficiency and details how SJTPO will accommodate their needs in projects and programs funded through SJTPO.

Changes to the LEP included incorporating details about the language assistance offerings SJTPO makes available to members of the public via the on-call translation and interpretation services contract, reflecting Vital Documents, which have been proactively translated into Spanish, and including the new Accessibility Brochure.

No public comments were received during the 45-day public comment or at the English and Spanish virtual listening sessions. The Final Draft LEP Plan is available on the SJTPO website at [www.sjtpo.org/LEP](http://www.sjtpo.org/LEP).

4. **Resolution 2205-14: Approving the Selection of Greenman-Pedersen, Inc. (GPI) as the Consultant for the Countywide Local Road Safety Plans**

*Presenter: Alan Huff, Program Manager, Safety Initiatives & Public Outreach*

The Countywide Local Road Safety Plans effort will develop and implement four Countywide Local Road Safety Plans for each county that will address the unique safety needs of each county and local jurisdictions. Four (4) proposals were received, with Greenman-Pedersen, Inc. (GPI) emerging as the top-ranked firm in association with Jacobs and Urban Engineers, as well as FHI Studio and TechniQuest, who will serve as the DBE/ESBE firms.

The TAC-designated Consultant Selection Committee reviewed the proposals, conducted virtual interviews, and has determined that the GPI team proposal best met the needs of the region in advancing these Local Road Safety Plans, particularly given the extensive data collection. The two-year effort, which totals \$3,059,451.77 (Part A and B) will be funded by NJDOT using statewide Highway Safety Improvement Program funds through DBNUM 09388 Highway Safety Improvement Program Planning. NJDOT has identified \$2 million in FFY 2022 to advance this effort, with additional funding to be made available through the second authorization in FFY 2023. SJTPO retains the option to secure the GPI team for a third year (Part C) to provide ongoing support to include application assistance for counties and municipalities identified as Task 8 in the proposal. The revised scope and budget are attached.

5. **Resolution 2205-15: Approving the Selection of Via Mobility, LLC as the Consultant for the Microtransit Feasibility Study**

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

The Microtransit Feasibility Study seeks consultant assistance to assist SJTPO in determining whether microtransit is a viable service model for the Route 54/40 Community Shuttle and make the shuttle more competitive when seeking public and private funding through grants and other sources.

Two (2) proposals were received and reviewed, with Via Mobility, LLC, emerging as the top-ranked firm in association with Connect the Dots as the DBE/ESBE firm. Negotiations with Via Mobility, LLC include the addition of tasks that the TAC-designated Consultant Selection Committee felt were of value, as well as some additional public outreach. The total revised project cost is \$68,335 with the revised scope and budget attached. The project will be funded within SJTPO's Technical Program in the FY 2023 UPWP, as Task 23/401 Microtransit Feasibility Study with a \$70,000 budget.

6. **Resolution 2205-16: Approving the Selection of AECOM Technical Services, Inc. as the Consultant for the Air Quality Technical Assistance**

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

The Air Quality Technical Assistance effort seeks consultant assistance to prepare new motor vehicle emissions budgets for the New Jersey Department of Environmental Protection's (NJDEP) upcoming Ozone Attainment Demonstration State Implementation Plan (SIP) Revision.

One (1) proposal from AECOM Technical Services, Inc (in association with Sobers Consulting LLC as the DBE firm) was received and reviewed. Minor revisions to the scope and schedule were negotiated with the total revised cost estimate of \$34,478. The project will be funded within SJTPO's Technical Program in FY 2022 UPWP, as Task 22/404 Air Quality Technical Assistance with a \$35,000 budget.

7. **Resolution 2205-17: Approving the SJTPO and NJDOT Selection of Projects for Funding Through Safe Routes to School (SRTS) Program**

*Presenter: Alan Huff, Project Manager, Safety Initiatives & Public Outreach*

The Safe Routes to School (SRTS) program is funded through the FHWA's Federal Aid Program and is jointly administered by NJDOT, in partnership with the three New Jersey MPOs. Eight (8) SRTS projects were submitted in the SJTPO region with two projects selected to be fully funded, totaling \$1.724 million.

8. **Resolution 2205-18: Approving Minor Amendments to the FFY 2022-2031 Transportation Improvement Program (TIP)**

*Presenter: Jason Simmons, Program Manager, Capital Programming & Project Development*

NJDOT has requested a total of six (6) Minor Amendments to add various projects to the FFY 2022-2031 TIP. The addition of these projects reflects NJDOT's FY 2023 Capital Program and includes the following list of projects, with additional details in the Item Sheet:

- DBNUM 12320 Route 47, Nummytown Mill Pond Dam
- DBNUM 15340 Route 47, Henderson Avenue to High Street
- DBNUM 15400A Route 9, Tuckahoe Road (CR 631) to Roosevelt Boulevard (CR 623)
- DBNUM 16334 Route 295 SB Ramp K to CR 551, Bridge over Route 295 SB
- DBNUM 17306 Route 55, Bridges over Route 47
- DBNUM 95017 Route 49, Buckshutem Road, Intersection Improvements (CR 670)

**9. Resolution 2205-19: Approving the Selection of Brown & Connery, LLP for SJTPO General Legal Counsel**

*Presenter: Jennifer Marandino, Executive Director*

On behalf of SJTPO, SJTA released an RFP for SJTPO soliciting proposals from qualified firms to provide General and Special Legal Counsel services. The SJTA designated Consultant Selection Committee included SJTA department managers and SJTPO. Two proposals were received and reviewed with Brown & Connery emerging as the top-ranked firm, which currently serves as General Counsel for SJTPO.

Legal services are funded through SJTPO's Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57001 Legal Services for \$15,000. Specific hourly rates were defined in the RFP document, which was agreed upon by Brown & Connery.

**10. Resolution 2205-20: Approving the Selection of McManimon, Scotland & Baumann, LLC for SJTPO Special Legal Counsel**

*Presenter: Jennifer Marandino, Executive Director*

On behalf of SJTPO, SJTA released an RFP for SJTPO soliciting proposals from qualified firms to provide General and Special Legal Counsel services. The SJTA designated Consultant Selection Committee included SJTA department managers and SJTPO. Two proposals were received and reviewed with McManimon, Scotland & Baumann selected as SJTPO Special Legal Counsel, with the firm currently serving as Special Legal Counsel for SJTPO.

All legal services (general or special) are funded through SJTPO's Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57001 Legal Services for \$15,000. Specific hourly rates were defined in the RFP document, which was agreed upon by McManimon, Scotland & Baumann.

**11. Resolution 2205-21: Approving the Selection of PCS for SJTPO Information Technology Systems and Network Support**

*Presenter: Jennifer Marandino, Executive Director*

On behalf of SJTPO, SJTA released an RFP for SJTPO soliciting proposals from qualified firms to provide information technology services and network support services. The SJTA designated Consultant Selection Committee included SJTA department managers and SJTPO. Two proposals were received and reviewed with Pro Computer Services (PCS) emerging as the top-ranked firm, which currently serves as SJTPO's computer services professional.

Consultant support for computer services is funded through SJTPO's Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57040 IT Consulting for \$8,500.

**12. Resolution 2205-22: Supporting the Subcommittee Recommendation for Filling SJTPO's Vacant Assistant Planner Position**

*Presenter: Jennifer Marandino, Executive Director*

SJTPO opened the application period for the Assistant Planner/Engineer position on February 17<sup>th</sup> which remained open for a total of 7 weeks. Two applicants were evaluated and interviewed with Taylor Waymire emerging as the stronger candidate. The SJTPO Personnel Committee considered the recommendation of the Executive Director to fill SJTPO's vacant Assistant Planner position on May 12<sup>th</sup>. The action will be considered by the SJTA Board of Commissioners at their May 18, 2022 meeting.

**j. NJDOT Update**

**k. Adjournment**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**  
**Policy Board Virtual Teleconference Reorganization Meeting**

Monday, March 28, 2022 - 10:00 A.M.

The meeting was called to order at 10:02 a.m. by Executive Director Jennifer Marandino, followed by the flag salute. Ms. Marandino then advised that the requirements of the New Jersey Open Public Meetings Act were met through Annual Notice transmitted early February 2021 to The Press of Atlantic City, The Daily Journal, The South Jersey Times, and to the Clerks of the four-member counties.

**ATTENDANCE (virtually):**

**Members:**

John Risley, Atlantic County  
Gerald Thornton, Cape May County  
George Castellini, Cumberland County  
Benjamin Laury, Salem County  
Marty Small, Sr., City of Atlantic City (Not present)  
P. Edward McKelvey, Alloway Township  
Leonard Desiderio, Sea Isle City (Not present)  
Anthony Fanucci, City of Vineland  
Sudhir Joshi, NJDOT  
Louis Millan, NJ TRANSIT  
David Zappariello, SJTA

**Also, in attendance (virtually):**

Douglas DiMeo, Atlantic County  
Leslie Gimeno, Cape May County  
Kathleen Hicks, City of Vineland  
Brent Van Lith, Delaware River and Bay Authority  
Vijesh Darji, NJDOT Local Aid District 4  
Jeffrey Nielsen, Governor's Authorities Unit  
Michael Watson, Esq., Brown & Connery, LLP  
Daniel Hutton, Urban Engineers  
Vichika Iragavarapu, STV Inc.  
Nancy Ridgway, Resident  
Monica Butler, SJTPO  
Alan Huff, SJTPO  
Jennifer Marandino, SJTPO  
Jason Simmons, SJTPO

**APPROVAL OF MINUTES: January 24, 2022**

**On Motion** by Commissioner Castellini and seconded by Commissioner Risley, the minutes of January 24, 2022 were approved with an abstention from Commissioner Director Thornton.

## **COMMUNICATIONS**

Executive Director Marandino reported that there were no pieces of correspondence included in the packet, however, she wanted to share that SJTPO prepared two letters of support associated with grant applications for USDOT's Rebuilding American Infrastructure with Sustainability and Equity or RAISE. NJDOT requested a letter for their Raising a Resilient Route 40 Project, which is their Route 40, Atlantic County Drainage currently programmed in the Federal Fiscal Year (FFY) 2022-2031 TIP). She stated that the project is programmed in FFY 2024 for construction to include improvements in the asset management categories of infrastructure preservation and drainage improvements. Additionally, on behalf of the City of Pleasantville, James Rutala requested a letter for the proposed pedestrian overpass over the Atlantic City Expressway at US Route 9.

Ms. Marandino noted that recent guidance from the Governor's Authorities Unit indicated that state offices could resume in-person meetings, with the guidance including flexibility that allows SJTPO to consider a hybrid approach. She stated that a purchase of the Meeting Owl Pro has been initiated, which will provide the technology needed to host a hybrid meeting. Staff expects to have the equipment available for the May TAC and Policy Board meetings and will allow for the meetings to be held at the Caucus Room at Vineland City Hall. SJTPO will continue to utilize the GoToMeeting platform for those who would like to participate virtually.

## **TECHNICAL ADVISORY COMMITTEE REPORT**

Chairperson Kathleen Hicks reported that at the March 14, 2022 virtual meeting TAC recommended approval of Resolutions 2203-08 through 2203-10.

## **CHAIRMAN'S REMARKS**

Vice Chairman Laury explained that Chairman Desiderio was unable to attend today's meeting and welcomed all members.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Ms. Marandino shared that there was a good bit of information shared as part of her report, including two different TIP Informational Modifications requested by NJDOT. She further explained that the report included an information revision to SJTPO's current FY 2022 UPWP for a change in the scope of work and name of Task 22/404 from "Air Quality Post-Processor Development" to "Air Quality Technical Assistance". An RFP was released for the Air Quality Technical Assistance with proposals due on March 30<sup>th</sup>. She noted that consultant selection will be brought to the TAC and Policy Board at their May meetings.

Ms. Marandino explained that the report includes updates for the Local Lead Project Status Charts, SJTPO's HSIP and CMAQ projects in addition to a memo updating members of the status of items within SJTPO's Technical Program.

Ms. Marandino reported that earlier this month, President Biden signed into law the Consolidated Appropriations Act 2022, which provided a full year of funding through September 30, 2022. She noted that FHWA posted the supplementary tables related to the FFY 2022 apportionments, indicating that SJTPO is anxiously awaiting details from NJDOT on the suballocation. Ms. Marandino noted that of specific interest is the Service Transportation Block Grant Program (STBGP) and Metropolitan Planning Program funds. The STBGP funding is utilized by the subregional partners for their transportation

improvement projects while Metropolitan Planning funds provide funding for SJTPO's Unified Planning Work Program.

Ms. Marandino also reported that SJTPO will be hosting a workshop related to the current Regional Freight Plan Data Collection and Analysis. The workshop will be held virtually on Monday, April 11<sup>th</sup> at 10:00 a.m. She stated that HDR Engineering, who is SJTPO's consultant for the freight effort, will be facilitating the workshop to ensure that they are accurately representing the characteristics of the freight system in the SJTPO region. Ms. Marandino stated that she will share the details if anyone was interested in attending.

Ms. Marandino reported that SJTPO staff is involved in three presentations at the upcoming TransAction conference to be held at the Tropicana in Atlantic City on April 26<sup>th</sup> through to April 28<sup>th</sup>, with the details of each presentation included in her report. In closing out her report, Ms. Marandino reminded everyone that SJTPO is looking to promote subregional projects sharing that if anyone has a project or effort that they would like to share, please pass along the information so that they can be highlighted in the upcoming SJTPO On the Go newsletter. Ms. Marandino stated that staff would like to do a better job demonstrating to the public the accomplishments in the region.

### **PUBLIC COMMENT**

Executive Director Marandino stated that an email was sent to SJTPO's General Information mailing list, in which the public was advised that the meeting was to be conducted virtually. Members of the public were asked to submit comments on agenda items through SJTPO general comment on our website. The meeting agenda and details to connect to the meeting were also posted to the SJTPO website. Monica Butler stated that no comments were received, and no additional comments were made during the virtual meeting.

### **PERSONNEL SUBCOMMITTEE**

Ms. Marandino explained that a Personnel Subcommittee needs to be established for the upcoming new hire who will fill the vacant Assistant Planner position. She explained that having a Personnel Subcommittee allows for an expedited process whereby the Policy Board Subcommittee makes the recommendation to hire, with the action then brought to SJTA's Board of Commissioners meeting prior to SJTPO's Policy Board meeting. This eliminates approximately one month off the hiring process which was an issue in the past where candidates were lost due to the extended timeframe.

Vice Chairman Laury asked for volunteers (besides himself on behalf of Salem County) to serve on the Personnel Subcommittee, and the following agreed: Commissioner Risley (Atlantic County), Commissioner Director Thornton (Cape May County), Commissioner Castellini (Cumberland County), Mayor Fanucci (City of Vineland), and Stephen Mazur was asked to serve for (SJTA).

***After the Policy Board adjourned, Ms. Marandino sought direction from SJTPO General Counsel, and it was recommended to reduce the number of Personnel Subcommittee members to five (5) or less. This recommendation helps avoid any potential issues related to the Open Public Meetings Act. Commissioner Thornton and Commissioner Laury both stepped down from the Personnel Subcommittee, with the following members: Commissioner Risley, Commissioner Castellini, Mayor Fanucci, and Stephen Mazur.***

## **NEW BUSINESS**

### **1. Resolution 2203-08: Adopting the SJTPO FY 2023 Unified Planning Work Program (UPWP)**

**On** Motion by Commissioner Director Thornton and seconded by Commissioner Castellini, Resolution 2203-08 was opened for discussion.

Executive Director Marandino explained that the FY 2023 UPWP had undergone a 33-day public comment period from Tuesday, January 4, 2022 through to Sunday, February 6, 2022. Comments were received by NJDOT, FHWA, and FTA, with no comments received by members of the public. She further noted that no formal public meeting was held, which is a consistent practice by all three MPOs in the State.

Ms. Marandino explained that the current draft FY 2023 UPWP is available for review on the SJTPO website at [www.sjtpo.org/upwp](http://www.sjtpo.org/upwp). In combination, federal, state, and regional priorities influence the work program in various activities and tasks, including SJTPO's technical studies. She mentioned that many of the Central Staff Program areas remain the same as in previous years, with a breakout of the Safety Education & Public Outreach Program Area.

Ms. Marandino explained that the FY 2023 UPWP contains approximately \$3.54 million in total resources, which includes the \$68,640 in Local Match funds and \$3.47 million in programmed USDOT resources. The Central Staff Work Program includes a budget for Salaries and Labor as well as the associated Operating and Direct Expenses for a total amount of \$1.37 million. She noted that the supporting financial tables are found at the end of the UPWP as Tables 5a through Table 12.

Ms. Marandino stated that the item sheet provides a summary of the FY 2023 UPWP with a brief write up of the seven sections of the text. The summary provides details of the work within the Subregional Planning Work Program and how the \$343,200 will be allocated to each County. She shared that all four counties will be conducting a Task III study either with in-house resources or using consultant support.

Ms. Marandino explained that there is a total of \$1.75 million allocated to the FY 2023 Technical Program, which includes \$155,000 of FHWA PL (planning) funds programmed for two consultant-led studies. An RFP was released for the Microtransit Feasibility Study (FY 2023) with two proposals received. An RFP for the Maurice River Corridor Study is anticipated to be released in the Fall.

A third technical study is to be funded with HSIP funding in the amount of \$1.6 million for the Countywide Local Road Safety Plans. Ms. Marandino stated that an RFP was released for the Countywide Local Road Safety Plans study with four proposals received. Consultant Selection for this study, along with the Microtransit Feasibility Study, will be brought to the TAC and Policy Board at their May meetings. This will allow the SJTPO the ability to kick-off efforts early in the state fiscal year.

Ms. Marandino explained that the summary highlights the five separate revenue streams supporting SJTPO's FY 2023 UPWP along with the four categories of expenditures. The operating and direct expenses include a total of \$25,000 which is budgeted for grant writing services to help provide SJTPO the best opportunity to receive a federal grant under the PROTECT program created within the federal IJA/BIL. She noted that SJTPO is still waiting for guidance for that grant opportunity.

Ms. Marandino explained that as the case in the last several years, the budget for salaries includes nine full-time and three part-time employees, in addition to funding set aside for a seasonal worker to support Central Staff Work Program activities and tasks. The budget also includes a 2% merit pool for salary increases for all SJTPO employees. She noted that increases are merit based and considered annually at the end of the fiscal year.

Ms. Marandino noted that staff received their FY 2020 merit-based increases and documentation for SJTPO's FY 2021 and FY 2022 merit-based increases has been submitted and approved by the GAU, which are expected to be considered at SJTA's Board of Commissioners Meeting in April. This will then bring all merit-based increases current for SJTPO until the processing of any upcoming increases at the end of this fiscal year which ends in June.

With no further comment, Resolution 2203-08 was unanimously approved.

**2. Resolution 2203-09: Adopting the Community Outreach and Engagement Committee (COEC) Bylaws**

**On Motion** by Commissioner Castellini and seconded by Commissioner Risley, Resolution 2203-09 was opened for discussion.

Alan Huff explained that the Citizens Advisory Committee was dissolved in November 2020. Since that time, staff has been working on establishing a new committee to be known as the Community Outreach and Engagement Committee (COEC). He explained that the action adopts the bylaws of the COEC. As drafted, the COEC has a cap of 25 members with an annual application process. Under the new bylaws, members would not be brought to the Policy Board or TAC for approval but instead as information. Members will be selected by SJTPO staff based on demographic representation. SJTPO will seek members of various interest groups that will expand connections with traditionally underserved demographics. Mr. Huff mentioned that meetings will be discussion-based, with meetings not held on regular schedule. Meetings will be held to inform the development of SJTPO major documents.

With no further comment, Resolution 2203-09 was unanimously approved.

**3. Resolution 2203-10: Approving a Minor Amendment to the FFY 2022-2031 Transportation Improvement Program (TIP) Adding the Route 40, Hamilton Common Drive to West End Avenue (CR 629) Project**

**On Motion** by Commissioner Risley and seconded by Commissioner Director Thornton, Resolution 2203-10 was opened for discussion.

Jason Simmons explained that the recommendation is a Minor Amendment to add the Route 40, Hamilton Common Drive to West End Avenue project in the FY 2022-2031 TIP. The NJDOT-led project consists mostly of a resurfacing through multiple municipalities including Atlantic City. Mr. Simmons noted that the project had been programmed in the previous TIP, but due to Right of Way (ROW) issues, the State was not able to move forward with the project last year. Therefore, unobligated balances from previous years are being released to fund the project for ROW in FFY 2022 and construction in FFY 2023 for a cost of \$18 million. With no further comment, Resolution 2203-10 was approved. Mayor Fanucci was unavailable for the vote.

**NJDOT UPDATE – Sudhir Joshi**

Sudhir Joshi reported that NJDOT State Fiscal Year (FY) 2023 Capital Program was developed to include the additional funding provided by the IJA or the Bipartisan Infrastructure Law. NJDOT is hopeful that the program will be approved by the New Jersey Legislature and will go into effect starting July 1, 2022. Once approved, NJDOT will look forward to working with SJTPO and the other MPOs to begin the process of aligning the FY 2023 Capital Program and the TIPs and STIP. NJDOT will continue to coordinate with SJTPO, and local public agencies as new program guidance and potential grant opportunities become available.

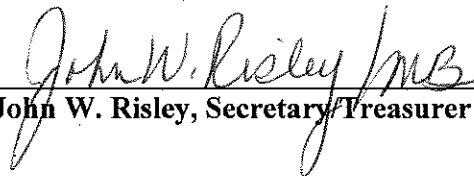
**BOARD COMMENT**

No additional Board comments were received.

**ADJOURNMENT**

**On Motion** by Commissioner Director Thornton and seconded by Commissioner Risley, the meeting was adjourned at 10:32 a.m.

**Approved Minutes Certified Correct:**

  
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John W. Risley, Secretary/Treasurer



# South Jersey Transportation Planning Organization

Serving Atlantic, Cape May, Cumberland,  
and Salem Counties since 1993.

Leonard Desiderio, *Chairman*

Benjamin H. Laury, *Vice Chairman*

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Jennifer Marandino, P.E.  
*Executive Director*

John W. Risley, *Secretary/Treasurer*

## EXECUTIVE DIRECTOR'S REPORT – May 23, 2022

### FFY 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) Informational Modifications

NJDOT requested seven (7) Modifications for projects that are in the FFY 2022-2031 TIP/STIP. Both DBNUM X152 and DBNUM X51 are Statewide Programs, which require action by all MPOs when changes are necessary. Additional details for each project are included in the attached memo:

- DBNUM X152 Rockfall Mitigation *Administrative Modification*
- DBNUM 18311 Route 9, Garden State Parkway to CR 559 (Mays Landing Road) *Administrative Modification*
- DBNUM 15400 Route 9, Wrights Lane to Harbor Road *Administrative Modification*
- DBNUM 15420A ADA Contract South, Contract 1 *Administrative Modification*
- DBNUM 15382 Route 30, CR 542 (Sea Grove Ave/Central Ave) to Weymouth Rd (CR 640) *Administrative Modification*
- DBNUM 16322 ADA South, Contract 5 *Administrative Modification*
- DBNUM X51 Pavement Preservation *Informational Modification Revision #6*
- DBNUM X51 Pavement Preservation *Informational Modification Revision #7*

Atlantic City has requested an Informational Modification to **DBNUM S1913 Atlantic Avenue, Albany to Tennessee Avenues**, modifying the project description to reflect the work more accurately to be completed in FFY 2022. This action has been advanced by SJTPO for further processing.

### SUBREGIONAL PLANNING WORK PROGRAM – ANNUAL PRE-AWARD RISK ASSESSMENT

NJDOT conducts an annual risk assessment of SJTPO in advance of execution of the task order authorizing the use of federal funds as part of SJTPO's UPWP. Similarly, SJTPO assesses our counties as sub-recipients of federal funds. As part of our oversight responsibility as a pass-through agency, SJTPO is required to evaluate the risk of each sub-recipient before entering any contractual relationship with the organization.

As part of the Pre-Award Risk Assessment minor revisions, each County will be required to submit a copy of their signed Title VI Policy Statements and Standard Title VI Assurances. The Pre-Award Risk Assessment Form and requested materials were sent to each County Planning Director in late April and must be provided in advance of execution of their FY 2023 Subregional Work Program contracts.

### SJTPO LOCAL LEAD PROJECT STATUS CHARTS

The FFY 2022 Local Lead Project Status Chart is attached along with two additional project charts, which display the HSIP and CMAQ projects programmed. All charts have been updated and are dated April 25, 2022.

## **TECHNICAL PROGRAM UPDATE**

SJTPO currently has three (3) ongoing technical studies; Cumberland County Bicycle/Pedestrian Safety Action Plan, Local Safety Program Design Assistance, and Regional Trails Network – Feasibility Survey, Cape May County. The Regional Freight Plan Data Collection and Analysis effort is nearing completion. The attached memo (dated May 16, 2022) provides information regarding the status of all four (4) technical studies. Other Technical Program efforts are also included.

Another three (3) technical studies considered for consultant selection in May are not included in the memo.

## **PROMOTING SUBREGIONAL PROJECTS**

SJTPO would like to do a better job demonstrating to the public the accomplishments in the region. We would intend to capture images of projects, showing the location before and after construction, highlighting the project or effort using social media or SJTPO's bi-monthly newsletter On the Go <https://www.sjtpo.org/onthego/>.

If any subregions have projects or efforts to highlight, please share this information. This could include projects either in construction or before construction.



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**Date:** May 9, 2022

**To:** Jennifer Marandino, Executive Director

**From:** Jason Simmons, Program Manager

**Re:** Notice of Action  
Modification to the FFY 2022 – 2031 TIP

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## **TIP Modification Review**

According to the joint Memorandum of Understanding of Statewide Procedures for TIP/STIP Revisions between the DVRPC, NJTPA, SJTPO, NJ TRANSIT and NJDOT there are a set of procedures to be used for processing and implementing revisions to the Regional Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Section A of the MOU outlines the procedures and thresholds for Amendments and Section B describes the procedures and thresholds for various levels of Modifications.

The following modifications are necessary according to NJDOT Project Managers and are reflected in the FY 2023 capital program. The revisions have been reviewed by SJTPO Capital Programming staff and found that fiscal constraint is maintained. The TIP modifications, as listed below, fall within the MOU guidelines to be approved Administratively by the SJTPO Executive Director.

As such, the TIP modifications should be shared with TAC and considered as part of your Executive Director's Report for the upcoming Policy Board meeting. Project information and financial revisions are detailed in the text below.

## **Revision Requesting Modification**

### **Administrative Modifications**

#### **1. DBNUM X152 Rockfall Mitigation**

This is a Statewide Program that funds engineering services and construction of projects to reduce the potential of rockfall onto highways. A project in the NJTPA region, Route 23 and Route 94 Rockfall Mitigation, Hardyston Township, is anticipating authorizing \$1.55M of Design in FFY 22. To accommodate this request, funding must be added to FFY 22 of the Rockfall Mitigation program.

#### **2. DBNUM 18311 Route 9, Garden State Parkway (GSP) to CR 559 (Mays Landing Road)**

This project will provide multiuse path connectivity for pedestrians and bicyclists between Route 9 and the multiuse path on the GSP Bridge over Great Egg Harbor Bay. The following federal appropriations were repurposed to this project: DEMO ID# NJ 134 & 185. A new phase of work is being added to this project, Final Design, in FFY 2023. As a result, Construction is being delayed from FFY 2023, and 2024 to FFY 2025. The project is in Somers Point City, Atlantic County.



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**Date:** May 9, 2022

**Re:** Notice of Action  
Modifications to the FFY 2022 – 2031 TIP

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**3. DBNUM 15400 Route 9, Wrights Lane to Harbor Road**

This project is experiencing slippage and is moved from FFY 2022 to FFY 2023. Authorization is anticipated in March of 2023. This project is in Upper Township, Cape May County.

**4. DBNUM 15420A ADA South, Contract 1 with ROW**

This project is delayed and will be moved from FFY 2022 to FFY 2023. Authorization is anticipated for April 2023. This project has locations in Galloway Township and Town of Hammonton in Atlantic County and Shamong Township, Burlington County

**5. DBNUM 15382 Route 30, CR 542 (Sea Grove Ave/Central Ave) to Weymouth Rd (CR 640)**

This project is experiencing slippage and the construction phase is being pushed from FFY 2022 to FFY 2023. This project is in the Town of Hammonton, Atlantic County.

**6. DBNUM 16322 ADA South, Contract 5**

This project is delayed, the construction phase is being pushed back from FFY 2022 to FFY 2023. The new project authorization date is anticipated to be June of 2023. The project is in Galloway Township, Atlantic County.

In addition to the Administrative Modifications, I have submitted for your review one Informational Modification on behalf of Atlantic City and two informational modifications that went through NJDOT. Details are below:

**Informational Modification**

**1. DBNUM X51 Pavement Preservation Revision #6**

A project, Rt. 49, Estell Manor Rd, came in for CON Authorization in the amount of \$3.623M. The project was funded using 2 different funding sources, \$1.323M of HWYINF and \$2.300M of STBGP-L5K. The TIP MOD changed \$3.623M of its programmed \$4.5M of NHPP into funding for HWYINF and STBGP-L5K.

**2. DBNUM X51 Pavement Preservation Revision #7**

A Pavement Preservation project in the DVRPC region, Route 29, State House Complex to Route 295 (UPC 213090), has come in for funding in the amount of \$9.561 M. To accommodate this request, \$9.561 M of HWYINF funds will be changed to NHPP.

**3. DBNUM S1913 Atlantic Avenue, Albany to Tennessee Avenues**

The City of Atlantic City has requested that the project description be modified to include a more accurate description of this phase of work which consists of the installation of fiber.



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**Date:** May 9, 2022

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**Staff Recommendation**

As Program Manager of Capital Programming & Project Development, I recommend the approval of the Administrative Modifications listed above, as well as the Informational Modification, for the FFY 2022 – 2031 TIP.

**Concurrence**

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Jennifer Marandino, SJTPO Executive Director

5/9/2022

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Date

# FFY 2022 Local Lead Project Status

DB Number	Funding Source	Project Name	Phase	Cost (millions)		CED/ECE		Preliminary PS&E Submitted	Final PS&E Submitted	Authorization	
				Programmed	Authorized	Submitted	Approved			Submitted	Approved
<b>Atlantic City</b>											
S1602	TTF	Atlantic Avenue, Albany to Maine Avenues	DES	\$0.450	\$0.409						1/19/2021
	On 7/23/20, DOT notified the city they can proceed with the advertisement of the RFP; 11/16/20 bid opening for RFP held in Atlantic City; DES is for the entire corridor, CON phases are S1916 for FY21 and S1913 (Albany to Tennessee) for FY22										
S1913	2022 STBGP-AC	Atlantic Avenue, Albany to Tennessee Avenues	CON	\$1.000		4/1/2022		4/1/2022			
	Additional \$1.5M of HWI funds being used; 12/14/21: CED needed from City; project description to be modified based on RAISE grant, this phase will be for fiber only. Road diet and signal work will follow with RAISE project. City Consultant anticipates CED mid March. Will likely require Informational TIP Mod to adjust limits and project description;										
S1702	2022 STBGP-AC	Baltic Avenue, Maine to Missouri Avenues	DES	\$0.100							
	2024 STBGP-AC		CON	\$0.900							
12/14/21: awaiting city's RFF to be submitted to Local Aid for review;											
X107	2020 TAP-AC	Caspian Pointe Pedestrian and Bicycle Connection	CON	\$0.558	\$0.935	3/28/2018	9/4/2019	11/27/2019	3/26/2020	4/8/2020	5/21/2020
	CED submitted on 3/28/18; field visit by LA (V.Darji) on 5/8/18 for CED review; RFP released using City dollars; design (Ponzo); field visit by LA staff on 10/25/18, no CON activity for NJDEP bulkhead project; as of 1/22/19 CED still on hold until NJDEP project (seawall construction) gets underway; City received letter from LA dated 1/8/19 stating LA contacted NJDEP; as of 1/24/19 J.Rutala sent documents to NJDEP; City requested a time extension for authorization deadline; NJDEP advertised bulkhead project on 2/14/19 (expected to take 4 to 5 months); bid opening 4/25, award in June, CON in July then City's project can advance; field visit by LA staff on 6/5/19 no CON activity for bulkhead project; pre-CON meeting for NJDEP held early July; Original CED scope hasn't changed. BEPR to move forward with review; CED approved on 9/4/19; Revised cost of project \$1.1 million, Local Aid sent request for additional funding to Julie Seaman, Local Aid provided additional materials requested by JS week of 11/4, additional funding request approved by Local Aid; Local Aid received Prelim. PS&E on 11/27/19 and is reviewing pkg and will provide comments back to City; ER required; Darji/Amin (3/10/20) City is advertising RFP for CE/I services. A request for federal authorization can be submitted when City has negotiated a price for CE/I; 4/8/20 Authorization request sent; Authorized on 5/21 for \$935,181.65. Requested more funding from FHWA for construction on 11/5/20.										
X065	2022 CMAQ	Pacific Avenue Traffic Signal Optimization	DES	\$0.200			12/8/2021				
	2024 CMAQ		CON	\$1.200							
12/14/21: City has to submit federal authorization for PE. ER needed; City dismissed all proposals; 2/28/22 City submitted request to SJTPO for a revised scope of work for the project and requested an additional funds; 3/11/22, forwarded revised scope to FHWA and NJDOT for comment; RFP submitted and reviewed for additional scope of work to include ITS plan.											
<b>Atlantic County</b>											
S1911	2022 STBGP-AC	Brigantine Avenue (CR 638), 29th Street South to 2nd Street South	CON	\$2.820		8/13/2022		1/6/2022			
	12/14/21: CED needed; 12/23/21: Preliminary documents for CED submitted along with preliminary PS&E package										
X107	2021 TAP-AC	Lighthouse District Streetscape Improvement Program (Project Sponsor: Brigantine City)	CON	\$1.000			12/18/2020	3/17/2022			
	Received support of SJTPO Policy Board 5/22/17; NJDOT Notice of Award per 7/8/17 letter addressed to Mayor Philip J. Guenther; kick-off meeting held 8/17/17; City requested Design Assistance from NJDOT, GPI is design consultant; once design schedule is determined, submittal dates for CED and plans will be determined; Design Assistance meeting held on 6/5/19 with City/GPI; PE phase authorized; J.Seaman to send out agreement to City with GPI (design consultant); 6/15/20 Agreement received from LPA; Environmental document approved for DES, should be authorized soon based on status call 1/26/21; FD has been submitted as of status call on 2/23/21; 4/27/21: DES-FD has been authorized on 4/14/21; 12/14/21: ER needed										
X107	2021 TAP-AC	Cedar Creek/Egg Harbor Lake Pedestrian Connection (Project Sponsor: Egg Harbor City)	CON	\$0.723		7/17/2020	11/30/2020	4/15/2022			
	Received support of SJTPO Policy Board 5/22/17; NJDOT Notice of Award per 7/8/17 letter addressed to Mayor Lisa Jampetti; City requested design assistance from Julie Seaman; LA provided comments on Design Assistance cost proposal, Design kick-off meeting held on 11/13/18, proposal received on 12/21/18; based on schedule provided by the consultant, final design is expected to be complete in 2021; PE phase authorization request sent on 5/22/19; PE phase authorized on 5/29/19; FY 2021, CED still not submitted; Environmental document approved for DES, should be authorized soon based on status call 1/26/21; DES authorization anticipated for 4/23/21 as of status call 2/23/21; FD authorized 1/27/21; 12/14/21: ER needed										
X107	2023 TAP-FLEX	Borough of Folsom 13th Street Pedestrian Path (Project Sponsor: Folsom Boro)	CON	\$0.414							
	Kick-off meeting held 6/9/19; design assistance kickoff mtg with LPAs to be held by J.Seaman; Darji/Amin; DES to occur in FY 2021; 4/27/21: DES-PE moved to FY 2022; 6/4/21, Project has changed from an on-road pedestrian path to a pedestrian path from the school to fields; Proposal is under review; Design is on track for 2021; Will not be authorized in 2021, still need resolution; Expected to be authorized in 2022										
X107	2023 TAP-AC	Linwood/Seaview Bike Path Extension (Project Sponsor: Linwood City)	CON	\$0.127		4/1/2021	4/14/2021	4/5/2021			
	Kick-off meeting held; design assistance may be needed; As of 12/11/20 status meeting with Atlantic County & DOT, design will be done in-house; Authorization anticipated for 5/29/21; 3/23/21: City is using its own consultants for DES. CED has not been submitted as of the meeting; 12/14/21: anticipated authorization August 2022										
99358	2023 SRTS	Ventnor School Safety Improvement Program (Project Sponsor: Ventnor City)	CON	\$0.207							
	Kick-off meeting held; Local Aid met with Ed Stinson, Local Aid needs to reach out again; DES authorized 7/24/20; As of 12/11/20 status meeting with Atlantic County & DOT, program dropped and no longer proceeding, waiting for official letter confirming before removal										
S2201	2022 CRRSA-AC	Tilton Road (CR 563) -- Section 7	CON	\$1.760		1/13/2022		1/7/2022			
	1/6/22: CED submitted and PS&E										
X065	2022 CMAQ	Ventnor Avenue Signal Synchronization Project	DES	\$0.290							
	2023 CMAQ		CON	\$1.350							
1/25/22: City needs to schedule kick-off meeting and federal authorization; City has submitted its eligibility package and is working to schedule kick off meeting the week of 3/7/2022; 3/15/22 held kick off meeting with Ventnor;											
X065	2022 CMAQ	Somers Point Bike Path Enhancements	CON	\$0.165				4/1/2022			
	Waiting on City to submit CED and preliminary PS&E; package submitted										

# FFY 2022 Local Lead Project Status

DB Number	Funding Source	Project Name	Phase	Cost (millions)		CED/ECE		Preliminary PS&E Submitted	Final PS&E Submitted	Authorization	
				Programmed	Authorized	Submitted	Approved			Submitted	Approved
<b>Cape May County</b>											
99358	2023 SRTS	West Cape May Borough Elementary School Pedestrian Safety Improvements (Project Sponsor: West Cape May Boro)	CON	\$0.252		3/15/2021	12/27/2021	6/17/2021		2/3/2022	
Kick-off meeting held on 6/26/19; design assistance may be needed; J. Seaman to coordinate with Boro and staff augmentation for Boro's eligibility; Boro is in design process and consultant will prepare CED and PS&E via design assistance. As of 2/15/2020 design is 46% complete. Project will not be ready for authorization in FY2020; Anticipated authorization submittal August 2021; 4/27/21: CED submitted 3/30/21 but without plans; Plans were submitted 6/7/21; Likely will not be authorized in 2021. Will move to 2022											
X065	2025 CMAQ	Cape May County Route 621 (New Jersey Avenue) Improvements	CON	\$1.245		5/26/2017	8/24/2017	Estimated 4/2022			
DES phase authorized 9/19/17; SJTPO Policy Board support 7/25/16; kick-off meeting held; CED approved under design phase 8/24/19; under design (GPI); project not effected by road diet plan proposal; ER required; design 99% complete; County met with City on 12/11/19 to go over road diet issues, which has been resolved, but construction of roadway likely not to advance until two years (Fall 2022); County wants this project and road diet project to move concurrently, FY 2021 authorization anticipated; Follow up to the public meeting held on 12/11/19 is scheduled for 3/28/2020; County now expects road diet project to begin in spring of 2023, PS&E would be submitted April 2022; Scheduled to go out to bid in fall of 2022. Synchronization will be a Federal project, road diet will be county and ATP funds; Borough awaiting public concurrence with the next concept, anticipated resolution by late spring. Synchronization will be submitted September 2022 for authorization; Moved from 2022 to 2025											
S9911	2022 STBGP-B5K200K	Beach Avenue (CR 604), Second Avenue to Wilmington Avenue	CON	\$1.785		2/8/2022		2/8/2022			
12/14/21: Bob Church said CED submitted, DOT has not received as of this meeting; 1/10/22: PS&E submittal estimated for end of January											
S2110	2022 STBGP-L5K	Tyler Road (CR 611)	CON	\$1.000		3/8/2022		2/8/2022			
1/10/22: PS&E submittal estimated for end of February; 1/25/22: Anticipated authorization August 2022											
<b>City of Vineland</b>											
X065	2021 CMAQ	Landis & Mill, Landis & Orchard Traffic Signal Upgrades	CON	\$0.548		5/7/2018	2/25/2019	8/18/2019			
Design with City funds (RVE) awarded of City Council 2/27/18; CED submitted to BEPR on 5/7/18; lots of coordination with Landis Avenue Phase V required; City submitted draft Concept Plan showing widening associated with traffic signals to Local Aid on 2/11/19, Local Aid forwarded to BEPR on 2/13/19, City sent revised project description to BEPR on 2/15/19; CED approved 2/25/19; project still under design; ER (for supplement of sidewalks) submitted on 4/29/19; City submitted Preliminary PS&E to Local Aid on 8/18/19, Local Aid provided comments back to City on 8/22/19; as of 2/13/20 (LA mtg) City is having issues with Verizon, City to submit Final PS&E to Local Aid after final resolution of utility relocation issues; ER needed; City to request funding be reprogrammed for 2021; Feb. 2021 PS&E anticipated submission; Meeting scheduled 3/3/21 for follow-up; 3/3/21: Final PS&E and ER on track to be submitted within this month. Awaiting NJDEP permits; Authorization will be submitted once permits are done; City underestimated cost, requesting \$1.47M more CMAQ funds; ER and final PS&E needed, city has to submit NJDEP permits; City is applying for State funding											
S1407	2021 STBGP-B5K200K	Landis Avenue, Phase V, Mill Road to Orchard Road (CR 629)	CON	\$1.710		5/16/2017	8/15/2017	5/30/2019	7/30/2019		
CED approved; April 2021 PS&E packet anticipated; Meeting scheduled 3/3/21 for follow-up; Environmental doc, Pre-PS&E, and authorization submittal dates from 2/23/21 status meeting; ER sent to BEPR by 7/1/21; Authorization will be submitted once permits are done. DEP permits submitted 4/8/21; Anticipated final PS&E again in June 2021; ER needed; City has to submit NJDEP permits; 12/14/21: City applied for additional state funds, awaiting answer											
S1713	2022 STBGP-B5K200K	Landis Avenue, Phase VI, Route 55 to Mill Road	CON	\$1.300			7/25/2018	12/14/2021	1/24/2022		
12/14/21: ER needed; 3/1/2022: Final PS&E received 1/25/2022 (Design Phase). CED approved 7/25/2018. ER sent to BEPR 2/7/2022: 3/8/22 - Project design in process of closeout. Awaiting Authorization;											
4314	2022 HSIP	Garden Road & Mill Road Traffic Signalization	CON	\$0.461	\$0.661						12/28/2021
12/21/21: Granted additional authorization of \$460,799.30 to cover construction costs that exceeded the original authorization amount, amount increased from \$461K; 3/8/22 - Additional authorization for construction and CMCI. Agreement mod 2 to be executed. Original Amt: \$1,977,999.53. Addtl Con. Costs: \$460,799.30, CMCI: 199,891.04, Total Amount: \$2,638,669.87											
<b>Cumberland County</b>											
X107	2023 TAP-L5K	Newport Streetscape Improvement Project (Project Sponsor: Downe Twp)	CON	\$0.990							
Kick-off meeting held; Cumberland County most likely to take lead on project; Township selected GPI for Design Assistant. Project Kick off on 5/12/20; Proposal only recently received, moved to FY21; Township/county inter-local agreement in process; Will be using design assistance; DES on track of approval in FFY 2021; DES-PE authorized 7/27/21											
X065	2021 CMAQ	Millville Broad Street Traffic Signal Upgrades (Project Sponsor: CON - City of Millville)	CON	\$0.825			4/24/2020	5/8/2020			
DES phase authorized 3/8/17; RVE for design; Initial PS&E Package received on 8/31/18. Review comments sent to LPA on 9/17/18; as of 1/4/19 (email from B.Prohovich), City of Millville will be sponsor of CON phase of project instead of County; as of 2/19/19 (Federal Status Conference call spreadsheet), plans were sent to NJDOT Traffic Department for review/recommendation. Received comments back on 2/8/19; Additional Design funds authorized on 5/7/19 in the amount of \$19,404.70; CED and Preliminary PS&E need to be submitted, waiting on additional design plans to be completed and reviewed by NJDOT Traffic; 5/8/20 revised PS&E sent to NJDOT; NJDOT Traffic still reviewing and making comments; Waiting on revised PS&E Package from LPA. PS&E comment response sent to traffic on 2/28/20. R&V informed the county that they are on track to make a submission of revisions by 3/30/20; CED Approved on 4/24/20; Traffic Submittal #5 submitted to Local Aid 7/16/20; City plans to authorize CON in ; FY21: Authorization planned for June 2021; 3/3/21: Final PS&E submittal planned with end of April 2021; 4/27/21: On track for authorization June 2021; As of 6/2/21 status call, still need to submit PS&E and ER; Email from Frank Harris on 9/16/21, city will no longer pursue this project this year but may move to future year; 3/1/22: awaiting for meeting with city officials to confirm project schedule;											
X107	2021 TAP-B5K200K	Maurice River Bikeway Trail - Phase V (Project Sponsor: City of Millville)	CON	\$0.517						Estimated July 2021	
SJTPO Policy Board support 3/23/15; NJDOT worked with City on Eligibility; in-house DES; TWT selected as Design Assistance Consultant, NJDOT to serve as PM for Design; Design Assistance kick-off meeting held 7/17/17; PE phase authorized on 9/15/18; Local Aid sent agreement to City for signature. City sent signed agreement to LA; City met with TWT week of 10/7, anticipated CON auth. depends on progress of Design Assistance and delivery of plans (consultant anticipates 7 months for PE phase and 7 months for FD phase); FY 2021 CON authorization anticipated; design is ongoing, CED needs to be submitted; Design invoice #2 submitted for work through January 2020, Millville will hold a PIC once a preliminary design is finalized; Planned for FY21; PS&E anticipated submittal in July 2021; Push to FY22 instead of FY21; CED has been received 8/3/2020 for DES; 3/3/21: Virtual local briefing has been scheduled; 3/23/21: CED forwarded to Lauralee 1/22/21; Waiting to receive final design proposal from consultant; CED for FD approved as of 8/24/21 status call; FD approved 9/13/21 for \$.251858; 12/14/21: ER needed											
S1403	2022 STBGP-B5K200K	Cumberland County Federal Road Program; FY 2022	CON	\$2.200		10/21/2021		11/19/2021			
12/1/21: PS&E and CED submitted 10/21/21 as of status meeting with County; Railroad comments received 11/8/2021 & Local Aid PS&E comments received 11/26/2021. Waiting on response to CED;											
04314	2021 HSIP	Cumberland County Pilot Roundabout (West Park Drive)	ROW	\$0.100	\$0.100	2/18/2021				Estimated Aug. 2021	9/20/2021
	2023 HSIP		CON	\$1.035							
Cumberland County has submitted CED and is working to submit consultant for ROW phase; 3/3/21: RFP is submitted for ROW consultant; Next step to submit consultant proposals for authorization; Likely will not be authorized by end of FFY, could be authorized by end of calendar year 2021; 12/14/21: CON moved from 2022 to 2023; Project kickoff meeting held on 2/15/2022. On-site meeting with Green Acres held 3/7/2022.											
04314	2023 HSIP	FY 2022 Local Safety Design Assistance - Cumberland	PE	\$0.250							
	2023 HSIP	County Ped & Bike Action Plan	FD	\$0.250							
7 project locations will need Design Assistance from the Ped & Bike Safety Action Plan (once it is complete)											
S2116	TTF	FY 2021 TTF Road Program	CON	\$2.547							
Added to TIP in January 2021 board meeting; Preliminary PS&E in progress as of 6/2/21 status call; County in process of hiring staff, project on hold until then;											
X107	2023 TA-SA	Milliard Riverfront Walk Project	CON	\$0.900							
Selected to receive \$0.9M in funding from Transportation Alternatives Set-Aside Program, project must be authorized for implementation by April 27, 2023; 1/25/22: potentially moved to 2023, most likely will not be authorized 2022; City selected McCormick Taylor to conduct Design Assistance;											

# FFY 2022 Local Lead Project Status

DB Number	Funding Source	Project Name	Phase	Cost (millions)		CED/ECE		Preliminary PS&E Submitted	Final PS&E Submitted	Authorization	
				Programmed	Authorized	Submitted	Approved			Submitted	Approved
<b>Salem County</b>											
S1406	2016 TTF	CR 551 (Hook Road), E. Pittsfield Street to Route 295 (Phase II)	CON	\$0.469	FY 2016 Dollars	Estimated 2/2021		Estimated 4/2021			
Construction phase of project broken into Phase 1 CON (FY 18) and Phase 2 CON (FY 20, \$0.469); Phase II is from Station 143+75 to 155+00 (MP 2.73-2.94); County added additional funding to Design phase II in FY19 using TTF and Construction Phase II switched funding from STBGP to TTF; DES phase authorized on 6/20/19 for \$100,000.00; FY 2021 authorization is anticipated due to need for permits. County anticipates CED submission February 2021 and Preliminary Plans April 2021; Moved to 2022; Need ER; 12/14/21: Anticipated authorization June 2022											
S1909	2020 STBGP-L5K	South Greenwich Street/Telegraph Road (CR 540), Phase 1	DES	\$0.150	\$0.150	Estimated 3/15/2020					5/14/2020
	2022 STBGP-L5K		CON	\$1.500	FY 2021 Dollars	11/1/2021					
County to submit CED to Local Aid on March 15th, Local Aid will then review and submit CED to BEPR, County anticipates to submit request for design authorization (project description, preliminary construction cost estimate, design funding estimate, RFP for survey and base mapping) by May 1st; Authorized DES 5/14/20; Based on emails (1/7/21) with J. McKelvie, project will not be ready for CON authorization in FY2021; County requested CON be moved to FY2022, will need to be added into TIP since not authorized in FY21; 12/14/21: Anticipated authorization June 2022; 1/25/22: Anticipated authorization August 2022, CED needed for CON; PS&E estimated by end of March											
04314	2020 HSIP	Five Points Roundabout	FD	\$0.124	\$0.175	Estimated 2/2020	8/20/2020			9/17/2020	9/21/2020
	2022 HSIP		ROW	\$0.350			1/6/2020				
	2023 HSIP		CON	\$1.052	FY 2021 Dollars			Estimated 8/2022			
Location at Porchtown Road (CR 613), Upper Neck Road (CR 690), and Lawrence Corner Road (CR 621); project received final approval by Traffic Data & Safety for project to advance on 10/1/18; project is apart of SJTPO's FY 2019 Local Safety Program Design Assistance, RFP for design issued on 9/6/18; Urban selected as design consultant; PE phase authorized on 12/12/18 for consultant costs of \$104,550.38 and state forces costs of \$63,821.56; NTP issued 3/26/19, kick-off meeting held on 5/1/19; Design progress meeting #1 held on 8/28/19; design progress meeting #2 held on 12/17/19, initial PIC to be scheduled, CED to be submitted; Virtual outreach to begin; PE phase is underway. Estimated date for submittal of CED: February 28, 2020 Estimated date for submittal of Preliminary PS&E: February 28, 2020; Estimated date for submittal of Final PS&E: October 2020; Estimated date for submittal of Authorization: December 2020. COVID-19 has delayed outreach; 7/23/20 Laurelee indicated 5 and 6 points must undergo Cultural Resource Investigation prior to CED being approved; PIC held 7/29/20; authorization submittal estimated 9/16/20; Preliminary PS&E submitted for preliminary engineering; Project and CED authorized with the name "Five Points Roundabout"; FD funding authorized for Urban Engineers 1/15/21; Initial PS&E (ROW) submittal estimated June 2021; As of 7/13/21 status call, ROW will not be authorized in 2021; 1/25/22: Anticipated ROW authorization August 2022; ROW consultant on contract and NTP was issued in Jan 2022;											
04314	2020 HSIP	Six Points Roundabout	FD	\$0.124	\$0.182	Estimated 2/2020	9/1/2020			9/17/2020	9/21/2020
	2022 HSIP		ROW	\$0.150	FY 2021 Dollars		1/6/2020				
	2024 HSIP		CON	\$1.100	FY 2022 Dollars			Estimated 8/2022			
Location at Garden Road (CR 674), Parvin Mill Road (CR 645), and Alvine Road (CR 655); Project received final approval by Traffic Data & Safety for project to advance on 5/4/18; project is apart of SJTPO's FY 2019 Local Safety Program Design Assistance, RFP for design issued on 9/6/18; Urban selected as design consultant; PE phase authorized on 12/27/18 for consultant costs of \$109,852.00 and state forces costs of \$57,350.35; NTP issued 3/26/19, kick-off meeting held on 5/1/19; Design progress meeting held on 8/28/19; design progress meeting #2 held on 12/17/19, initial PIC to be scheduled, CED was submitted in October 2019; CED approved on 1/6/2020. 7/23/20 Laurelee indicated 5 and 6 points must undergo Cultural Resource Investigation; PIC held 7/29/20; Potential impact to swamp pink species have been identified by USFWS. Further consultation will be required during final design; authorization submittal estimated 9/16/20; Preliminary PS&E submitted for preliminary engineering; Authorized in the name "Six Points Roundabout"; FD funding authorized for Urban Engineers 1/15/21; Initial PS&E (ROW) submittal estimated June 2021; 4/27/21: Needs an ER submitted, on track for ROW authorization this year; As of 7/13/21 status call, ROW will not be authorized in 2021; 3/1/2022: ROW consultant on contract and NTP was issued in Jan 2022;											
S1908	2022 STBGP-L5K	Telegraph Road (CR 540), Phase 2	DES	\$0.060		3/3/2021	6/29/2021				
	2023 STBGP-L5K		CON	\$1.500							
Salem County awaiting executed contract from DOT for incurrent costs associated with DES as of 12/29/20, therefore CON authorization pushed to FY23; 3/11/21 Items submitted for Design funding submission; Authorization anticipated for August 2021; Awaiting resubmission of compliance; Needs ER; DES authorization for 2021 unlikely; 12/8/21: DES moved from 2021 to 2022 for \$60K with funding from Griffith/Grant and Welchville, amount changed from \$150K; County had RFP approved by NJDOT and FHWA, County waiting on executed funding agreement to proceed with advertisement;											
S1903	2022 STBGP-B5K200K	Griffith Street/Grant Street (CR 657)	DES	\$0.060		2/11/2022					
	2024 STBGP-B5K200K		CON	\$0.750		2/11/2022					
12/8/21: \$60K DES funds contributed from Telegraph Road being moved to 2022, amount changed from \$100K, difference funding Telegraph Road at reduced rate; 2/11/2022 Salem submitted RFT, schedule, CED, and other documents for approval;											
S9912	2022 STBGP-L5K	Welchville Road (CR 540)	DES	\$0.080							
	2024 STBGP-L5K		CON	\$0.750							
12/8/21: \$80K DES funds contributed from Telegraph Road being moved to 2022, amount changed from \$100K, difference funding Telegraph Road at reduced rate; 1/25/22: Anticipated authorization August 2022; 2/11/2022 Salem submitted RFT, schedule, CED, and other documents for approval;											
<b>New Jersey Department of Environmental Protection</b>											
X065	2021 CMAQ	It Pay\$ to Plug in: New Jersey's Electric Vehicle Charging Grants Program	CON	\$0.399	FY 2021 Dollars						
NJDEP working on signing vendor certification for Buy America compliance for FHWA. After MOA and BA certification, final authorization will be requested from FHWA;											

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## SJTPO HSIP PROJECTS

Emphasis Area	Project Name	SPONSOR	MUNICIPALITY	COUNTY	MPO	PHASE	FUND	Amount Type	2022	2023	2024	2025	2026	2027	2022 - 2024
TBD	Safety Plans	SJTPO		All Counties	SJTPO	PIAN	HSIP	Programmed		\$ 1.6000					
Intersections	Cape May County Pilot Roundabout 1 (West Perry)	Cape May County	West Cape May Boro	Cape May	SJTPO	ROW	HSIP	Programmed		\$ 0.2250					\$ 0.2250
Intersections						CON	HSIP	Programmed			\$ 0.6750				\$ 0.6750
Intersections	Cumberland County Pilot Roundabout (West Park Drive)	Cumberland County	Bridgeton City	Cumberland	SJTPO	CON	HSIP	Programmed		\$ 1.035					\$ 1.0350
Intersections	Garden Road & Mill Road Traffic Signalization	City of Vineland	Vineland City	Cumberland	SJTPO	CON/CI	HSIP	Programmed	\$ 0.661						\$ 2.7330
Pedestrians and Bicyclists	FY 2023 Local Safety Design Assistance - Cumberland County Ped & Bike Action Plan*	Cumberland County	Various	Cumberland	SJTPO	PE	HSIP	Programmed		\$ 0.5000					
Pedestrians and Bicyclists						FD	HSIP	Programmed			\$ 0.6000				
Pedestrians and Bicyclists						CON	HSIP	Programmed							
Intersections	Salem County Roundabout (Six Points)	Salem County	Pittsgrove Twp	Salem	SJTPO	ROW	HSIP	Programmed	\$ 0.1500						\$ 0.1500
Intersections						CON	HSIP	Programmed			\$ 1.1000				\$ 1.1000
Intersections	Salem County Pilot Roundabout (Five Points)	Salem County	Pittsgrove Twp	Salem	SJTPO	ROW	HSIP	Programmed	\$ 0.3500						\$ 0.3500
Intersections						CON	HSIP	Programmed			\$ 1.0523				\$ 1.0523

25-Apr

\*5 project locations will need Design Assistance from the Ped & Bike Safety Action plan (once it is complete)

<i>SJTPO HSIP Total Programmed</i>	\$ 1.161	\$ 4.412	\$ 2.375	\$ -	\$ -	\$ -
<i>SJTPO HSIP Line Item</i>	\$ 2.000	\$ 1.757	\$ 1.742	\$ 2.000	\$ 2.000	\$ 2.000
<i>SJTPO HSIP Balance</i>	\$ 0.839	\$ (2.655)	\$ (0.633)	\$ 2.000	\$ 2.000	\$ 2.000

Green = within budget  
Red = overbudget

## SJTPO CMAQ PROJECTS

DBNUM	Project Name	SPONSOR	MUNICIPALITY	COUNTY	MPO	PHASE	FUND	Amount Type	Solicitation Year	2022	2023	2024	2025	2021-2025
X065	Ventnor Avenue Signal Synchronization Project	Ventnor	Ventnor	Atlantic	SJTPO	DES	CMAQ	Programmed	FY 2022-2024	\$ 0.2900				\$ 0.2900
						CON	CMAQ	Programmed	FY 2022-2024		\$ 1.3500			\$ 1.3500
X065	Somers Point Bike Path Enhancements	Somers Point	Somers Point	Atlantic	SJTPO	CON	CMAQ	Programmed	FY 2022-2024	\$ 0.1650				\$ 0.1650
X065	Pacific Avenue Traffic Signal Optimization	Atlantic City	Atlantic City	Atlantic	SJTPO	DES	CMAQ	Programmed	FY 2022-2024	\$ 0.2000				\$ 0.2000
						CON	CMAQ	Programmed	FY 2022-2024			\$ 1.2000		\$ 1.2000
X065	Roosevelt Blvd/34th St Advanced Traffic Signal Project	Cape May County	Ocean City	Cape May	SJTPO	CON	CMAQ	Programmed	FY 2018, FY 2021			\$ 0.5000		\$ 0.5000
X065	Cape May County Route 621 (New Jersey Ave) Improvements	Cape May County	Various	Cape May	SJTPO	CON	CMAQ	Programmed	FY 2018				\$ 1.2450	\$ 1.2450
X065	Cumberland County Department of Workforce Development "To-Work" Transportation Vehicle Replacement	Cumberland County Department of Workforce Development	Various	Cumberland	SJTPO	N/A	CMAQ	Programmed	FY 2022-2024		\$ 0.3500			\$ 0.3500
X065	Vineland Alternative Fuel Vehicles Phase 1	City of Vineland	City of Vineland	Cumberland	SJTPO	N/A	CMAQ	Programmed	FY 2022-2024		\$ 0.2000			\$ 0.2000
X065	Vineland Alternative Fuel Vehicles Phase 2	City of Vineland	City of Vineland	Cumberland	SJTPO	N/A	CMAQ	Programmed	FY 2022-2024			\$ 0.2000		\$ 0.2000
X065	Millville Broad Street Traffic Signal Upgrades	Millville	Millville	Cumberland	SJTPO	CON	CMAQ	Programmed	FY 2022	\$ 2.0000				\$ 2.8250

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*SJTPO CMAQ Total Programmed*    \$ 2.655    \$ 1.900    \$ 1.900    \$ 1.245    \$ 9.668

*Supplemental STBGP B5K200K*

*SJTPO CMAQ Line Item*    \$ 1.900    \$ 1.670    \$ 1.655    \$ 1.900

Green = within budget

Red = overbudget

*SJTPO CMAQ Balance*    \$ (0.755)    \$ (0.231)    \$ (0.245)    \$ 0.655



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**Date:** May 16, 2022  
**To:** SJTPO Policy Board  
**From:** SJTPO Staff  
**Re:** Technical Program Update

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### ***Active Technical Studies***

#### **Cumberland County Bicycle/Pedestrian Safety Action Plan *ongoing*; Alan Huff**

*Urban Engineers, Inc. in association with Fitzgerald & Halliday, Inc. (DBE), Civic Eye Collaborative, LLC (DBE), and NV5, Inc.*

This effort includes several action-oriented tasks geared towards advancing data-driven bicycle and pedestrian projects in Cumberland County, through SJTPO's Local Safety Program. The project is being funded through the federal Highway Safety Improvement Program (HSIP).

A Notice to Incur Cost was issued by NJDOT in April 2018 with a kick-off meeting held on May 4th. This technical effort has included countywide network screening, public feedback, and project location selection including resolutions of support from local public agencies. Crash report data has been collected, analyzed, and diagrammed. Road Safety Audits have been performed at all locations. Safety countermeasure toolkits were developed as well as videos in English and Spanish to educate the public about select safety countermeasures. Urban is compiling the Safety Action Plan, documenting the process, data analyses, toolkits, and conclusions.

Extensive public outreach was conducted to vet alternatives and recommendations and final feedback was received from Vineland, Bridgeton, and Cumberland County, enabling application packages to be submitted for East Avenue in Vineland and Irving Avenue and Atlantic Street in Bridgeton to NJDOT for initial review. NJDOT has shared comments with SJTPO, which are being reviewed to inform updated applications.

Due to leadership changes, additional coordination with the City of Millville was required to present and seek feedback on two projects proposed for High Street and 3rd/Wheaton. The City was supportive of the projects with additional follow-up and feedback required related conceptual drawings to be prepared by Urban Engineers. Cumberland County has approved a resolution of support for the City of Millville corridors. A similar resolution is required from the City to advance the proposed safety improvements along the two corridors.

A meeting is scheduled with the City of Vineland for May 18<sup>th</sup> to go over the revised Concept Drawings for High Street and Wheaton/3rd Corridors.

Additional HSIP funds for the effort were approved, bringing the total project budget to \$401,926.25 to reflect the complexity of the corridors, changes to the outreach process due to COVID-19, and to add conducting of the Highway Safety Manual (HSM) analyses to Urban's scope. The updated project deadline of June 30, 2022, remains realistic.



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**Date:** May 16, 2022

**Re:** Technical Program Update

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**Local Safety Program Design Assistance** *ongoing*; Jason Simmons  
*Urban Engineers, Inc., in association with Churchill Consulting Engineers (DBE/ESBE)*

The purpose of this project is to assist Salem County in advancing two roundabout projects, selected under SJTPO's Local Safety Program, through the federal authorization process for construction with assistance in the preparation of plans, specifications, and cost estimates. The project is being funded through the federal Highway Safety Improvement Program (HSIP).

Urban Engineers has provided Salem County with an updated Right-of-Way (ROW) Impacts Map for property owners impacted by the Five and Six Points Roundabouts. Urban has sent Utility Agreement Plans for each utility company within the project limits and will further coordinate final utility relocation and ascertain any ROW impacts. Other aspects of the Final Design continue to advance including drainage details and cross-sections.

The ROW authorization phase, led by Salem County, is on track. The County awarded a contract to JMT to provide Full-Service Right of Way Consultant Services. A kickoff meeting was held on January 26, 2022. Since the kickoff meeting, JMT has initiated the appraisal process for the impacted properties. This has involved coordination with Urban Engineers and Churchill to obtain parcel maps and other necessary documents.

Since the ROW phase was delayed, funding for the purchase of ROW at both Five Points and Six Points is now programmed for FFY 2022, the construction phases have been pushed to FFY 2023 and 2024 for Five Points and Six Points, respectively. To allow Urban Engineers to remain on contract through December 12, 2022, SJTPO has executed a Second Amendment to the Subcontract Agreement.

SJTPO will continue to coordinate with Salem County to ensure that the roles and responsibilities of each agency are defined, and the projects will advance through to construction.

**Regional Trails Network – Feasibility Survey, Cape May County** *ongoing* Alan Huff  
*Pennoni Associates, Inc. in association with Lomax Consulting Group and Rodriguez Consulting LLC (DBE)*

This technical study is intended to assist SJTPO, Cape May County, and Upper Township in identifying and evaluating feasible routing to extend Cape May County's trail network to the Garden State Parkway Bridge in Upper Township. The effort will include several activities that will help SJTPO, Cape May County, and Upper Township understand the existing conditions related to routing this bikeway and will focus heavily on the environmental constraints relevant to advancing this trail as well as developing cost estimates and a trail concept plan.

Pennoni Associates, Inc. was approved at the January 24, 2022 Policy Board meeting. A Notice to Proceed was issued on March 1, 2022. A kick-off was held in late March with the effort immediately put on hold.

Dennis Township shared their preference to route the trail network north towards Upper Township as opposed to the west to the Borough of Woodbine. The Township expressed concerns about cost and environmental impact associated with potential board walking over wetlands in the area. The Cape May County Planning Department is leading coordination efforts with the two municipalities and SJTPO. Additional coordination with the U.S. Fish and Wildlife Service regarding the northern route is expected



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**Date:** May 16, 2022

**Re:** Technical Program Update

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in the coming weeks after which Pennoni Associates will be brought up to speed and work on the consultant-led technical study will resume.

**Regional Freight Plan Data Collection and Analysis** *nearing completion*; William Schiavi

*HDR Engineering, Inc., in association with TechniQuest Corp. (DBE/ESBE)*

The purpose of this study is to gather and analyze data as part of SJTPO's regional freight planning process. The study will identify freight generators and the freight network beyond the state network and analyze that network for issues that may benefit from further study and investment. This consultant-led effort will help inform a future regional freight plan to be completed in-house by SJTPO. A Notice to Proceed was issued to HDR on May 26, 2021, with the kick-off meeting held on June 14<sup>th</sup>.

The first Freight Advisory Committee (FAC) meeting was held in October 2021. Twelve teleconference interviews were conducted with freight stakeholders. HDR also attempted outreach to firms in our targeted industries, the NJ Motor Truck Association, and the New Jersey Rail Association. However, this approach has not yielded any responses. HDR conducted dataset analysis to identify SJTPO's major freight generating locations. TechniQuest (DBE) completed 48-hour volume and classification counts at 21 locations, which were determined through analysis and stakeholder input. HDR downloaded roadway segment level speed and congestion data. HDR assessed congestion, travel time, reliability, and average speeds to identify bottlenecks and other issues. The second FAC meeting was conducted on March 24<sup>th</sup>.

Additional stakeholder outreach was conducted in March to counties, municipalities, chambers of commerce, and economic development agencies to increase participation in the online survey and interactive mapping tool. Upcoming work includes further analyses of the truck origin-destination analysis and documentation to develop technical memorandums related to the Regional Core Freight Dataset and Performance-Based Network Analysis.

A TAC workshop was conducted on April 11<sup>th</sup> to ensure that the consultant effort accurately represents the characteristics of the freight system in the region. Feedback collected during the meeting primarily focused on the interactive map of draft freight truck volume network estimates with regional partners sharing specific local areas that should have freight activity based on the presence of manufacturing and other freight industry businesses. The consultant has revised and modified the analysis methodology to address comments received.

The technical study work is ongoing with the consultant team providing technical memorandums summarizing the data collection to locate the freight generators and overall network. An additional memo analyzing the network performance related to travel time, safety, etc. including the identification of impediments (trouble spots) in the network freight movement is forthcoming as is the final report. The effort is expected to be completed mid to late-May, well in advance of the June 30, 2022, contract end date.



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**Date:** May 16, 2022

**Re:** Technical Program Update

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## ***Upcoming FY 2023 Technical Program Efforts***

### **Maurice River Corridor Study** *upcoming*; Jason Simmons

The Maurice River Corridor Study will look at opportunities for eco-tourism and trails, as well as how to protect the anticipated growth of the maritime industry in the lower portion of the river. The study would identify the lands with the greatest riverfront access potential for recreation and future greenway restoration initiatives while promoting economic development by offering connectivity to the existing businesses, recreation resources, education centers, and entertainment amenities. This effort would lay the groundwork for future connectivity of Cumberland County into the larger South Jersey Trails and Circuit Trail networks. This effort will result in the development of a corridor study that will provide counties and municipalities surrounding the Maurice River guidance in the preservation and enhancement of the corridor. The study may include both high-level planning recommendations as well as various implementation strategies for the Maurice River corridor.

An RFP is anticipated to be released by SJTPO in the Fall (October 2022).

## ***Other Technical Program Efforts***

### **Automated Traffic Signal Performance Feasibility and Deployment** Jason Simmons

While consultant services were initially anticipated for this technical effort, after additional research and consultation it was determined that the most cost-effective and feasible solution was to purchase Signal Analytics, which is an ancillary data product to the INRIX data suite. As a member of the Eastern Transportation Coalition, through its relationship with NJDOT, SJTPO has access to the INRIX data suite and the ability to purchase additional data platforms such as Signal Analytics. The cloud-based data provides access to systemwide traffic signal metrics without the need to invest in physical equipment.

This effort intends to purchase INRIX Signal Analytics which will be utilized by SJTPO and our subregional partners to analyze traffic signal metrics at select signalized intersections within the SJTPO region. Access to the Signal Analytics data will be for one year from the purchase date. This will be a two-year effort, providing two one-year purchases of data and access to traffic signal metrics during the summer. The seasonality of traffic in the SJTPO region is significant and any effort to identify preferred technologies will require analyzing summer travel.

After an action to reallocate \$35,000 of the total \$115,000 was approved by the Policy Board in January 2022, a total of \$75,000 is available for this effort. One year of data is \$37,217.11, for a total cost of approximately \$75,000 over two years. We now have an executed agreement with the University of Maryland and INRIX is now fully under contract.

Currently, there are 73 signalized intersections active, the remaining locations will be available in the next map update from INRIX. Access to the dashboard and training on how to use the tool is being organized with our subregional partners.



**Date:** May 16, 2022

**Re:** Technical Program Update

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## **Website Backend/Extension Review and Optimization** Alan Huff

*Stokes Creative Group, Inc.*

This activity is intended to address several stability issues with the SJTPO website. SJTPO learned that these issues are associated with a third-party content editor that is no longer compatible with a major update to the WordPress platform. SJTPO originally envisioned this as a technical study. However, upon learning the cause of the issues SJTPO was experiencing with the website, SJTPO determined it was in its best interest to utilize its existing Maintenance Support Contract with Stokes Creative Group and exercise the option to utilize deeply discounted labor rates associated with this contract with staff who already are familiar with the SJTPO website.

Stokes has created a duplicate SJTPO website that is hosted on a test server during redevelopment. All pages have been recreated using the new WordPress content editor platform. Stokes has been working to recreate details associated with the existing website in the new website. During the process, Stokes is also evaluating features on the website to eliminate unnecessary complications for SJTPO staff and will address some improvements SJTPO has requested. Based on a recent status update the retheming work on the website is nearly complete. A meeting to go through the duplicate SJTPO website will be scheduled for the week of May 16<sup>th</sup>. Although work on the website retheming has taken longer than expected with more hours than Stokes originally anticipated, they have agreed to honor the original estimate, not to exceed 116 hours.

Once the redeveloped effort is complete, Stokes will remain under contract through June 30, 2022, for the duration of the existing Maintenance Support Contract.

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-11: Adopting the SJTPO Public Involvement Plan (PIP)**

#### **PROPOSAL**

At its May 9, 2022 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board adopt the SJTPO Public Involvement Plan (PIP).

#### **BACKGROUND**

This Public Involvement Plan (PIP) is an update to the current PIP adopted in May of 2021. The PIP outlines the federal requirements and best practices SJTPO will follow to ensure all planning documents and programs maximize the involvement of the public.

The PIP update reflects SJTPO's new language assistance offerings available to members of the public via an on-call translation and interpretation services contract, information on the Community Outreach and Engagement Committee (COEC), as the COEC Bylaws were approved at the March 2022 Policy Board meeting, and references SJTPO's newest publication, the Accessibility Brochure.

The PIP was released for a 45-day public comment period, which meets the required minimum 45-day public comment period, from March 22, 2022, to May 6, 2022. Virtual listening sessions were held in English and Spanish on the evening of April 13, 2022. All comments received during the public comment period and at the virtual listening sessions have been addressed and are included in Appendix I of the PIP.

The PIP can be found on the SJTPO website at [www.sjtpo.org/PIP](http://www.sjtpo.org/PIP). The PIP webpage also includes information on what SJTPO will do to ensure there is a meaningful, proactive public involvement process as well as Core and Vital Documents, and the Accessibility Brochure.

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-11: Adopting the SJTPO Public Involvement Plan (PIP)**

**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, SJTPO is responsible for the development and implementation of a plan that describes its public involvement process and how it involves the public in SJTPO's various planning documents and programs; and**

**WHEREAS, SJTPO's current Public Involvement Plan was adopted on May 24, 2021; and**

**WHEREAS, the Federal Planning Regulations require that the Public Involvement Plan be reviewed periodically to ensure its effectiveness; and**

**WHEREAS, the Public Involvement Plan was updated to reflect SJTPO's new language assistance offerings available to members of the public via an on-call translation and interpretation services contract, information on the Community Outreach and Engagement Committee (COEC), and references to SJTPO's newest publication, the Accessibility Brochure; and**

**WHEREAS, a 45-day public comment period was held from March 22, 2022, to May 6, 2022, meeting the required 45-day public comment period associated with the Public Involvement Plan; and**

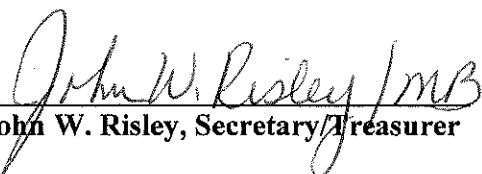
**WHEREAS, members of the public, including members of disadvantaged communities, affected public agencies, private transportation providers, and all interested parties have had the opportunity to participate and have their views considered in the development of the revisions to the SJTPO Public Involvement Plan; and**

**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby adopts the SJTPO Public Involvement Plan.**

**BE IT, FURTHER RESOLVED, that the Policy Board authorizes the Executive Director to review and approve subsequent changes to the Public Involvement Plan, as needed, to adhere to federal guidance, and to implement the Public Involvement Plan accordingly.**

**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 on May 23, 2022.**

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

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-12: Adopting the SJTPO Title VI Implementation Plan**

#### **PROPOSAL**

At its May 9, 2022 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board adopt the SJTPO Title VI Implementation Plan.

#### **BACKGROUND**

This Title VI Implementation Plan is an update to the current Title VI Implementation Plan adopted in May of 2021. The Title VI Implementation does not establish new requirements for SJTPO. However, the Title VI Implementation Plan does document the requirements SJTPO is subject to, as well as details the requirements that sub-recipients of funding through SJTPO must follow to allow SJTPO to evaluate adherence to Title VI laws and regulations.

The Title VI Implementation Plan update reflects SJTPO's new language assistance offerings available to members of the public via an on-call translation and interpretation services contract and references SJTPO's newest publication, the Accessibility Brochure.

The Title VI Implementation Plan was released for a 45-day public comment period from March 22, 2022, to May 6, 2022. Virtual listening sessions were held in English and Spanish on the evening of April 13, 2022. All comments received during the public comment period have been addressed and included in Appendix I of the Title VI Implementation Plan.

The Final Draft Title VI Implementation Plan is available on the SJTPO website at [www.sjtpo.org/TitleVI](http://www.sjtpo.org/TitleVI). The Title VI webpage also includes SJTPO's Title VI Notice, Title VI Complaint form, Title VI Assurances, and Title VI Complaint Procedure, along with various materials relating to Website and Meeting Accommodations.

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2205-12: Adopting the SJTPO Title VI Implementation Plan**

**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, Title VI of the Civil Rights Act of 1964 requires that “no persons in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance;” and**

**WHEREAS, SJTPO, as a recipient of federal funding, is required to adhere to Title VI of the Civil Rights Act of 1964 and subsequent laws, court precedents, policies, and guidance; and**

**WHEREAS, guidance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requires MPOs to develop and maintain a Title VI Implementation Plan; and**

**WHEREAS, the Title VI Implementation Plan must detail the assurance and procedures that SJTPO and its sub-recipients must follow to adhere to Title VI; and**

**WHEREAS, the Title VI Implementation Plan must detail the process by which a member of the public who feels their rights under Title VI have been violated can file a complaint and have that complaint fairly investigated; and**

**WHEREAS the Title VI Implementation Plan must designate a Title VI Coordinator to oversee this process, with Melissa Melora serving in this role for SJTPO; and**

**WHEREAS, SJTPO’s current Title VI Implementation Plan was adopted on May 24, 2021; and**

**WHEREAS, a 45-day public comment period was held from March 22, 2022, to May 6, 2022, exceeding the required 30-day public comment period as noted within the Public Involvement Plan; and**

**WHEREAS, the Title VI Implementation Plan was updated to reflect SJTPO’s new language assistance offerings available to members of the public via an on-call translation and interpretation services contract and references SJTPO’s newest publication, the Accessibility Brochure; and**

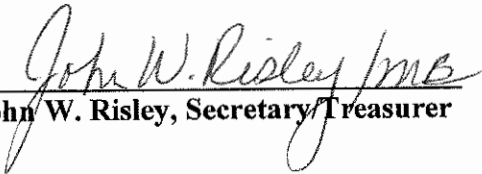
**WHEREAS, members of the public, including members of disadvantaged communities, affected public agencies, private transportation providers, and all interested parties have had the opportunity to participate and have their views considered in the development of the revisions to the SJTPO Title VI Implementation Plan; and**

**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby adopts the SJTPO Title VI Implementation Plan.**

**BE IT FURTHER RESOLVED, that the Policy Board authorizes the Executive Director to review and approve subsequent changes to the Title VI Implementation Plan, as needed, to adhere to federal guidance, and to implement the Title VI Implementation Plan accordingly.**

**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 on May 23, 2022.**

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

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-13: Adopting the SJTPO Limited English Proficiency (LEP) Plan**

#### **PROPOSAL**

At its May 9, 2022 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board adopt the SJTPO Limited English Proficiency (LEP) Plan

#### **BACKGROUND**

This LEP Plan is an update to the current LEP Plan adopted in May of 2021. The LEP Plan details how SJTPO will meet requirements to equitably serve the needs of LEP populations. Requirements for LEP come from a variety of sources including Title VI of the Civil Rights Act of 1964 as well as several related laws, executive actions, and court cases. While the LEP Plan does not establish new requirements for SJTPO, it does document requirements that SJTPO is subject to with or without this Plan in place. Further, it details requirements that sub-recipients of funding through SJTPO must follow to ensure equitable access by LEP persons.

The LEP Plan was updated to include details about the language assistance offerings SJTPO makes available to members of the public via the on-call translation and interpretation services contract, reflecting Vital Documents, which have been proactively translated into Spanish, and including the new Accessibility Brochure.

The LEP Plan was released for a 45-day public comment period from March 22, 2022, to May 6, 2022. Virtual listening sessions were held in English and Spanish on the evening of April 13, 2022. All comments received during the public comment period have been addressed and included in Appendix C of the LEP Plan.

The Final Draft LEP Plan is available on the SJTPO website at [www.sjtpo.org/LEP](http://www.sjtpo.org/LEP). The LEP webpage also includes information on LEP languages in the SJTPO region as well as Vital Documents, which have been translated into Spanish, which is SJTPO's primary LEP language.

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2205-13: Adopting the SJTPO Limited English Proficiency (LEP) Plan**

**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, Title VI of the Civil Rights Act of 1964 requires that “no persons in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance;” and**

**WHEREAS, the 1974 Supreme Court case, Lau v. Nichols, established the legal connection between national origin discrimination associated with Title VI and conduct that has a negative, disproportionate effect on Limited English Proficient (LEP) persons; and**

**WHEREAS, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency” clarified the legal connection between national origin and LEP; and**

**WHEREAS, in January 2001, the Department of Justice (DOJ) issued a document specifically addressed to recipients of federal agencies’ funding, defining what “reasonable steps” and “meaningful access” for LEP persons means; and**

**WHEREAS, SJTPO, as a recipient of federal funding, is required to adhere to Title VI of the Civil Rights Act of 1964 and subsequent laws, court precedents, policies, and guidance; and**

**WHEREAS, guidance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requires MPOs to develop LEP Plans; and**

**WHEREAS, the LEP Plan must identify the specific LEP populations and languages in the region using the best available data; and**

**WHEREAS, the LEP Plan must detail the activities in which LEP languages must be employed to ensure an equitable outreach process; and**

**WHEREAS, the LEP Plan must identify resources to address these LEP needs; and**

**WHEREAS, SJTPO’s current LEP Plan was adopted on May 24, 2021; and**

**WHEREAS, a 45-day public comment period from March 22, 2022, to May 6, 2022, exceeding the required 30-day public comment period as noted within the Public Involvement Plan; and**

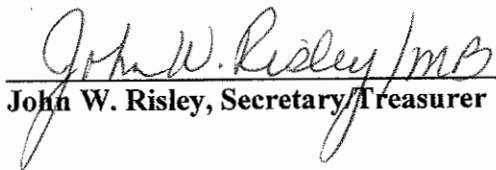
**WHEREAS, members of the public, including members of disadvantaged communities, affected public agencies, private transportation providers, and all interested parties have had the opportunity to participate and have their views considered in the development of the revisions to the SJTPO LEP Plan; and**

**NOW, THEREFORE, BE IT RESOLVED**, that the Policy Board of the South Jersey Transportation Planning Organization hereby adopts the SJTPO Limited English Proficiency (LEP) Plan.

**BE IT FURTHER RESOLVED**, that the Policy Board authorizes the Executive Director to review and approve subsequent changes to the LEP Plan, as needed, to adhere to federal guidance, and to implement the LEP Plan accordingly.

**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 on May 23, 2022.

  
John W. Risley, Secretary/Treasurer

## SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

### **ITEM 2205-14: Approving the Selection of Greenman-Pedersen, Inc. (GPI) as the Consultant for the Countywide Local Road Safety Plans**

#### **PROPOSAL**

At its May 9, 2022, meeting, the Technical Advisory Committee recommended that the Policy Board approve the selection of Greenman-Pedersen, Inc. (GPI) in association with Jacobs, Urban Engineers, FHI Studio (DBE), and TechniQuest (DBE) for the Countywide Local Road Safety Plans technical study.

#### **BACKGROUND**

The Request for Proposal (RFP) for the technical study was issued on Wednesday, January 26, 2022 with proposals due on Tuesday, March 1, 2022.

For this technical study, SJTPO was seeking qualified firm(s) to develop and implement four Countywide Local Road Safety Plans for each county that will address the unique safety needs of each county and local jurisdictions. The effort will include a number of critical efforts, including identifying and assembling a series of stakeholders at the local, county, regional, and state levels, extensive roadway feature data collection, data analysis, development of a menu of systemic safety countermeasures, development of a safety investment strategy, the conduct of a Safe System Assessment, the creation of the Plan documents, and the option to extend the contract beyond the two-year effort to conduct ongoing support and application assistance. The effort is in support of New Jersey's Strategic Highway Safety Plan (SHSP).

The Notice of Availability for this Request for Proposals was sent to 258 contacts. A total of four (4) proposals were received. Proposals were reviewed and scored by the TAC-designated Consultant Selection Committee with representatives from Atlantic, Cape May, Cumberland, and Salem Counties, the Cities of Vineland and Atlantic City, SJTPO, DVRPC, and with consultation from NJDOT and FHWA-NJ (no scores). Proposals were evaluated based on the technical approach, value given stated costs, consultant team qualifications, and DBE participation. Scores for each reviewer were converted to ranks, which were then averaged amongst all reviewers with **Greenman-Pedersen, Inc. (GPI)** emerging as the top-ranked firm. For this technical study, GPI is partnering with Jacobs and Urban Engineers, as well as FHI Studio and TechniQuest, who will serve as the DBE/ESBE firms.

The scope of work and the associated project costs were reviewed and negotiated. Therefore, the proposed two-year cost is **\$3,059,451.77**, with 14.5% DBE participation. NJDOT will authorize funding for this two-year effort in two separate federal fiscal years, the first will authorize \$1,998,815.93 in FFY 2022, noted as Part A in the proposal, and the second will authorize the balance of the contract, or \$1,060,635.84, noted as Part B in the proposal, early in FFY 2023. This technical study is a two-year effort with an anticipated contract end date of June 30, 2024.

The proposal includes the option to extend the contract for a third year, noted as Part C in the proposal, which will provide ongoing support for the Plans as well as support to counties and municipalities in seeking funding for projects that support substantively safety. The attached resolution authorizes the Executive Director to negotiate minor revisions to the scope of work and fee to best advance the goals and intent of the project.

This study is to be funded using Statewide Highway Safety Improvement Program (HSIP) funds through DBNUM 09388 Highway Safety Improvement Program Planning. While this effort is identified in the FY 2023 UPWP under Task 23/403, indicating a budget of \$1,600,000, HSIP funds will be authorized for the technical study based on the winning consultant cost proposal. NJDOT Bureau of Bicycle, Pedestrian, and Safety Programs will evaluate the consultant's Scope and Cost and authorize funds appropriately. A separate Task Order will be executed for the technical study, above and beyond funding that is within the FY 2023 UPWP.

May 4, 2022

South Jersey Transportation Planning Organization  
782 South Brewster Road, Unit B6  
Vineland, NJ 08361  
Attn: Alan Huff, Program Manager – Safety Initiatives & Public Outreach

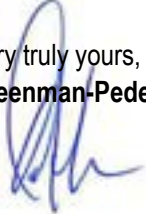
**Re: Countywide Local Road Safety Plans**

Dear Mr. Huff:

**Greenman-Pedersen, Inc. (GPI)** is pleased to submit our revised scope and fee proposal to prepare Countywide Local Road Safety Plans for Atlantic, Cape May, Cumberland, and Salem Counties.

We hope that our proposal clearly reflects our understanding of this assignment, the requirements of the program and related schedule along with our extensive relative experience providing similar services. We are confident that we can provide SJTPO as well as the safety stakeholders of Atlantic, Cape May, Cumberland, and Salem Counties with the highest level of service in a timely and responsive manner.

Very truly yours,  
**Greenman-Pedersen, Inc.**



---

Dave Kuhn, P.E.  
Senior Project Manager / Assistant Vice President

# Technical Proposal Countywide Local Road Safety Plans



South Jersey  
Transportation  
Planning Organization



Submitted on May 4, 2022 by:

# GPI

in association with:  
Jacobs  
Urban Engineers  
FHI Studio (DBE/ESBE)

May 4, 2022

## SCOPE OF SERVICES

The following provides our detailed technical approach for each task identified in the SJTPO's RFP, dated January 26, 2022, including key issues, solutions and assumptions. Our proposed scope of services is based on the scope prepared in response to the RFP and additional guidance/direction provided by SJTPO on April 21, 2022.

In addition to the detail provided by task, each task description will identify the services or portion of services to be provided under Part A, first authorization (FFY2022); Part B, second authorization (FFY2023); and Part C, Ongoing Support During Implementation (FFY2024). A detailed scope and fee proposal for Part C Tasks will be developed approximately midway through the development phase, likely mid to late calendar year 2023.

*Please note: The services proposed in the following do not duplicate any work being performed by GPI or our subconsultants on any existing contractual work with NJDOT, including, but not limited to: Highway Safety Improvement Program (HSIP) term agreement; NJ 2020 Strategic Highway Safety Plan; Traffic Monitoring System Data Collection, Roadway Inventory and Digital Imaging Services; Horizontal Curve Warning and Speed Advisory Study; and Safety Voyager Application Support.*

## TASK 1 - COORDINATION AND OUTREACH

### 1A. Program Coordination

GPI will provide overall management and coordination of the project. GPI's Project Manager, Dave Kuhn, PE, successfully managed the completion of the NJ 2020 Strategic Highway Safety Plan on an accelerated schedule through the COVID-19 pandemic and continued as the Project Manager through Implementation Year 1. Mr. Kuhn and the GPI Team will bring their experience with the NJ 2020 SHSP, the HSIP Program and lessons learned from LRSPs to develop LRSPs that are actionable and sustainable. Mr. Kuhn will be responsible for management of the scope, schedule and budget of this project and will be the primary point of contact with SJTPO's project manager.

Mr. Kuhn and the GPI Team recognizes that moving to implementation as early as possible is a goal of this project and will continue to look for efficiencies to accomplish this goal while not compromising the quality of the work.

**Meetings/Coordination:** The GPI Team will provide full support to all of the committees and focus groups. This includes meeting scheduling, preparation of agendas, meeting materials, facilitation, and meeting summaries.

*Regional Summits, County Steering Committees, and Focus Team meeting coordination is accounted for in the scope under Stakeholder Outreach.*

*Program Support Committee (PSC) Meetings* – PSC meetings will be held ahead of key milestones such as Regional Summits, County Steering Committee (CSC) Meetings to ensure project sponsors (SJTPO, NJDOT, FHWA) and County Champions are on-board with presentation materials or documents that may be provided to the CSCs. GPI will lead meeting support for the Program Support Committee. The table below outlines PSC meeting assumptions.

Program Support Committee Meeting Maximums			
Development (2-yr period)	Implementation (Estimated)	Total	Assumptions
10	4	14	Assume half in-person mtgs and half virtual mtgs each year => 7 in-person and 7 virtual to review/approve project deliverables, presentation materials, etc. Assume all GPI firms will be represented at all meetings.

Mr. Kuhn will provide biweekly progress emails to SJTPO's Project Manager as indicated in the RFP. GPI, however, will not wait to notify SJTPO's Project Manager of issues. SJTPO will be alerted at once and GPI will determine potential solutions and recommendations. GPI and its team members will be available to meet with the SJTPO Project Manager to discuss issues or prepare for PSC meetings and other meetings.

**Invoicing:** GPI will prepare monthly invoices accompanied by a written progress report that identifies work performed, upcoming work and deliverables, as well as any issues or potential issues that could affect the project scope, schedule or budget.

**Commitment to Quality:** The GPI Team is committed to providing the highest quality services to the SJTPO as we do for all our clients, for this and every project. Each firm which comprises our Project Team has their own Corporate QA Program which will form the basis for the Project Specific Quality Assurance Plan (PSQAP) prepared for this agreement. Our proposed Quality Control and Assurance Manager, Bernard Boerchers, P.E. will prepare the PSQAP, and will be responsible for ensuring that proposed QA/QC procedures are implemented. Mr. Boerchers will also ensure that the appropriate reviews can be made on the project so as not to interfere with the project production and submission schedules. Quality Management credentials of Mr. Boerchers are presented in his resume as provided this proposal.

**In-House Review of Data Collection and Submissions:** We recognize that the SJTPO will be relying on the completeness and accuracy of our work and does not have the time or staffing to provide a detailed review of our submissions. We further recognize, reviews performed by the Project Sponsor, NJDOT and other agencies are not a detailed check of our work. Therefore, we will take full responsibility for our work. All data collection and submissions will be reviewed for conformance with project scope, comments on previous submissions, and overall quality. A peer review will be performed on critical items prior to submission to the SJTPO.

**Communication:** Communication is the key to the successful completion of any project. It is particularly important when working as part of a multi-discipline team with subconsultants, and we recognize that any slip in our schedule could impact and delay the entire project delivery process. Keeping our staff and the SJTPO informed on a regular basis is critical to maintaining schedule, budget and quality. GPI's Project Manager will discuss the means for communication with the SJTPO and each of the reviewing agencies including NJDOT, FHWA, and key county stakeholders, and set the protocol for this project. Action items will be documented and tracked, identifying task, person responsible to complete and date of completion for each action item to meet project objectives on schedule.

**1B. Stakeholder Outreach and Participation**

Urban Engineers will lead stakeholder outreach efforts for the GPI Team. FHI Studio, a certified DBE/ESBE will provide support on this task.

County and municipal resources are limited. The GPI Team's approach is to engage stakeholders in ways that will make efficient use of their time. Meetings must be substantive, with clearly defined purposes, objectives, and deliverables that are communicated with the stakeholders. The counties will provide guidance on their desired meeting frequency. The GPI Team may provide electronic updates in lieu of meetings with the approval of SJTPO. The GPI Team will provide technical support for the County Steering Committees. The County Steering Committees will be presented with data and analysis outcomes, solution options, and recommendations for consideration, discussion, and decisions. In between County Steering Committee Meetings, the GPI Team will coordinate with the County Champion and other key stakeholders as required. If needed, however, Focus Groups may be convened to discuss particular issues in more depth.

**Stakeholder meetings:** The following table summarizes the maximum number of stakeholder meetings and assumptions as part of this scope of services. Because our LRSP SME, Mr. Maistros of Jacobs will be traveling for in-person attendance at many of the meetings, we would like to group meetings close together where possible to minimize his need for travel.

Formal Meetings	LRSP Development			
	Maximums	Meeting Assumptions	Part A, First Authorization	Part B, Second Authorization
County Workshops	12 (3 workshops X 4 counties)	Twelve (12) in-person mtgs w th hybrid attendance capability. Up to two breakout sessions may have hybrid attendance if required. Jacobs assumes six (6) trips to carry out the 12 workshops.	4	8
County Steering Committees (One per county)	32 (4 CSCs X 4 mtgs/yr. X 2 yrs.)	Sixteen (16) in-person mtgs w th hybrid attendance capacity. Sixteen (16) fully virtual mtgs. Jacobs assumes four (4) trips to attend eight (8) meetings in person. Jacobs will attend the others virtually.	8	24
Focus Teams	8 (4 FGs X 2 mtgs)	Four (4) in-person mtgs w th hybrid attendance capacity. Four (4) fully virtual mtgs. Jacobs does not plan to attend in person.	4	4
Elected Officials Focus Teams (One per county)	32 (4 EOFGs X 4 mtgs/yr. X 2 yrs.)	Sixteen (16) in-person mtgs w th hybrid attendance capacity. Sixteen (16) fully virtual mtgs. Jacobs assumes in-person	8	24

		attendance for twelve (12) meetings.		
<b>Virtual On-Demand Workshops</b>	2	NA	2	0
<b>Public Information Meetings (One per county)</b>	4 (1 PIC X 4 counties)	Four (4) in-person public information meetings. Meeting materials may also be posted on the webpages. Jacobs does not plan to attend in person.	0	4
<b>County Commissioner Meeting (CCM) (One per county)</b>	4 (1 CCM X 4 counties)	Four (4) in-person attendance. Jacobs does not plan to attend in person.	0	4

**1B.1. Stakeholder Identification and Recruitment** - The GPI Team will work with SJTPO, County officials and others to identify key stakeholders to serve on the County Steering Committees and to participate in the Regional Summits. A full stakeholders list will be developed and maintained. CSC membership should include representatives of county and municipal governments (elected or administration officials, engineering, public works, and law enforcement) as well as other representatives that address all 5Es: engineering, enforcement, education, emergency response (first responders and healthcare), and equity. Stakeholder identification and recruitment will be done through a two-pronged approach. Firstly, through soliciting input from SJTPO, NJDOT, and FHWA. Secondly, through leveraging networks established through the recent 2020 NJ SHSP and previous efforts in the SJTPO region. Urban will reach out through phone or virtual calls as well as emails. If necessary, such as calls with nominated champions or elected officials, SJTPO and/or a state official may need to be part of the call.

**Task 1B.1 will be authorized under Part A, First Authorization.**

**1B.2. County Workshops** – GPI will prepare an agenda with Urban’s assistance. Urban will identify a venue and make arrangements for use. Urban will make arrangements will be made for virtual summit participation on a secure platform. Urban will develop marketing materials for the workshops and send invitations to stakeholders and track RSVPs. Urban will prepare name tags for attendees. A program will be developed. If workshops include any breakout sessions, Urban will make arrangements for up to two (2) sessions to have hybrid participation capability. All workshop proceedings will be recorded for posting on SJTPOs website or other webpage. The GPI Team will document the workshop proceedings, including breakout sessions if held. FHI Studio will make arrangements for translation services and for accommodating those with disabilities, such as hearing impaired or vision impaired.

**See table above related to authorization.**

**1B.3. County Steering Committee (CSC) Meetings** – The GPI Team will prepare agendas for SJTPO approval with assistance from Urban. Urban will identify a venue(s) for the CSC meetings and make arrangements for use. Arrangements will be made for virtual participation on a secure platform. The GPI Team will schedule the meetings in coordination with the County Champion and key stakeholders. GPI will develop meeting materials for review and approval by SJTPO. The GPI Team will send invitations to stakeholders and track RSVPs. The GPI Team will assist in facilitating meetings as needed by each county. The GPI Team will prepare meeting summaries and action items. Urban will make arrangements for translation services and for accommodating those with disabilities, such as hearing impaired or vision impaired.

**See table above in regard to proposed funding authorization.**



**1B.4. Focus Team Meetings** – The GPI Team will develop content and meeting materials for Focus Team meetings. Urban will make arrangements for meeting venues and provide for virtual participation and schedule the meetings. The GPI Team will prepare meeting agendas and summaries.

*See table above in regard to proposed funding authorization.*

**1B.5. Elected Officials Focus Group (EOFG) Meetings** – An elected official focus group will be established for each county. The purpose of this group will be to share information and obtain input/feedback from elected officials to make the LRSPs more successful. The GPI Team will develop content and meeting materials for EOFG meetings. Urban will make arrangements for meeting venues and provide for virtual participation and schedule the meetings. The GPI Team will prepare meeting agendas and summaries.

*See table above in regard to proposed funding authorization.*

**1B.6. Public Meetings** –The GPI Team will work with the CSC to identify an appropriate Public Meeting location and make arrangements for an appropriate time. The GPI Team will prepare materials for public meetings, such as display boards and fact sheets in multiple languages as required. The GPI Team (FHI Studio) will make arrangements for translation services and for accommodating those with disabilities, such as hearing impaired or vision impaired. The GPI Team (Urban) will prepare public notices for these meetings through multiple mediums (websites, newspapers, press releases, social media, digital ads, signs, mailers, etc.).

*See table above in regard to proposed funding authorization.*

**1B.7. Board of County Commissioner Meetings** – Upon approval of the Final Draft Plans by the PSC and the CSC, the plans will be presented to the County Commissions. The GPI Team will prepare a presentation that may include a PowerPoint presentation or physical display boards. The GPI Team will be prepared to make a presentation or portions of the presentation on behalf of the CSC.

*See table above in regard to proposed funding authorization.*

**1B.8. Virtual On-Demand Workshops with County-level portals (FHI)** - Online virtual engagement is an effective method to obtain high-quality input from diverse stakeholders and interests, and often from stakeholders that would not attend a conventional in-person meeting. The GPI Team is well-skilled in developing interactive exercises, that are engaging and deliver useful input to shape the Local Road Safety Plans.

The GPI Team will use the project website (see below) to host two (2) on-demand virtual workshops, timed to coincide with key project milestones, such as Public Meetings or County Workshops. The virtual workshops would be developed using an online engagement platform that provides a graphically engaging, user-friendly toolkit to share ideas, express concerns, and respond to recommendations. A variety of outreach methods, including surveys, interactive mapping, “idea walls,” and other exercises can be housed on the website. A summary of input will be provided for each virtual workshop.

*Task 1B.8 will be authorized under Part A, First Authorization.*

**1B.9. Social media (FHI)** - Social media messaging will be developed for posting on the SJTPO and County social media channels. The GPI Team will develop a media plan that includes a social media campaign and calendar to serve two primary goals: increase awareness of the plan and drive traffic to engagement opportunities such as a virtual workshop or public meeting.

***Task 1B.9 will be authorized under Part A, First Authorization.***

**1B.10. Website (FHI)** - The GPI Team will develop a project website that will serve as a hub of information, including ways to engage with the development of the plans. This will establish a landing page with basic project information. Individuals and organizations will be able to send their ideas to a dedicated project email and sign up to receive project updates and meeting notifications. Website content will be updated on a regular basis throughout the project. The GPI Team will incorporate project branding into the design of the site and will host, develop, and manage the website. The website will include dedicated webpages for each of the four (4) SJTPO counties. Where appropriate, website library materials such as fact sheets and related collateral will be translated into Spanish, Chinese Mandarin, Vietnamese, and Gujarati. The GPI Team will arrange for hosting of the website if desired. The GPI team will develop and manage content.

Deliverables the project website will include:

- Ongoing hosting, development, and management of the website
- Subpages for county-specific plans
- Interactive virtual workshops and mapping
- Event and milestone schedules
- Online contact form

***Task 1B.10 will be authorized under Part A, First Authorization.***

**1B.11. Comment response log from website comments (FHI)** - The GPI Team will monitor, and log comments or queries received via the project website. Comments and questions will be forwarded to appropriate subject matter experts and team members for response or incorporation into plan documents.

***Task 1B.11 will be authorized under Part A, First Authorization.***

**1B.12. Newsletter (Urban)** - To maintain constant engagement and ensure a small feedback loop between the project team and its stakeholders, Urban will develop a newsletter that can be distributed bi-monthly. Stakeholders who are involved in the project will receive the newsletters along with those who choose to sign up for updates, this can include the general public.

***Task 1B.12 will be authorized under Part A, First Authorization.***

**1B.13. Branding and style guide (FHI)** - The GPI Team will work with the Project Leadership Team to develop project branding that aligns with existing SJTPO branding and values. The branding will be developed at the outset of the project to develop interest and create cohesive materials and project identity across county specific plans. This will also support building confidence and trust in in the project. The GPI Team has a solid understanding of design principles, color theory, and visual communication best practices to create effective branding. Our design philosophy for branding projects is that simpler is better. Yet we understand that on a project with diverse stakeholders, a variety of needs and viewpoints must be considered, and a logo may need to convey a range of ideas. The GPI Team will develop an initial set of four (4) branding options, including logo, tagline (if applicable), color palette, and fonts from which the Project Leadership Team can select and refine. Branding materials will be packaged into a Project Team style guide that will provide guidance on project visual materials from logo use to documents and presentations.

***Task 1B.13 will be authorized under Part A, First Authorization.***

**1B.14. Translation and Interpretation Coordination (FHI)** - Simultaneous interpretation will be provided upon request for up to four languages at public meetings. Key project documents and other print materials will be translated into up to four languages as appropriate. The total budget for translation and interpretation services will not exceed \$15,000.

*Task 1B.14 will be authorized under Part A, First Authorization.*

## **TASK 2 - DOCUMENT AND RESOURCE REVIEW**

GPI will lead this task. GPI will review the documents as indicated in the RFP. Because GPI developed the NJ 2020 SHSP and Regional Curve Inventory and Assessment we have intimate knowledge of these documents. The time to review these will be minimal. In relation to the NJ 2020 SHSP, GPI will identify goals, objectives, strategies and actions in the Action Plans that relate to county and municipal roads. This will be valuable information to know as LRSPs are developed. GPI will identify a listing of systemic safety countermeasures with appropriate conditions for use. GPI will also identify any possible safety research, recently completed, or applications/use of innovative strategies/countermeasures. GPI will prepare a technical memorandum which will summarize our review and note findings that may have an impact on the development of the LRSPs. If any information is identified specific to a county, it will be noted in the report. GPI will submit a draft document to the SJTPO for PSC review. GPI budgets for no more than two (2) rounds of comments from SJTPO and the PSC.

*Task 2 services will be fully authorized under Part A, First Authorization.*

## **TASK 3 - DATA COLLECTION**

GPI will lead this task. GPI will be supported by Jacobs and Urban. The GPI Team will identify and compile the most impactful and available primary data elements (crash, roadway and demographic), in conjunction with close project stakeholder coordination, to assist in the development of a comprehensive local roadway safety plan.

**3A. Crash Data:** This effort will begin by utilizing our intimate knowledge and extensive experience in developing applications to visualize the most up to date NJDOT crash data and assist in performing analysis. The NJ Safety Voyager crash mapping application was developed by GPI, in conjunction with NJDOT and FHWA, and GPI continues to maintain and expand the safety tools. The GPI Team also utilizes and is familiar with the crash data from the National Highway Traffic Safety Administration (NHTSA) Fatality and Injury Reporting System Tool (FIRST)/Fatality Analysis Reporting System (FARS), which is a nationwide census that provides yearly data regarding fatal injuries suffered in motor vehicle traffic crashes.

As the GPI Team developed the NJ 2020 SHSP, the approach for crash data and safety analysis was to utilize the most recent, complete, and accurate nine years of crash data available, using a five-5-year rolling average for analysis. It is recommended that a similar approach be followed, utilizing the most recent 9 years of complete crash data (2012-2020) for the systemic safety analyses.

It should also be noted that beginning in 2019, New Jersey updated the police crash report (NJTR-1) to be consistent with the federally required injury classifications (Killed, Suspected Serious Injury, Suspected Minor Injury, Possible Injury, and No Apparent Injury). As a result of this change, injuries not previously attributed to the serious injury classification are now included. This change makes the five-year rolling average for Serious Injuries questionable until several years of history are compiled. We expect that to be somewhere near 2024/2025. Therefore, we recommended for the purposes of the LRSPs, considering the total number of crashes (irrespective of the injury classification) in addition to fatal and serious injury.

Currently, for the years 2012-2020 there are an average of 10.59% of non-geocoded crashes across the SJTPO region. The per County percentage of non-geocoded crashes can be found in the table below.

**3B. Non-geocoded crashes:** We will assess non-geocoded crashes in each of the counties to determine if they can be associated with particular crash attributes and the extent of any influence on potential emphasis areas if needed (See discussion in Task 5). Once the non-geocoded crashes are assessed we will discuss our overall crash data findings with the project stakeholders to determine which focus crash types should be prioritized for implementing safety. FHWA provides a list of potential risk factors where it is suggested that each State may want to examine their crash database to determine whether there is a problem.

**Roadway Data:** GPI is intimately familiar with the collection, organization, analysis and management of roadway data; specifically, the NJDOT Straight Line Diagram database (NJDOT SLD). GPI is currently the NJDOT SLD Data Steward who serves as the database administrator and maintenance consultant. The GPI Team performed an initial review of the roadway risk factors and identified data that is either readily available for analysis, or that will require additional efforts to acquire. We then leveraged our experience with previous safety roadway plans to prioritize the data collection needs that will allow for the most impactful safety recommendations. The table below identifies the recommended highest priority roadway risk factor attributes per jurisdiction and symbolizes availability.

**Note:** The actual roadway attributes collected will be based upon the detailed crash analysis for each County and not necessarily from the list of attributes listed in the table below.

	Attributes	County Roads				Local Roads	
		Atlantic	Cape May	Cumberland	Salem	Vineland	Other
Segments / Corridors	Bi-directional traffic volume	◐	◐	◐	◐	◐	◐
	Number of lanes	●	●	●	●	●	●
	Lane width	●	●	●	●	●	●
	Shoulder type	○	○	○	○	○	○
	Shoulder width	●	●	●	●	●	●
	Curvature	●	●	●	●	○	○
	Sidewalk presence	●	●	●	●	●	○
	Roadway Lighting	○	○	○	○	○	○
Intersections	Control type (signalized / unsignalized)	●	●	●	●	●	●
	Number of approaches	●	●	●	●	●	●
	Approach configurations (turn lanes, # through lanes)	○	○	○	○	○	○
	Total intersection approach width	○	○	○	○	○	○
	Intersection Lighting	○	○	○	○	○	○
	Crosswalk presence	○	○	○	○	○	○
	Major / minor pedestrian crossing distance	○	○	○	○	○	○
Both	Posted speed	●	●	●	●	●	●
	Access points	○	○	○	○	○	○
	Median presence / type	●	●	●	●	●	●
	Area type (urban / rural)	●	●	●	●	●	●

**Legend**

● Data Available ◐ Some Data Available ○ No data

Note: Not all available risk factors are in the above table. The data identified as available has not been validated for accuracy or quality, nor does GPI anticipate validating any existing available data.

	Attributes / Risk Factors	Assumed Data Gaps and Features to be Populated
Segments / Corridors	<b>Bi-directional traffic volume</b>	<b>Directional and Total AADT</b>
	Number of lanes	Total number of lanes
	Lane width	Average and Minimum width to nearest foot
	<b>Shoulder type</b>	<b>Right shoulder - paved, gravel, etc.</b>
	Shoulder width	Distance from edge line to edge of shoulder to nearest foot
	<b>Curvature</b>	<b>Presence - yes or no</b>
	<b>Sidewalk presence</b>	<b>Presence - one side or both, or none</b>
	<b>Roadway Lighting</b>	<b>Presence - yes or no</b>
Intersections	Control type (signalized / unsignalized)	Signalized or unsignalized
	Number of approaches	Total number of approach legs
	<b>Approach configurations (turn lanes, # through lanes)</b>	<b>Number of right, left and through lanes per leg</b>
	<b>Total intersection approach width</b>	<b>Total distance between edge of traveled way per leg to nearest foot</b>
	<b>Intersection Lighting</b>	<b>Presence - yes or no</b>
	<b>Crosswalk presence</b>	<b>Presence of painted crosswalk per leg - yes or no</b>
	<b>Major / minor pedestrian crossing distance</b>	<b>Same as Total intersection approach width</b>
Both	Posted speed	Speed limit
	<b>Access points</b>	<b>Total number access points</b>
	Median presence / type	Presence - yes or no Type - grass, painted, Jersey barrier, etc.
	Area type (urban / rural)	Urban or rural

**Bold items to be captured where data gaps exist based upon the highest priority risk factors.**  
 All other data to be obtained from existing available sources without capture.

While the existing NJDOT SLD and SJTPO data does cover a number of the highest priority attributes, there are still some attributes that will require additional data collection efforts. To effectively conduct the systemic analysis, the GPI Team approach recommends collecting, at a minimum, the attributes identified within the table as “Some data available” and “No data available”. Once the Team is able to coordinate more with the stakeholders to discuss any other data availability, then the data elements can be finalized.

Our approach to the data collection is to focus on data that would most benefit the stakeholders and support the systemic analysis. It involves utilizing all existing data and supplementing the missing data gaps based upon the highest priority risk factors listed in the table above.

The first and largest part of our missing data collection solution involves creating a GIS by locating and extracting attributes utilizing existing imagery. We would use available aerial and streetview imagery sources such as the 2013 and 2019 SJTPO streetview imagery, NJDOT aerial imagery, Google Maps, Bing Maps, and any other readily available imagery. The chosen source of collection for each missing attribute would be dependent upon the date and quality of the imagery. We would then implement the best data extraction solution based upon a combination of in-house advanced artificial intelligence (AI) technology and manual efforts. The missing attributes to be collected via existing imagery include shoulder type, sidewalk

presence, lighting, turn lanes, intersection approach width, crosswalk presence, pedestrian crossing distance and access points. We would group our collection attributes per intersection or segment/corridors to develop the most efficient and effective methods to capture the missing data. All collected data would be checked for quality and completeness. None of the data collection efforts include field visits to collect, check or validate any data. The accuracy of the missing data collected through this methodology will vary based upon the source from which the data was extracted. This accuracy is typically at the mapping grade level. GPI Team member Technquest, Inc., will provide support for this task.

The second part of the solution includes programmatically utilizing the existing NJDOT Traffic Monitoring System traffic data count stations to identify roadway volumes and AADT for all types of roadway classes. The data will be utilized to provide bi-directional traffic volumes on county and local road segments where stations exist. The roadway segments that do not have station data will utilize the GPI-managed existing AADT flow guidelines that NJDOT is currently developing as part of the NJDOT Statewide AADT Dynamic Segmentation Map agreement. The guidelines will allow for segments similar in functional class, area and nature to adopt the values of adjacent surrounding stations.

The last part of our missing data solution involves the curvature data for the local roadways in the region. The collection of curve data begins by identifying the presence of curves, which can be performed by calculating the curvature from the geometry of the NJDOT roadway network file. More detailed curve data can be captured by utilizing a more advanced technology such as Rieker, Inc.'s Curve Advisory Reporting Service (CARS). CARS combines the use of an electronic version of a ball-bank indicator with an internal GPS, integrated software, and a tablet computer that automatically and accurately measures and records the radius, length and superelevation of each curve. Furthermore, this data is then used to calculate the safe curve advisory speed and sign placement to meet the 2009 MUTCD requirements.

GPI will create a data management plan that will identify how the data will be organized, stored and shared. All data will be stored in a geographic information system (GIS) and the data can be shared via a web portal, or ESRI ArcGIS Online. We anticipate utilizing a mixture of mainstream GIS technologies to support this effort. The Team anticipates discussing the project data and stakeholder needs to access and share this data before deciding on a solution. This GIS is not intended to be shared with the general public, only project and stakeholder members.

**Demographic Data:** Using NJ Safety Voyager, US Census and USEPA's EJSREEN, GPI will collect demographic data at the census block level as indicated in the RFP and consistent with the NJ 2020 SHSP efforts. GPI's experience in producing equity maps and development Equity analysis metrics and thresholds will be valuable in this effort. GPI will provide this information in map or other suitable format to support analysis and decision making. A report of summarizing equity data will be provided as an appendix to each LRSP.

**Land Use Data:** The GPI Team is very familiar with reviewing, organizing, and analyzing basic land use data for various safety applications. We have gathered and validated bus route and stops, schools and alcohol establishments for various projects and incorporated data layers into the NJ Safety Voyager Pedestrian Heatmap module, allowing users to analyze possible pedestrian and bicyclist crashes within a one-mile radius of a selected school or bus stop. GPI will create maps for each county utilizing the land use data already available in the Safety Voyager as well as other land use data as determined from the input of the stakeholders. Land use data maps supplemented with crash data maps will help in visualizing and identifying possible connections to crash data. This data will help in determining effective strategies for combating crashes in high-risk areas, and prioritizing areas for safety investment that will yield the most benefits.

**Activities/Investments (Urban):** Urban Engineers will gather policies, processes, programs, funding streams, projects, etc. at a regional, county, and municipal level that may have the potential to impact safety. This may include capital plans, maintenance logs, design guidance, etc. We will provide a foundation for this effort as we discuss the Safe Systems Approach at Regional Summit #1 and continue to address at the County Steering Committee (CSC) meetings. Ahead of CSC Round 1, we will obtain initial county and municipal documentation to the extent possible (policies, process, funding streams) that

can provide a basis for initial discussions on Safe Systems Assessment. We expect that discussions at CSC Round 1 will lead to additional data. We will identify projects advancing through the Statewide Transportation Improvement Program (STIP) or being funded through NJDOT's Local Aid programs. We will gather data from each county. At a regional or cross jurisdictional level, we will investigate safety initiatives led by the health, educational, and EMS sectors. Municipal data is expected to be somewhat limited and we will not gather from every municipality in each county. The goal of the Safe Systems Assessment is not to make recommendations for each and every municipality. It is to provide recommendations that municipalities can employ at their discretion. We will gather data from no more than five municipalities in each county that provide a reasonable representation of the municipalities in the county. We will consult with the SJTPO, the County Champion and the CSC for additional guidance. We will conduct some initial outreach to larger municipalities ahead of CSC Round 1 to gather data and discuss other available municipal data with the County Steering Committees. The GPI Team will compile a summary of activity and investment data collected along with the data set.

Data Collection deliverables will include a data summary report including all meeting documentation, an appendix of all existing and new data utilized for the effort, and a well-organized copy of all datasets.

***Task 3 services will be authorized in its entirety under Part A, First Authorization.***

## **TASK 4 - SAFE SYSTEM ASSESSMENT**

Jacobs will lead the Safe Systems Assessment with support from the GPI Team. The GPI Team will conduct a Safe System Assessment of the SJTPO region, which centers on evaluating the alignment of the highest priority policies, process, and projects with the Safe System Approach. The following subtasks have been identified:

**4A. Identify and Prioritize Review Documents** - The Safe System Approach covers nearly the whole of the highway transportation realm. With four (4) counties and 68 municipalities within SJTPO, evaluating every policy, standard process, and project will not be feasible. Therefore, in Coordination with Task 2 efforts (led by other GPI team members), Jacobs will identify the policy, procedure and guidance documents that are most applicable for review under the Safe System Assessment. We anticipate these will be organized by the agencies they apply to and initially prioritized based on a regional, county, municipality hierarchy. Population will also be used to help prioritize municipal elements within each county. Once the identification and initial organization of applicable documents is complete, Jacobs will then prioritize and select up to 15 items (documents, procedures, or projects) for an in-depth Safe System Assessment. The prioritization will be based on the scope and impact each prospective item have on the region's safety program management practices.

**4B. Develop Assessment Criteria and Scoring Matrix** - The GPI Team will develop a matrix defining the qualitative assessment of how operational elements align with four of the five Safe System Elements and the six Safe Systems Principles. While specific criteria will be developed the following assessment of the elements and priorities summarize how the GPI team proposes to approach the criteria development.

The Six Safe System Principles:

1. **Death/Serious Injury is Unacceptable.** Evaluation of this principle will focus on weather crashes or personal injuries are being considered.
2. **Humans Make Mistakes.** This principle will consider how various documents and processes account for potential error.
3. **Humans are Vulnerable.** The transfer of kinetic energy and the human tolerance to crash impacts are one of the most important concepts within the Safe Systems Approach. This principle will help to understand to what extent vulnerability is considered.
4. **Responsibility is Shared.** This principle will determine to what extent is multi-agency and multijurisdictional cooperation considered or used in each article reviewed.

5. **Safety is Proactive.** It's understood and anticipated that everything cannot be proactive, and while the purpose of the principle is to promote proactive efforts, the criteria will be developed to determine not only the proactive efforts, but also how reactive efforts are framed as part of a comprehensive safety program.
6. **Redundancy is Crucial.** This principle will consider how financial or other barriers dictate the degree to which a variety of safety treatment, decisions, and policies are used together. The principle is not that every measure should be taken, but that holistic and complimentary steps should be taken together rather than continuing with the mindset to pick "the one" solution to any problem.

The Five Safe Systems Elements:

1. **Safe Road Users.** Evaluation of this element will consider how all road users, including those who walk, bike, drive, ride transit, and travel by other modes, are considered in the guidance, requirements, or processes being evaluated.
2. **Safe Vehicles.** This project and the SJTPO Safe System Assessment will not consider vehicle technology or the safe vehicles element.
3. **Safe Speeds.** Evaluation of this element will focus on the regulation (or lack thereof) of speed from both policy, design, and environmental perspective.
4. **Safe Roads.** At its core, this element defines how design decisions are being made and needs to be evaluated as a philosophy as much as a point-by-point assessment of standards. The goal is not to change standards, but to change the mindset behind how standards are established. This element could broadly apply to dozens if not hundreds of documents in the region and as such needs to be considered in the prioritization in the previous subtask.
5. **Post-Crash Care.** This element will likely not apply to most items reviewed, though care will be taken to understand existing operating procedures as it relates to post-crash care.

Each item reviewed will be rated for alignment with the Safe System Approach Elements and Priorities as either:

- Aligns Fully
- Partial Alignment
- Conflicts
- Does Not Apply – The operational element being rated is too specific to align with the Safe System Element (e.g., Post-Crash Care does not align with an ADA compliance policy).

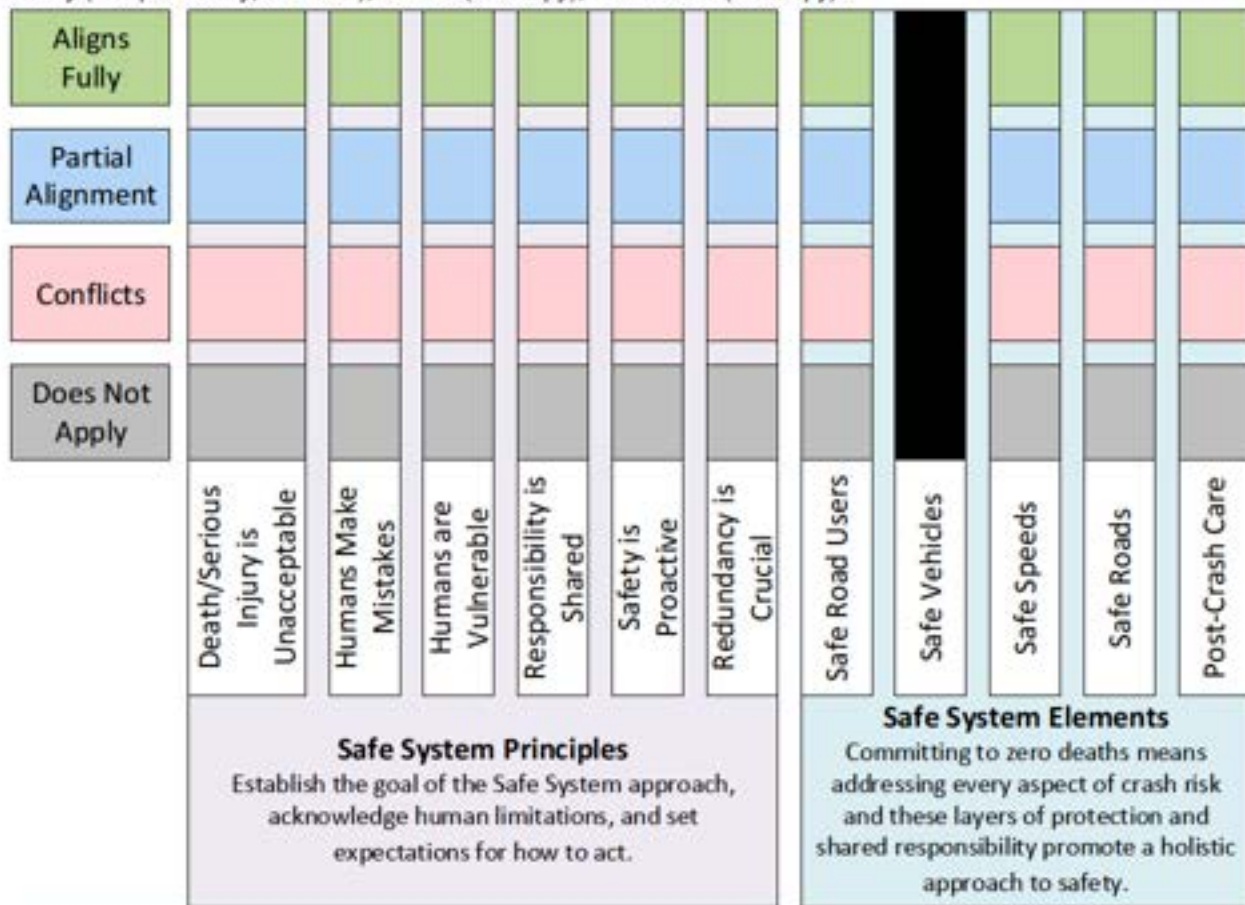
The scoring matrix will identify the criteria for full alignment, partial alignment, and conflicts. The matrix will be reviewed with SJTPO and the counties prior to conducting any review. The GPI Team will identify potential barriers to full implementation for discussion at County Steering Committee Meetings. An overview of the scoring matrix and how it relates to the Safe System Principles and Elements is presented in Figure 6.

**4C. Conduct Scoring and Recommendations** - Jacobs will identify for each of the 15 identified items for review, the scoring, barriers, and recommendations for steps to full alignment with the Safe Systems Approach as outlined by FHWA.

**4D. Identify Training** - Based on the identified gaps in the 15 reviewed documents and the Safety Systems Assessment, Jacobs will identify the specific training needs for the region. While a high-level Safe Systems Approach training is anticipated, the goal of this subtask will be to identify additional training opportunities for the Safety System Elements and Priorities included in the scoring matrix. An overview of available existing training will be included, though the expectation is that specific training will need to be developed under Task 8 – Ongoing Support, or through other projects/efforts. This task does not include the development of any training or training materials. Training recommendations will be documented in the Safe System Assessment Report.

**4E. Safe System Assessment Report** - The GPI Team will develop a Safe System Assessment report for all operational elements analyzed. It is anticipated that several operational elements will span the region and recommendations/implementation will need to be broadly considered. The GPI Team will provide a draft of the Report to

receive comments from SJTPO, NJDOT, and each County. The comments will be reviewed and addressed by the GPI Team. We are assuming three rounds of review, comments, and edits will be needed to develop the Final Draft Report. The GPI Team will provide the final Report in PDF and editable Microsoft Word format. Six total print copies will be provided to each county (one per county, four total), SJTPO (one copy), and NJDOT (one copy).



**Figure 6. Scoring Matrix for Safe System Principles and Elements**

*Task 4 services will be authorized in their entirety under Part A, First Authorization.*

### TASK 5 - SYSTEM EVALUATION

Jacobs will lead this task with support from the GPI Team.

**5A. Emphasis Area Identification and Selection** – Jacobs will disaggregate the most recent five years of crashes by emphasis areas for each county and the SJTPO region. Emphasis areas will be consistent with emphasis areas addressed by the AASHTO Strategic Highway Safety Plan and those considered during the development of the most recent New Jersey SHSP emphasis areas. Emphasis area analysis will compare county-specific fatal and serious injury crash trends to statewide trends and include specific annual trends for fatal and serious injury crashes by emphasis area to help in the selection of each County's individual emphasis areas. This emphasis area analysis will be presented at the first county workshops, and again during the first round of county steering committee meetings. The GPI team will document the data analyses, assumptions, and potential issues in a technical memo and in a meeting with SJTPO. Each county will have the opportunity to review the data and vote on emphasis areas for their plan. While the data definitions from the SHSP will be used to break down crash data, counties will be able to select the emphasis areas critical to them even if that emphasis area was not

selected for the 2020 SHSP. Ideally, the emphasis areas will be confirmed in person; however, online polls may be used to supplement in person voting for hybrid meeting/virtual attendees. The GPI team recommends limiting each county to three or four emphasis areas to underscore the need to prioritize and to keep the plans and action items manageable. Selection of County emphasis areas will be conducted during the first County steering committee meetings. The emphasis areas and selection process will be documented in a technical memo and through a meeting with SJTPO.

**5B. Indicators of Potential Disadvantage (IPD)** – Jacobs will analyze the relationship between crash patterns and demographics data collected by the GPI team in Task 2. Jacobs will conduct an initial evaluation of demographic data and the most recent five years crashes to develop preliminary recommendations on potential methods/tools to analyze the relationships between the demographic data and crashes down to the crash type/emphasis area level. Prior to conducting the analysis, the GPI team will meet with SJTPO to propose and discuss the statistical/analytical method to be used. The proposed method will be data driven, but the exact method will have to be based on an initial data analysis to understand what type of analysis the data will allow for. Upon determination of the analysis method, Jacobs will analyze the demographic data by crash type and emphasis area to understand what demographic data elements have quantitative relationships with crash overrepresentation. The results of the analysis will be documented in an Analysis of Crash Equity Report and delivered to SJTPO and other agencies (NJDOT, FHWA, etc.) as required.

**5C. General Crash Analysis and Mapping** – Using the most recent 10 years of crash data, Jacobs will develop summary charts and tables identifying annual trends in fatal and serious injury crashes, by crash type, and emphasis area. Crash analyses will be developed individually for each county with a summary PowerPoint and full Excel files submitted for use throughout the planning process. Jacobs will also develop up to 4 crash maps per county (for a total of 16 maps) depicting crash hotspot and other geospatial trends as identified in the data analysis or needed for the completion of County plans. Maps will be published in PDF formats with associated data in ArcGIS map packages delivered to SJTPO.

**5D. Investigation of Non-Geocoded Crashes** – Jacobs will evaluate the non-geocoded crashes to identify any crash type or emphasis area (selected or otherwise) that has an overrepresentation of non-geocoded crashes. Recommendations on impacts of non-geocoded crashes with mitigation recommendations will be included in a technical memo to SJTPO. However, unless there is strong evidence to suggest a statistical impact of the missing spatial information, the GPI Team recommends moving forward without the non-geocoded crashes. Manually reviewing crash reports to obtain location information is not a sustainable practice. While it would benefit this cycle of analysis and planning, it would either become a significant factor in updates, or force a change in the process if future cycles do not replicate the additional investigation. Considerations as to the impacts of non-geocoded crashes will be limited to fatal and serious injury crashes consistent with national and federal reporting and best practice guidelines.

**5E. Systemic Analysis and Screening** – The purpose of the systemic approach to crash reductions is to be a complimentary tool to traditional hotspot analyses. Systemic analysis and systemic project selection are ideal for LRSPs as the process is far less complicated than hotspot analysis, is excellent at identifying at-risk locations on low volume roads, and has been proven to be highly effective at the county level. There are several options for developing systemic analyses; however, the GPI Team proposes following the process outlined in the FHWA Systemic Safety Project Selection Tool. Jacobs has successfully implemented the process on thousands of sites supporting a range of planning efforts across the country. The

following steps will be used to complete the analysis. Similar to LRSP development, the systemic process is cyclical as shown in the following figure. The core of the SJTPO Countywide LRSP project focuses on Element 1 of the process.

1. **Identify Focus Crash Types** – The process is completed for each identified crash type. The GPI Team will work with each County Steering Committee to select up to two focus crash types per county. Each focus crash type will result in its own unique systemic analysis resulting in eight (8) unique systemic analyses.

2. **Identify Focus Facilities** – Focus facilities can be any meaningful subset of the study network. The intention of selecting focus facilities is to narrow the expanse of supplemental data collection and analysis. For example, if the vast majority of roadway departure fatal and serious injury crashes are occurring on high-speed rural two-lane roads, it would not likely be effective to investigate four-lane low speed urban roads. Decisions should be driven by available resources and follow what the data indicate as a priority. The selection of focus facilities is a balance. If the facility selection becomes too narrow, the analysis turns into a hotspot analysis, rather than a proactive systemic analysis. If they become too broad, there is considerable additional expense and time required to analyze the network. Focus facilities will be identified individually for each focus crash type and selected in coordination with each county individually.

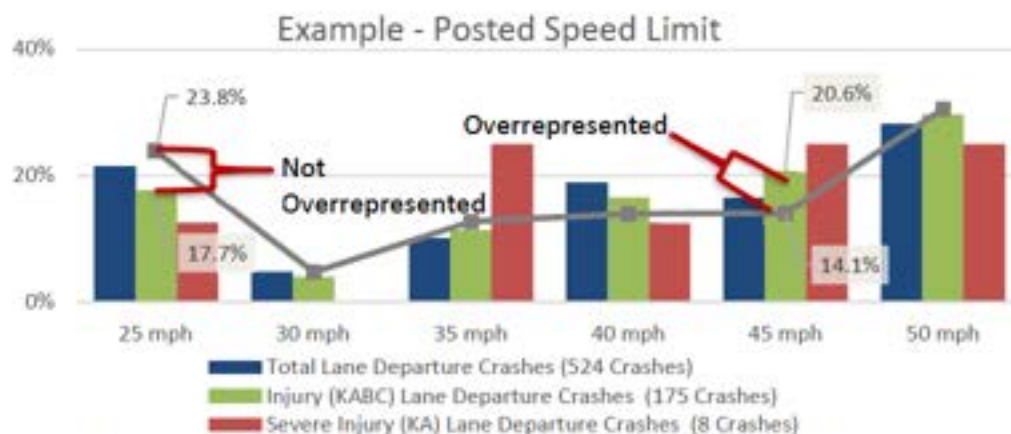


**Systemic Safety Framework for Project Selection**

For each focus crash type, Jacobs will identify subsets of the countywide local roadway networks (those roads not maintained by NJDOT) where either larger proportion of focus crashes are happening or where focus crashes are overrepresented based on applicable measures of exposure. This subtask will result in eight focus networks.

The systemic process will require that we cross reference both crash data and roadway inventory data geospatially and in the same coordinate system. Jacobs will join the previously defined crash and roadway data to identify the location and distribution of crashes for each focus crash type. Gaps in essential data attributes identified during the performance of Task 3.1 will be identified for potential resolution as part of the data collection during the Data Collection task (Task 3.2). Data collection as to supplement the identified gaps will be performed as part of the identification of risk factors and risk assessment under Task 3.2. Crash data and roadway/attribute data will be combined for the identification and evaluation of risk factors for each focus crash type, on each focus network.

3. **Conduct Risk Factor Analysis** – There are several valid approaches to identifying risk factors. While the process needs to be data driven, there is no one prescribed method for determining risk factors. The GPI Team’s experience has shown that using descriptive statistics and data visualizations allows for a range of risk factors that can be tailored based on local experience and knowledge. An example of the graphics proposed for use in the systemic analyses is shown below. Use of statistical models are often rigid, black box, and limited in the number of risk factors that are



statistically meaningful at the county level. A reduced number of risk factors impacts the prioritization of study networks.

Risk factor analysis requires the examination of facilities (road segments, intersections, etc.) rather than individual crashes. Roadway attribute information and target crash information are associated with features and then the relative safety performance of those features is evaluated on an attribute-by-attribute basis. The example above compares the overrepresentation of Injury (KABC) Lane Departure Crashes in SJTPO by posted speed limit to the relative number of curves with the posted speed limit. The presence, or absence, of a roadway feature was classified as a risk factor when the proportion of total injury crashes related to a specific feature exceeded the proportion of curves. The degree of overrepresentation was defined as the difference between the portion of fatal and injury crashes compared to the proportion of curve inventory. Charts like this one help to initially visualize overrepresentation of risk factors across the analysis network.

Guided by resources such as the Highway Safety Manual (HSM) and National Cooperative highway Research Program (NCHRP) 500 Series Reports, the GPI Team will review the data for each attribute to identify initial risk factors. The initial risk factors will be discussed with appropriate county representation and adjusted based on local input prior to finalization.

Jacobs will define risk factors for each focus crash type, on each focus network by documenting the most common characteristics (as identified in the crash data) for each focus crash type with each focus network. Based on resources such as the Highway Safety Manual (HSM) and National Cooperative highway Research Program (NCHRP) 500 Series Reports, Jacobs will identify risk factors commonly associated with each specific focus crash type. Jacobs will use descriptive data analysis through charts and tables to develop preliminary risk factor recommendations. Jacobs will develop eight (8) lists of preliminary risk factors for the focus networks (2 per county for a total of 8) for presentation by the GPI team to SJTPO and the County Steering Committees. SJTPO and the County Steering Committees will provide input and confirm the risk factors that should be used as part of the systemic review of their facilities for locations at risk for focus crashes. Upon concurrence, Jacobs will develop eight (8) final list of risk factors (one for each focus network) that will serve as the basis for the subsequent risk review.

4. **Screen the Network for Risk factors** – Upon concurrence of the risk factors, the GPI Team will perform the systemic review of the focus facilities to confirm the location and number of risk factors present. The systemic analysis method

is based on understanding the characteristics and features of crash locations and then screening to find locations with similar characteristics regardless of crash history. The team will present the results in a tabular summary identifying the risk factors and the locations where they are identified within each network. The more risk factors present at any location, the greater the potential for a focus crash to occur. A priority listing of locations within each of the eight networks, with identified risk factors in spreadsheet format based on the number of risk factors present will be developed as well as a .KMZ with the results of each completed analysis.

- 5. Identify Countermeasures** – Projects are typically aimed at low cost proven effective countermeasures as many sites where treatments installed will not have prior crashes. The emphasis of systemic project implantation is be proactive. For each focus crash type, a menu of infrastructure and behavioral countermeasures will be developed based on information contained in the Highway Safety Manual, National Cooperative highway Research Program NCHRP 500 Series Reports, the National Highway Traffic Safety Association (NHTSA) Countermeasures That Work, and the Federal Highway Administration (FHWA) Proven Safety Countermeasures that are consistent with the NJ Strategic Highway Safety Plan (SHSP). The lists will include a brief description, a planning level estimate of cost to implement, and the anticipated effectiveness. Draft lists will be developed and submitted to the applicable counties, SJTPO, and other agencies (NJDOT, FHWA, etc.) as required.

The entire system analysis will be documented in a single summary report which will include a detailed explanation of the process and summary results for each county. The detailed results of each analysis will be included in separate appendices. Developing the report in this manner will allow for one central repository documenting how the analysis was conducted during the planning cycle and will eliminate the need to explain the process multiple times through, while still resulting in appendices documenting the results in a stand-alone fashion.

**5F. Memorandum on “Balanced” Investment** - The GPI Team will use the results of the systemic analyses to understand the potential for systemwide crash reductions. The results will be reviewed to understand gaps in the systemic recommendations and where supplemental site specific (aka hotspot) treatments will result in a comprehensive approach to reducing fatal and serious injuries. The analysis will focus on locations with a history of crashes that do not receive high risk ratings or systemic recommendations. Similarly, the top 10 high-crash locations for each analysis receiving systemic treatment will be reviewed to understand if site specific higher cost treatments (not included in the menu of systemic countermeasures) require further investigation outside of the LRSP project development process. The results of the analysis will be documented in a technical memo.

**Task 5 services will be authorized in their entirety under Part A, First Authorization.**

## TASK 6 - PROJECT IDENTIFICATION AND INVESTMENT STRATEGY

**Project Identification** – The objective of this step is to develop a list of high-priority safety projects which may include dedicated safety-focused projects as well as improvements that can be implemented as part of another construction or maintenance project, or as part of routine maintenance. The GPI Team will create a decision process (crash tree or other acceptable method) to identify appropriate countermeasures for high-priority locations or for widespread implementation. The GPI Team will apply the decision process to candidate locations. For each location, the GPI Team develop a site description, countermeasure(s) selected, estimate implementation cost and a site score associated with its safety risk.

**Investment Strategy** – The GPI Team will prepare up to three (3) investment strategy options for each county based on expected funding streams, planned projects, expected crash reduction, public involvement requirements, environmental and other constraints, and other issues. These options will be discussed with each County Steering Committee for their consideration and selection of an investment strategy that is appropriate for their county. An investment strategy map will be developed for each county.

***Task 6 will be authorized under Part B, Second Authorization.***

## **TASK 7 - DEVELOPMENT OF FINAL PLANS**

GPI will prepare an initial outline(s) for the LRSPs early in the development process for review and comment by the Program Support Committee (PSC) with the understanding that the same report outline will be used by all counties. We encourage that the body of the LRSPs should be kept to one hundred (100) pages or less. The LRSP will include all elements as noted in the RFP and include high-quality graphics. Appendices will provide include all supporting information. As a means to streamline review, GPI may draft portions of the report and submit for PSC review during the plan development process to obtain initial PSC comments. GPI will prepare a stand-alone Executive Summary document for each plan, no more than 25 pages in length. GPI will also prepare a stand-alone document that provides a menu of countermeasures for the region. All documents will be provided to SJTPO in Word and pdf format. GPI's quality management approach provides for an independent reviewer to review all formal reports and submissions. GPI's budget provides for a maximum of four (4) rounds of comments from the Program Support Committee or other county stakeholders as identified by the County Champions and PSC before being presented to County Commissions. We encourage limiting multiple commenting opportunities to the extent possible as that will delay plan completion. GPI will prepare any materials required for County Commission presentations. GPI budgets for a fifth round of revisions to the LRSPs to address any County Commission comments. Report revisions can consume a lot of the project budget if not controlled. A maximum of eight (8) printed copies will be provided for distribution to SJTPO, counties and NJDOT. GPI will provide electronic files, map files and participant contact information to SJTPO.

***Task 7 will be authorized under Part B, Second Authorization.***

## **TASK 8 – ONGOING SUPPORT**

The GPI Team will be available to provide support to the County Steering Committees as they advance implementation of their LRSPs. Understanding that the State and MPO have no formal authority over the counties, the work of SJTPO and the GPI Team must provide value from the county stakeholders' perspectives and not become onerous. The GPI Team will prepare for and facilitate quarterly meetings with each county steering committee. GPI provides for a maximum of four (4) meetings with each county steering committee during implementation year 1, a total of 16 meetings. Of the 16 meetings, eight (8) are anticipated to be in person. Meeting materials and meeting summaries will be prepared. No county workshops are not anticipated. Four focus team meetings are anticipated. Two focus team meetings are anticipated to be in person. No elected officials group meetings are anticipated.

The GPI Team will conduct training or arrange for training related to Safe Systems Assessment or other LRSP related topics. GPI provides for a maximum of two (2) training sessions. This includes identifying participants, scheduling training sessions, venues, and establishing the training agenda, trainers, and materials. GPI recommends virtual training sessions to the extent possible, however we are budgeting for in-person/virtual hybrid training sessions. While there are some benefits of in-person training, virtual training sessions can be developed more quickly, and trainers may be more available. Virtual sessions may garner more attendance and can be viewed live as well as posted for future reference at any time.

As a part of ongoing support, Jacobs will develop and deliver a three-hour training course on the Safe System Approach for SJTPO. Development and delivery of the courses are expected to be completed by the end of calendar year 2024. Jacobs will develop a three-hour course including the overview of the Safe Systems approach content will be included addressing the gaps and needs identified in the safe systems assessment. The course will be developed as an outline in Word with slide content and speaker notes and will be submitted for review by SJTPO and other agencies (NJDOT, FHWA, etc.) as required. Upon concurrence of the course outline, a draft presentation with speaker notes will be submitted to SJTPO and other agencies (NJDOT, FHWA, etc.) as required. Upon resolution of review comments, the final training presentation will be submitted to SJTPO. Jacobs will conduct two virtual training session for the developed course as a part of ongoing support.

Each session will be conducted on the virtual platform preferred by SJTPO (Teams, Go to Meeting, etc.) with the assumption that there will be no cost in software or access subscriptions to the GPI team.

GPI will provide assistance to counties and municipalities in development of grant applications for projects that include safety countermeasures. GPI assumes supporting a maximum of two (2) applications per county.

***Task 8 will be authorized under Part C, Third Authorization.***

## LIST AND DESCRIPTION OF DELIVERABLES

- Project Coordination
  - Biweekly status emails
  - Summaries of coordination meetings
  - Invoices
  - Schedule development and management
- Project Outreach
  - Meeting agendas, materials, promotional content, background information, presentations, and summaries
  - Website content
  - Social media content
- Document and Resource Review
  - Memo/report summarizing review of documents and resources
- Data Collection
  - Data Summary
  - Data Sets
- Safe Systems Assessment
  - Safe System Assessment Report
- System Evaluation
  - Safety Emphasis Area Memo/Report
  - Data/Mapping relating to Indicators of Potential Disadvantage
  - Crash Equity Analysis Report (Appendix to LRSPs)
  - Summaries/mapping of historic crashes for most recent available years
  - Assessment of non-geocoded crashes report
  - Updated dataset of non-geocoded crashes if required
  - Systemic analysis report and menu of systemic countermeasures
  - Memorandum of balanced investment
- Project identification and investment strategy
  - Investment strategy report
  - Investment strategy maps
- Final LRSPs
  - Final LRSPs
  - Executive Summary Document
  - Collection of files
- Ongoing Support
  - Meeting agendas, materials, promotional content, background information, presentations and meeting summaries
  - Safe System Training
  - Funding application support

Greenman-Pedersen, Inc. (GPI)  
 SJTPO Countywide Local Road Safety Plans  
 Cost Proposal - May 4, 2022

Staff Name	Title	Hours per Task											Total Hours	Direct Labor Rate	Total Labor Costs (Including OH and 10% Fee)	Direct Expenses Auth A	Direct Expenses Auth B	
		Coordination and Outreach	Coordination and Outreach	Document and Resource Review	Data Collection	Data Proxies	Safe Systems Assessment	System Evaluation	System Evaluation	Identification / Investment Strategy	Development of Final Plans	Ongoing Support						
		1 Part A	1 Part B	2	3.1	3.2	4	5 Part A	5 Part B	6	7	8						
		Part A Auth	Part A Auth	Part A Auth	Part A Auth	Part A Auth	Part A Auth	Part B Auth	Part B Auth	Part B Auth	Part B Auth	Part C Auth						
<b>GPI (OH Rate - 164.15%)</b>																		
Dave Kuhn	Project Manager	80	753	1	4	0	4	0	5	3	52	98	1000	\$		\$ 275,220.00		
Bernard Boerchers	QA/QC Manager	0	0	0	36	132	0	0	0	0	28	0	196	\$		\$ 53,943.12		
Janie Tubito	Senior Technician	0	0	0	172	984	0	0	0	0	0	0	1156	\$		\$ 227,801.36		
Julia Steponenko	Project Engineer	200	440	8	16	120	40	15	22	28	264	274	1427	\$		\$ 280,705.17		
Knuti Barot	Senior Engineer	200	682	36	200	400	72	20	86	56	404	244	2400	\$		\$ 398,400.00		
Romesh Radhakrishnan	Technician	0	0	0	240	4,580	0	16	16	32	0	0	4884	\$		\$ 500,805.36		
Ben McEldowney	Admin/CL	0	0	0	16	0	8	8	40	0	76	0	148	\$		\$ 18,164.04		
<b>GPI Subtotal:</b>		<b>480</b>	<b>1,875</b>	<b>45</b>	<b>684</b>	<b>6,216</b>	<b>124</b>	<b>58</b>	<b>169</b>	<b>119</b>	<b>824</b>	<b>616</b>	<b>11211</b>			<b>\$ 1,755,039.05</b>		
<b>Direct Expenses:</b>													<i>Mileage and Travel:</i>	\$ 16,000.00	\$ 6,000.00	\$ 10,000.00		
													<i>Renter:</i>	\$ 75,500.00	\$ 27,000.00	\$ 48,500.00		
													<i>Printing, Reproduction and Postage:</i>	\$ 2,500.00	\$ -	\$ 2,500.00		
													<b>GPI Total:</b>	<b>\$ 1,849,039.05</b>				
<b>Jacobs (OH Rate - 109.34%)</b>																		
Gindy Yerkey	Senior Technical Expert	82	46	0	20	0	36	16	40	0	24	40	304	\$		\$ 77,194.72		
Alex Maistros	Jacobs Project Manager	244	208	0	72	0	114	152	240	24	60	64	1176	\$		\$ 188,103.04		
Will Holik	Engineer	0	0	0	52	0	194	80	220	32	0	40	618	\$		\$ 85,389.06		
Tariq Shihadah	Jr. Engineer 2	0	0	0	40	0	0	156	0	0	0	36	232	\$		\$ 28,095.20		
Josh Miller	Jr. Engineer 2	0	0	0	190	0	0	0	232	64	0	0	488	\$		\$ 50,995.98		
Gina Kunkel	Jr. Engineer 1	0	0	0	566	0	38	64	88	64	0	60	880	\$		\$ 71,218.40		
Supraja Suresh	Jr. Engineer 1	54	18	0	284	0	160	164	264	64	0	60	1068	\$		\$ 102,944.52		
Christina Grignon	Document Specialist	0	0	0	0	0	44	2	90	0	0	24	160	\$		\$ 20,809.60		
<b>Jacobs Subtotal:</b>		<b>380</b>	<b>272</b>	<b>0</b>	<b>1224</b>	<b>0</b>	<b>586</b>	<b>634</b>	<b>1174</b>	<b>248</b>	<b>84</b>	<b>324</b>	<b>4926</b>			<b>\$ 624,750.52</b>		
<b>Direct Expenses:</b>													<i>Mileage and Travel:</i>	\$ 23,422.50	\$ 23,422.50	\$ -		
													<i>Printing, Reproduction and Postage:</i>	\$ 400.00	\$ 400.00	\$ -		
													<b>Jacobs Total:</b>	<b>\$ 648,573.02</b>				
<b>Urban Engineers (OH Rate - 140.59%)</b>																		
Daniel Hutton, AICP	Planner	500	600	0	200	0	40	40	0	40	200	160	1780	\$		\$ 178,071.20		
Scott Diehl, PE, PP, AICP	Department Manager	60	40	0	16	0	4	4	0	4	16	16	160	\$		\$ 42,062.40		
Kabe Norris, EIT	EIT	100	100	0	40	0	0	0	0	0	0	40	280	\$		\$ 29,402.80		
Antonia IaconeRL, PE	Engineer	100	100	0	40	0	0	0	0	0	40	0	280	\$		\$ 31,001.60		
<b>Urban Engineers Subtotal:</b>		<b>760</b>	<b>840</b>	<b>0</b>	<b>296</b>	<b>0</b>	<b>44</b>	<b>44</b>	<b>0</b>	<b>44</b>	<b>256</b>	<b>216</b>	<b>2500</b>			<b>\$ 280,538.00</b>		
<b>Direct Expenses:</b>													<i>Mileage and Travel:</i>	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00		
													<i>Venue rental:</i>	\$ 24,000.00	\$ 24,000.00	\$ -		
													<i>Printing, Reproduction:</i>	\$ 2,500.00	\$ 2,500.00	\$ -		
													<b>Urban Engineers Total:</b>	<b>\$ 309,538.00</b>				
<b>FHI Studio (OH Rate - 156.98%)</b>																		
Ryan Walsh	Senior Facilitator	272	136	0	0	0	0	0	0	0	0	80	488	\$		\$ 90,109.20		
Leslie Black	Outreach Specialist	120	40	0	0	0	0	0	0	0	0	40	200	\$		\$ 41,554.00		
Kelsey Kahn	Senior Planner	380	0	0	0	0	0	0	0	0	0	80	460	\$		\$ 50,710.40		
Rachel Bright	Visual Comm. Specialist	100	0	0	0	0	0	0	0	0	0	20	120	\$		\$ 16,106.40		
Eric Smith	IT Manager	300	0	0	0	0	0	0	0	0	0	80	380	\$		\$ 54,891.00		
<b>FHI Studio Subtotal:</b>		<b>1172</b>	<b>176</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>1648</b>			<b>\$ 253,371.00</b>		
<b>Direct Expenses:</b>													<i>Mileage and Travel:</i>	\$ 4,500.00	\$ 4,500.00	\$ -		
													<i>Printing, Reproduction and Postage:</i>	\$ 1,000.00	\$ 1,000.00	\$ -		
													<i>Translation / Interpretation:</i>	\$ 15,000.00	\$ 15,000.00	\$ -		
													<i>Website:</i>	\$ 1,500.00	\$ 1,500.00	\$ -		
													<b>FHI Studio Total:</b>	<b>\$ 275,371.00</b>				
<b>Techniquist (OH Rate - 176.48%)</b>																		
Nestor Marin	Technician	0	0	0	0	2800	0	0	0	0	0	0	2800	\$		\$ 212,884.00		
<b>Techniquist Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2800</b>			<b>\$ 212,884.00</b>		
<b>Direct Expenses:</b>													<i>None:</i>	\$ -	\$ -	\$ -		
													<b>Techniquist Total:</b>	<b>\$ 212,884.00</b>				
														<b>Total Labor Costs (Including OH and Fee (10%)):</b>		<b>\$ 3,126,582.57</b>		
														<b>Total Direct Expenses:</b>		<b>\$ 168,822.50</b>	<b>\$ 106,322.50</b>	<b>\$ 62,500.00</b>
														<b>Grand Total Cost:</b>		<b>\$ 3,295,405.07</b>		

Greenman-Pedersen, Inc. (GPI)  
 SJTPO Countywide Local Road Safety Plans  
 Cost Proposal - May 4, 2022

**Staffing Hours and Cost per Task** *(not including direct expenses)*

Task No.	Task Name	Hours	Labor Costs
1	Coordination and Outreach - Part A Auth	2,792	\$ 420,720.64
	Coordination and Outreach - Part B Auth	3,163	\$ 579,170.10
2	Document and Resource Review - Part A Auth	45	\$ 7,824.90
3.1	Data Collection - Part A Auth	2,204	\$ 262,389.44
3.2	Data Proxies - Part A Auth	9,016	\$ 1,002,738.48
4	Safe System Assessment - Part A Auth	754	\$ 105,326.64
5	System Evaluation - Part A Auth	737	\$ 93,473.33
	System Evaluation - Part B Auth	1,343	\$ 174,025.32
6	Project Identification and Investment Strategy - Part B Auth	411	\$ 50,281.74
7	Development of Final Plans - Part B Auth	1,164	\$ 194,658.68
8	Ongoing Support - Part C Auth	1,456	\$ 235,953.30
<b>Total Hours / Cost:</b>		<b>23,085</b>	<b>\$ 3,126,582.57</b>

**Proposed Work Package Authorization**

	Hours	Direct Expenses	Labor Cost	Total Authorization	DBE/ESBE	DBE/ESBE %
Part A Total	15,548	\$106,322.50	\$1,892,493.43	\$1,998,815.93	\$408,689.40	20.45%
Part B Total	6,081	\$62,500.00	\$998,135.84	\$1,060,635.84	\$33,423.20	3.15%
Part C Total	1,456	\$0.00	\$235,953.30	\$235,953.30	\$46,142.40	19.56%
<b>TOTAL</b>	<b>23,085</b>	<b>\$168,822.50</b>	<b>\$3,126,582.57</b>	<b>\$3,295,405.07</b>	<b>\$488,255.00</b>	<b>14.82%</b>

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-14: Approving the Selection of Greenman-Pedersen, Inc. (GPI) as the Consultant for the Countywide Local Road Safety Plans**

**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 contemplated Federal Highway Administration Highway Safety Improvement Program (HSIP) funds for this project; and**

**WHEREAS, NJDOT Bureau of Bicycle, Pedestrian, and Safety Programs will authorize HSIP funds following a review of the winning consultant's technical scope and cost, and execute a separate Task Order for this technical study; and**

**WHEREAS, NJDOT will authorize funding for this two-year effort in two separate federal fiscal years, the first will authorize \$1,998,815.93 in FFY 2022, noted as Part A in the proposal, and the second will authorize the balance of the contract, or \$1,060,635.84, noted as Part B in the proposal, early in FFY 2023; and**

**WHEREAS, the proposal includes the option to extend the contract for a third year, noted as Part C in the proposal, which will provide ongoing support for the Plans as well as support to counties and municipalities in seeking funding for projects that support substantively safety; and**

**WHEREAS, the costs and precise scope of Part C will be evaluated and negotiated based on the needs of counties and municipalities as the process develops, which will allow the Policy Board to review and approve the scope and cost of Part C work; and**

**WHEREAS, the Notice of Availability of Requests was sent to 258 contacts on January 26, 2022; and**

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

**WHEREAS, four (4) proposals were received; and**

**WHEREAS, the SJTPO Technical Advisory Committee (TAC) endorsed the consultant selection committee with representatives from Atlantic County, Cape May County, Cumberland County, Salem County, City of Vineland, City of Atlantic City, DVRPC, SJTPO, who reviewed and evaluated the proposals in accordance with SJTPO's published criteria; and**

**WHEREAS, the Consultant Selection Committee recommends Greenman-Pedersen, Inc. (GPI) in association with Jacobs and Urban Engineers, and with FHI Studio and TechniQuest serving as the Disadvantaged Business Enterprise (DBE) firms; and**

**WHEREAS, the SJTPO TAC, at their May 9, 2022 meeting, endorsed the recommendation of the Consultant Selection Committee;**

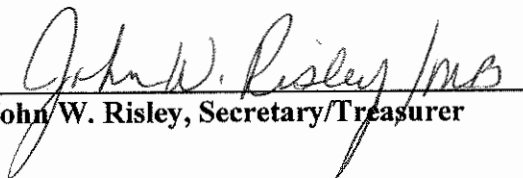
**NOW THEREFORE BE IT RESOLVED**, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the above selection for the Countywide Local Road Safety Plans, with a maximum fee of \$3,059,451.77 and 14.5% DBE participation; and

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

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

**Certification**

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting on May 23, 2022.

  
John W. Risley, Secretary/Treasurer

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-15: Approving the Selection of Via Mobility, LLC, as the Consultant for the Microtransit Feasibility Study**

#### **PROPOSAL**

At its May 9, 2022 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board approve the selection of Via Mobility, LLC in association with Connect the Dots (DBE firm) for the SJTPO Microtransit Feasibility Study technical study.

#### **BACKGROUND**

The Request for Proposal (RFP) for the technical study was issued on Tuesday, February 1, 2022, with proposals due on Tuesday, March 15, 2022.

This technical study seeks consultant assistance to determine whether a technology-driven microtransit is a viable service model for the Route 54/40 Community Shuttle and make the service more competitive when seeking public and private funding through grants and other sources. The Pascale-Sykes Foundation, one of the main funders behind the shuttle, is scheduled to sunset at the end of 2022, which made this technical study a priority.

The Notice of Availability of Requests was sent to 257 contacts. Two (2) proposals were received. Proposals were reviewed and scored by the TAC-designated Consultant Selection Committee with representatives from NJ TRANSIT, Atlantic County, Cumberland County, Cross County Connection Transportation Management Association, and SJTPO.

Proposals were evaluated based on the technical approach, value given stated costs, consultant team qualifications, and DBE participation. Scores for each reviewer were converted to ranks, which were then averaged amongst all reviewers with **Via Mobility, LLC**, emerging as the top-ranked firm. For this technical study, Via Mobility is partnering with Connect the Dots as the DBE/ESBE firm.

The scope of work and the associated project costs were reviewed and negotiated with a total revised cost of **\$68,335**, with a 25.7% DBE participation.

The project will be funded within SJTPO's Technical Program in the FY 2023 UPWP, as Task 23/401 Microtransit Feasibility Study with a \$70,000 budget. The task was added to the FY 2022 UPWP as a one-year study, with an anticipated project completion date of June 30, 2023.

# Scope of Work

## A. Narrative

**Integration and regional connectivity.** Our study and examination of possible pilot services will be guided by a consistent focus on exploring connectivity between various modes and by the goal of serving demand as efficiently as possible. As examples, we will consider how microtransit service may drive ridership to the regional routes, how microtransit can build upon (or replace) existing human services transportation options in the region, and generally how new services can improve the functionality of the transportation network in Atlantic County and SJTPO's other service areas.

### Task 1. Coordination and Outreach

Via will begin by facilitating a kickoff meeting with SJTPO, the Cross County Connection Transportation Management Association (CCCTMA), and Connect the Dots, to establish the schedule for project coordination and outreach, review the project scope, and refine the scope of work. Via will also facilitate an introductory meeting of the project steering committee, including key stakeholders from SJTPO, CCCTMA, the South Jersey Transportation Authority (SJTA), and stakeholders from Atlantic County, and local municipal representatives. The specific tasks to be included in these meeting are the following:

- Discuss project goals, impetus, potential obstacles, logistics, and key decision makers
- Finalize the project timeline and scope of work, including draft and final report reviews
- Establish roles, communication protocol, and expectations, including frequency of meetings with SJTPO, CCCTMA, SJTA, and the steering committee
- Discuss available sources of data for existing conditions analysis and any remaining data needs
- Identify key stakeholders to include in engagement strategy
- Establish format for recording meeting minutes and documentation, which will be shared following each meeting

Following this meeting, Via will prepare a detailed project schedule, data request memo, and outline of the public outreach strategy.

In addition to these initial meetings, Via proposes biweekly meetings with the SJTPO project manager to discuss the project, and will provide detailed status updates, including information on tasks completed, upcoming tasks, project delays, assistance from project stakeholders, and progress toward DBE goals.

### *Task 1 Deliverables*

- **Email and status updates:** Via will regularly meet with the SJTPO project manager to discuss the project, and will provide detailed status updates — including information on tasks completed, upcoming tasks, project delays, assistance from project stakeholders, and progress toward DBE goals — to SJTPO and CCCTMA every two weeks.
- **Meeting and discussion summaries:** Following each meeting, Via will provide minutes of meetings and email discussions. These will include summaries of talking points and decisions made. Minutes will be sent within three business days of meetings.
- **Meeting materials:** Via will prepare agendas and all materials for each meeting as requested.
- **Project schedule:** Via will provide a schedule for meeting dates, biweekly project check-ins, and task completion dates. Via will update this schedule as needed.

## **Task 2. Analysis of Service Area Existing Conditions**

### *2.1. Summary of Transit Plans*

Via will conduct a review of past planning efforts conducted by SJTPO, CCCTMA, and SJTA along with studies completed by municipalities or other organizations that SJTPO recommends as being useful for the project. In addition, we will gather relevant service data, such as ridership data from CCCTMA. This information will allow us to further understand the transit needs across Atlantic County and the City of Vineland in Cumberland County.

### *2.2. Market and Transit Gaps Analysis*

Via will carry out a transit market analysis in the area surrounding the current shuttle, incorporating information on the land use, demographic, and socioeconomic conditions around the Route 54/40 Community Shuttle. Using Remix Explore and ArcGIS, the Via team will analyze employment and employee origins/destinations using data from the U.S. Census Longitudinal Employer-Household Dynamics (LEHD). Via will also develop maps depicting the spatial distribution of populations with a high propensity to use transit (i.e., zero-vehicle households, low-income people, seniors, and people with disabilities) to identify areas with high transit needs.

Via will supplement these data with development, population, and employment forecasts, if available, and will also work with SJTPO, CCCTMA, and key stakeholders to identify major travel activity centers in the focus area or areas where concerns about transit access are well known. From these findings, Via will identify where transit market opportunities exist, particularly those which are unserved or underserved under current or future conditions.

To determine gaps in existing services, Via will analyze the performance and coverage of the existing Route 54/40 Community Shuttle. With ridership data from CCCTMA, Via will assess

route coverage, performance during peak and off-peak times, trip volumes, vehicle miles, and vehicle hours. Via will also examine pedestrian accessibility levels to inform potential microtransit stop locations.

<i>Task 2 Deliverables</i>
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- |  |
|--|
| <ul style="list-style-type: none"><li>• A technical memorandum summarizing the results of the Task 2 analysis.</li></ul> |
|--|

### **Task 3. Route 54/40 Community Shuttle Microtransit Simulations**

#### *Task 3.1 Develop Service Alternatives*

Via's approach in developing transit service alternatives is grounded in assessing how these transit services can better serve travel demand and promote regional connectivity while simultaneously working to understand what types of services are practical and financially feasible given local resources.

Via will identify and model transit service alternatives that may include any of the following:

- Strategies for coordinating existing human services transportation providers;
- Local coverage options (including fixed-route, deviated fixed-route, and demand-response) for areas in western Atlantic County and the City of Vineland
- Regional coverage options for sparsely populated areas, with an emphasis on providing connection to regional activity centers, including pre-scheduled demand-responsive service, services with intermittent schedules, volunteer-driven programs, and vanpool;
- Strategies for providing regional connections between cities and counties in Atlantic County, including scheduled fixed-route services, and demand-response services;
- Other services identified through stakeholder engagement efforts, which we will conduct over the course of the project.

The development of service alternatives for simulation and assessment will be driven by the transit market analysis, the transit needs assessment, and engagement with SJTPO, CCCTMA, and other regional stakeholders. Each of these transit service alternatives will incorporate variations in service zones, routes, use case, and other service design parameters such as wait time targets, walking allowances, and trip restrictions (if applicable).

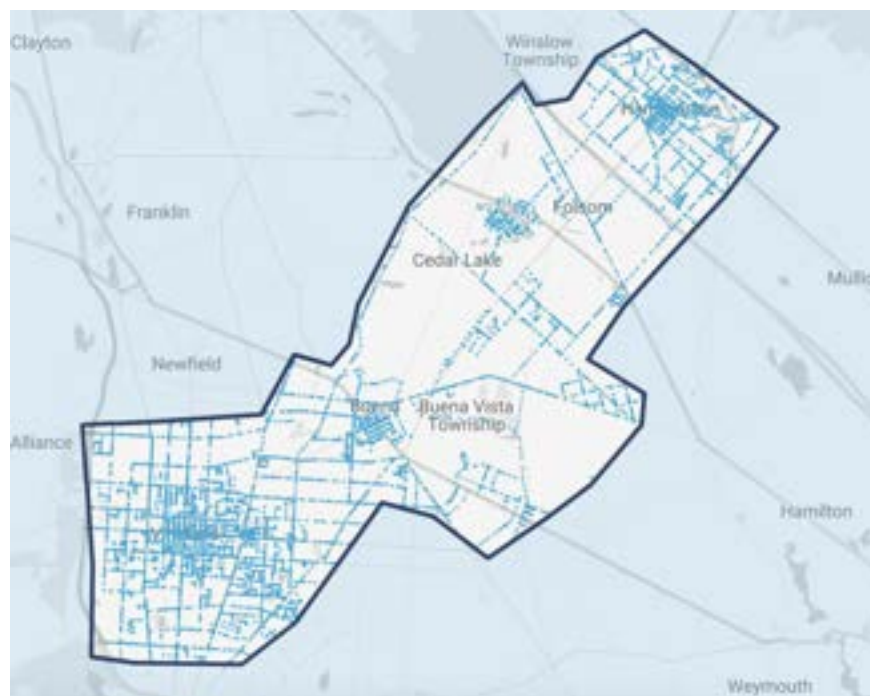
For each of the alternatives, Via will develop a map and a basic overview of service characteristics, including population and employment in the service zone, likely customer use cases, estimated ridership, key destinations served, and recommended service parameters (e.g., maximum rider wait times, maximum walking distances to pickup locations or bus stops, and allowances for detours to aggregate demand in demand-responsive modes).

### *Task 3.2 Run Microtransit Simulations*

Based on the priorities identified in Task 3.1, Via will develop specific service scenarios to simulate in detail. For each scenario, Via will carry out iterative simulations to understand the impact of adjustments to service design parameters on cost and performance.

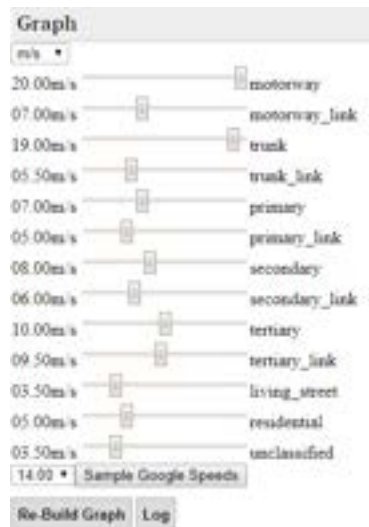
Via's simulations are designed to demonstrate the dynamic relationship between service zone boundaries, service parameters like maximum and average wait time, walk distance to pickup/dropoff, and journey times, and fleet size/cost. This highly technical exercise leverages Via's proprietary microtransit simulation tool, which allows us to predict how different service zones and fleet configurations will perform as real services. Via's software has the ability to simulate a wide range of different service types (such as curb-to-curb vs corner-to-corner) and algorithm parameters (such as walking distances, detour allowances, and more). This will help to inform SJTPO's service design, regardless of the technology provider and/or operator selected for the service. Below we outline the basic steps our project team will follow to simulate the potential zones:

1. **Upload service zone options.** The origins and destinations of all trips are limited to these zones. We can easily iterate upon these boundaries as we go, helping to understand how small boundary changes impact overall service performance.
2. **Generate underlying road map** by pulling data within the service zone boundaries from OpenStreetMap, including all roads categorized by type, turn restrictions, and street walkability and drivability information.



*Screenshot of Via's simulation tool, showing a potential microtransit zone (outlined in dark blue) in Atlantic County. The blue dots represent virtual bus stops, discussed below.*

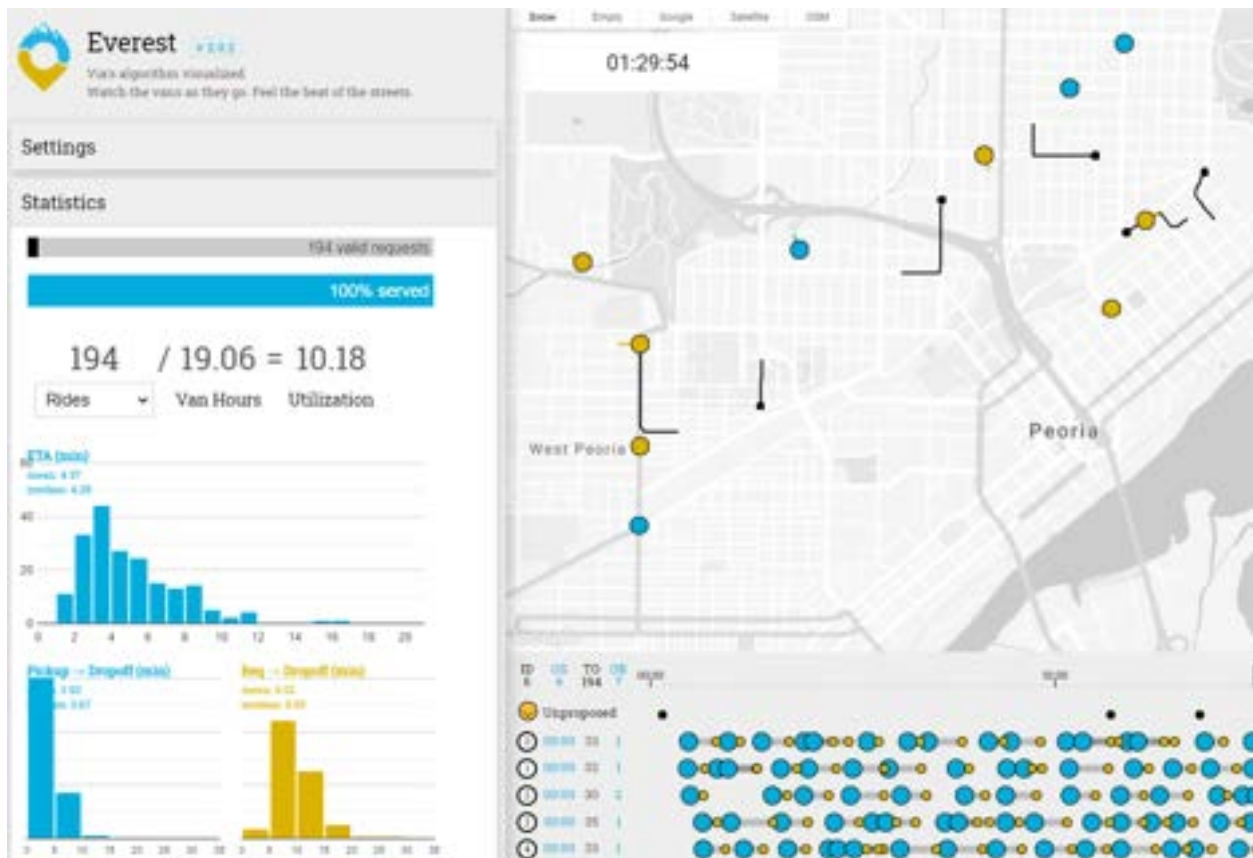
3. **Determine traffic speeds** by querying Google’s Maps APIs for traffic speeds specific to the time of day during which the service is being simulated. This ensures that wait times and trip times of the simulated service reflect real-world traffic data at the time of day for which service is being modeled.



*Screenshot of Via’s simulation tool, showing the different road types in a microtransit zone. Each road type has a different average vehicle speed, taken from Google’s Maps API based on the selected time of day.*

4. **Set “terminals”** to designate staging areas for vehicles that do not have active ride assignments. Terminals are safe parking areas that are distributed throughout the service zone. When empty, vehicles will be routed to the terminal where the system has predicted demand. This ensures that each vehicle is used efficiently and that passengers will benefit from the shortest possible wait times.
5. **Generate “Virtual Bus Stops,”** to determine safe places for pickups and drop-offs, for microtransit and deviated fixed-route services. By default, Via’s simulation tool generates Virtual Bus Stops throughout a zone, at points where vehicles can safely park and pickup and drop-off passengers, whether as part of an on-demand microtransit service, a pre-scheduled service, or a deviated fixed-route service. Via’s simulation can be configured to assess curb-to-curb, corner-to-corner, or bus-stop-to-bus-stop service for riders. Typically, there are hundreds or thousands of Virtual Bus Stops in a zone. When setting up the zone, Virtual Bus Stop generation considers unique features of the zone, such as the pedestrian walking map, no parking/standing areas, and bus stops.
6. **Create demand scenario(s)** to simulate the number and types of trip requests we expect to see in a given zone. Using information gathered in the demand analysis phase, combined with Via’s experience operating alternative transit services, we can estimate travel patterns within the zone, and input them into the simulation tool.

7. **Set simulation parameters** by determining the optimal configuration for achieving the service quality and passenger aggregation targets. These inputs — like fleet size, vehicle capacity, optimal wait times, and walk distances to/from Virtual Bus Stops — are those we adjust most frequently when creating and iterating upon a new service.



After these variables are set, the scenario is ready to run. We will perform a number of different simulations for the service, demonstrating how adjusting service parameters will impact the quality of service, capacity, and efficiency. A screenshot of the simulation tool is shown above. The map displays routing, pickups, and drop-offs, while the dashboard left of the map displays key performance indicators including the number of requests, wait time distributions, and pickup and drop-off walking distance.

The results of the simulations Via will be distilled into insights such as:

- Predicted quality of service and utilization;
- Impact of additional (or fewer) vehicles on quality of service and utilization;
- Impact of shorter or longer permissible wait times and diversions for microtransit;
- Impact of providing curb-to-curb, corner-to-corner, stop-to-stop, or hybrid virtual bus stop solutions for microtransit;
- Impact of total service zone size and shape on service quality;
- Impact of different vehicle sizes on the quality of service.

<i>Task 3 Deliverables</i>
<ul style="list-style-type: none"><li>• A technical memorandum summarizing the results of a minimum of six microtransit service simulations.</li><li>• A second steering committee meeting to review simulation results and to solicit feedback.</li></ul>



#### **Task 4. Community and Stakeholder Outreach**

In order to enhance community outreach, Via will partner with Connect the Dots, a DBE firm specializing in community outreach. A key outcome of Connect the Dots' and Via's work on the study will be strengthened relationships among local leaders in the transportation and transit sector, laying the foundation for successful implementation of recommendations made in the final report. Additionally, Connect the Dots and Via will leverage extensive experience leading public engagement around issues of transportation and equity. The team is experienced in facilitating conversations that promote transparency, innovative thinking, and coalescence around shared priorities.

Via and Connect the Dots will develop all outreach materials, which will run throughout the course of the study, including materials in Spanish as necessary.

#### **Outreach Approach**

The project team will work with SJTPO to develop an iterative engagement process that is inclusive, context-specific, and designed to directly impact decision-making. Tactics for engagement will include:

The outreach process will commence upon project launch and the project team will continue to conduct outreach throughout the full length of the project.

**Public Involvement Plan:** The Via team will develop a Public Involvement Plan to custom-build our messaging specific to SJTPO's riders. This planning document will further refine the timeframe and expectations for engagement, the entities involved, and the activities recommended by the project team following initial discussions with community partners.

**Focus Groups:** The Via team will design and facilitate two focus groups to reach existing riders and potential riders. These focus groups will be 60-90 minutes and dive deeper into the questions of how riders would use microtransit and what the community members' needs are for the existing route. This will be directly tied to decisions in service and pricing and inform on the needs and desires for the route.

In addition, focus groups will cover issues around access and barriers to using transit services, along with key destinations to be served. Conversations will also examine the potential to expand service into surrounding areas such as Hamilton or Weymouth Townships. Participants in the focus groups will be compensated for their time.

Stakeholder Interviews: up to five Community Stakeholder Interviews will be held to tailor our strategies specifically to the community. These interviews will be prioritized to open dialogues with key communicators and voices underrepresented in planning processes, seeking to understand both what communications and outreach are best for the community, as well as the level of knowledge and any preconceptions about microtransit existing among riders. Examples of groups underrepresented in the planning process could include: Migrant workers, the elderly, Limited-English proficiency populations, the mentally and physically disabled, and the poor.

<i>Task 4 Deliverables</i>
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| <ul style="list-style-type: none"><li>• Public outreach materials</li><li>• Summaries of focus group meetings, Community Stakeholder Interviews, and all other public meetings</li></ul> |
|--|

### **Task 5. Microtransit Service Planning for Route 54/40 Community Shuttle Pilot**

Via will identify key service characteristics and options for an effective microtransit service in western Atlantic County. For each service scenario identified, Via will use our simulations to determine the dynamic relationship between service zone boundaries; service parameters like maximum and average wait time, walk distance to pickup/dropoff, and journey times; and fleet size/cost. The Via team will work with SJTPO to assess the tensions and tradeoffs that arise in each scenario and clarify the costs and benefits of each.

Via will provide SJTPO with analysis of each the following:

- **Service Zone, Hours, and Performance Targets:** Via will assess potential service zones, service hours, and performance targets (e.g., average wait times, rides per vehicle hour, ride-pooling percentages, and average journey time). Via’s simulations will provide detail on the fleet size and service parameters required to achieve these performance targets. Via will also identify areas outside of specific service zones that should be considered for eligibility for pickups or dropoffs, such as major hospitals or job centers.
- **Number of vehicles and optimal vehicle sizes:** Via’s simulations will provide an estimate of the number of vehicles required to serve anticipated demand levels at the desired quality of service for each scenario.
- **Pickup/dropoff locations:** Via’s service simulations automatically generate recommended pickup and dropoff points, including points where existing fixed route stops exist, and we can refine this analysis as part of service recommendations.

- **Connections to NJ Transit service and regional destinations:** Via’s simulations will demonstrate opportunities to connect with NJ Transit service — including through formal integrations — along with key regional destinations.

Beyond recommendations focused on service characteristics and performance, Via will provide recommendations on additional characteristics of a successful microtransit service, including:

**Operating requirements and funding opportunities:** Via will examine all existing funding sources and review potential new sources of funding for SJTPO. Via will advise SJTPO on developing a strategy to incorporate federal funding into the budget for a microtransit service in Atlantic County.

**Potential service models:** Via will provide an overview of operating models and options for microtransit service, along with costs, benefits, and financial considerations for each.

- Via will provide an overview of different driver/operator models.
- Via will provide an overview of different fleet models, including considerations around purchasing or leasing new vehicles for the service or relying on existing vehicles.
- Via will detail potential opportunities for further partnerships with regional partners, including other agencies or non-profits.

**Marketing and outreach strategies:** Via will provide an overview of the marketing and public education steps required to ensure a successful initiation of a new microtransit service. Via’s in-house transit marketing agency has extensive experience working with our partners to plan and execute public engagement campaigns once a service has been launched. For example, Via regularly designs and implements rider education strategies incorporating the following elements:

- Customized promotional codes for specific marketing campaigns.
- Signage at existing bus stops and in vehicles.
- Creating short, informative videos for websites and social media channels,
- Partnering with local businesses to offer custom promos.
- Street marketing and event exhibiting at local community centers.
- Press conferences and ribbon-cutting ceremonies with public officials on the launch date.
- Rider surveys to understand how customers are using a service.

**Technology:** Via will provide an overview of key features for microtransit technology solutions. Typically, this includes a rider app to book rides (along with phone booking capabilities), a driver app to route trips, and a backend system to manage the system and analyze service performance.

<i>Task 5 Deliverables</i>
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- A technical memorandum detailing the analysis conducted in Task 5, with conclusions and recommendations.

### **Task 6. Cost-Benefit and Budget Analysis**

Via will carry out an analysis of the costs, benefits, and budget required for a new microtransit service.

This process begins during the simulation phase where, based on the estimated service level (e.g., number of vehicles, hours of service), the Via team will develop a mileage, vehicle hour, and budget for potential microtransit service. The Via team will also estimate key operational metrics, such as cost per passenger and cost per vehicle hour, along with costs associated with driver training, insurance, marketing, and software. This analysis will provide SJTPO with a full cost breakdown of the potential service.

Via will also provide SJTPO with an overview of the impact of dedicating funding toward microtransit, such as how well it will support the needs of underserved or transit-dependent populations, what operational challenges or opportunities may exist, and what key metrics will be helpful in tracking service performance. For example, Via will provide a list of sample and suggested Key Performance Indicators (KPIs) to track progress. Some of these KPIs will be developed based on the microtransit simulations, while some may relate to broader goals for the service developed during stakeholder interviews or through previous planning efforts. These KPIs may include:

- Ridership
- Utilization (riders per vehicle hour)
- Cost per passenger
- Customer satisfaction
- Average and maximum wait time (time between ride request and pick-up)
- Average and maximum in-vehicle journey time
- Number of individuals with disabilities served

Via will also prepare a multi-year budget, (spanning at least three years in duration), detailing both the operating and capital costs necessary to sustain a microtransit operation along the Route 54/40 Community Shuttle corridor. Funding and revenue assumptions for this budget will be clearly laid out.

#### *Task 6 Deliverables*

- A multi-year budget addressing both capital and operating expenses covering a period of at least three years.
- A technical memorandum addressing cost-benefit and budget analysis.

## **Task 7. Final Report**

Via will develop a final report including information gathered in Tasks 2-6, including analysis of potential microtransit service area, technology needs, fleet size, and budget. The Final Report will also include a complete timeline for implementation of a microtransit pilot.

<i>Task 7 Deliverables</i>
<ul style="list-style-type: none"><li>• A third steering committee meeting to review a draft report.</li><li>• Final Report summarizing our analysis of a potential microtransit service in Atlantic County</li></ul>

<b>Task Name</b>	<b>Via Mobility, LLC</b>	<b>Connect the Dots</b>	<b>Total</b>
Task 1: Coordination and Outreach	\$7,935	\$0	\$7,935
Task 2: Analysis of Service Area Existing Conditions	\$6,080	\$0	\$6,080
Task 3: Route 54/40 Community Shuttle Microtransit Simulations	\$8,293	\$0	\$8,293
Task 4: Community and Stakeholder Outreach	\$6,784	\$17,580	\$24,364
Task 5: Microtransit Service Planning for Route 54/40 Community Shuttle Pilot	\$6,281	\$0	\$6,281
Task 6: Cost-Benefit and Budget Analysis	\$7,007	\$0	\$7,007
Task 7: Final Report	\$5,376	\$0	\$5,376
Travel and other direct expenses	\$3,000	\$0	\$3,000
<b>Total</b>	<b>\$50,755</b>	<b>\$17,580</b>	<b>\$68,335</b>

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-15: Approving the Selection of Via Mobility, LLC, as the Consultant for the Microtransit Feasibility Study**

**WHEREAS, the South Jersey Transportation Planning Organization (SJTPPO) 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 SJTPPO Unified Planning Work Program (UPWP) includes Federal Highway Administration planning funds for this project; and**

**WHEREAS, the Notice of Availability of Requests was sent to 257 contacts on February 1, 2022; and**

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

**WHEREAS, two (2) proposals were received; and**

**WHEREAS, the SJTPPO Technical Advisory Committee (TAC) endorsed the consultant selection committee with representatives from NJ TRANSIT, Atlantic County, Cumberland County, and Cross-County Connection Transportation Management Association (CCC TMA), and SJTPPO, who reviewed and evaluated the proposals in accordance with SJTPPO's published criteria; and**

**WHEREAS, the Consultant Selection Committee recommends Via Mobility, LLC, in association with Connect the Dots serving as the Disadvantaged Business Enterprise (DBE) firm; and**

**WHEREAS, the SJTPPO TAC, at their May 9, 2022 meeting, endorsed the recommendation of the Consultant Selection Committee; and**

**WHEREAS, this project will be funded within SJTPPO's Technical Program in the FY 2023 UPWP, as Task 23/401 Microtransit Feasibility Study with a \$70,000 budget; and**

**WHEREAS, the project cost is \$68,335.00 with a 25.7%, DBE participation, compared with SJTPPO's DBE/ESBE goal of 13.23%; and**

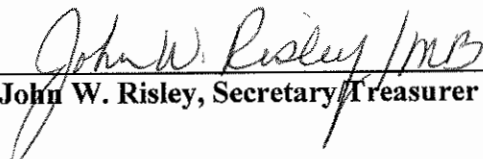
**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the above selection for the FY 2021 Air Quality Technical Assistance technical study, with a maximum fee of \$68,335.00 and 25.7% DBE participation; and**

**BE IT FURTHER RESOLVED, that the Policy Board authorizes the Executive Director to execute the 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, SJTA, and the SJTPPO.**

**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 on May 23, 2022.

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

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-16: Approving the Selection of AECOM Technical Services, Inc., as the Consultant for the FY 2022 Air Quality Assistance Technical Assistance Study**

#### **PROPOSAL**

At its May 9, 2022 meeting, the SJTPO Technical Advisory Committee recommended that the Policy Board approve the selection of AECOM Technical Services, Inc., (AECOM) in association with Sobers Consulting LLC (DBE firm) for the SJTPO FY 2022 Air Quality Technical Assistance technical study.

#### **BACKGROUND**

The Request for Proposal (RFP) for the technical study was issued on Thursday, March 3, 2022, with proposals due on Wednesday, March 30, 2022.

This technical study seeks consultant assistance to help SJTPO prepare new motor vehicle emissions budgets for the New Jersey Department of Environmental Protection's (NJDEP) upcoming Ozone Attainment Demonstration State Implementation Plan (SIP) Revision.

The Notice of Availability of Requests was sent to 252 contacts. One (1) proposal was received from **AECOM Technical Services**, with Sobers Consulting LLC as the DBE firm. The proposal was reviewed and scored by the TAC-designated Consultant Selection Committee with representatives from NJDOT, NJDEP, the City of Vineland, SJTA, and SJTPO. Proposals were evaluated based on the technical approach, value given stated costs, consultant team qualifications, and DBE participation. Reviewers unanimously agreed that AECOM could ably complete the technical study as they have completed this same work for SJTPO in the past. Minor revisions to the scope and schedule were negotiated with the total revised cost estimate of **\$34,478**, with a 13.32% DBE participation.

The project will be funded within SJTPO's Technical Program in FY 2022 UPWP, as Task 22/404 Air Quality Technical Assistance with a \$35,000 budget. The task was added to the FY 2022 UPWP as a two-year study, with an anticipated project completion date of December 31, 2022.



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Clifton, NJ 07013  
[www.aecom.com](http://www.aecom.com)

March 30, 2022

Mr. David S. Heller  
Program Manager  
South Jersey Transportation Planning Organization  
782 South Brewster Road, Unit B6  
Vineland, New Jersey, 08361

**RE: Request for Proposals  
FY 2022 Air Quality Assistance**

Dear Mr. Heller:

**AECOM Technical Services, Inc. (AECOM)** is pleased to submit this proposal to conduct emission analysis for the *FY2022 Air Quality Assistance*. AECOM and its team members are uniquely qualified to conduct this work, as our team provides extensive skills in environmental and air quality analysis, transportation planning and infrastructure design. Our specific skills and experience in emissions and air quality analysis are unparalleled.

AECOM has participated in air quality analyses and emission data development on behalf of SJTPO for two decades. In the process of doing so, AECOM has developed unique tools, data and methods that are customized to the needs of SJTPO and its partnering agencies in New Jersey. Because of the close relations that AECOM maintains with NJDOT, NJDEP and other agencies, the firm has a thorough understanding of the local issues that can be encountered in conducting regional air quality modeling and emission inventories, and is fully prepared to respond to the scope of work for of this Request for Proposal.

The AECOM Team includes **Sobers Consulting LLC (Sobers)**, a certified Disadvantaged Business Enterprise (DBE) company, to support technical analysis. Sobers has worked together with AECOM extensively, including on previous rounds of air quality analysis for SJTPO.

AECOM proposes **Ms. Anna Aleynick, PTP, ENV-SP** as our Project Manager. Ms. Aleynick brings nearly two decades of transportation planning practice in the New Jersey, Pennsylvania and New York region, and is widely known for her skills in transportation air quality and emissions analysis. She has served as Project Manager for a variety of emissions related projects both within the region and nationally. She has also supported AECOM's development of air quality analysis tools.

Ms. Aleynick will be supported by Senior Technical Advisor, **Tushar Patel, PE**. Mr. Patel has led numerous transportations planning and modeling efforts for SJTPO including revalidation of the regional model, household survey technical support, and assisted in previous rounds of air quality analysis. He has provided technical assistance to NJDOT, NJ Transit, NJTPA, DVRPC, and PennDOT.



I hereby attest to AECOM's eligibility to perform this project and commit the firm's extensive resources to conducting and completing the project. I confirm that I have read the Standard Contract Agreement boilerplate and AECOM respectfully requests contract modifications to include previously discussed/negotiated terms and conditions from our most recent Planning based contract for similar work (SJTPD's FY 2021 Professional and Technical Services contract).

If you should have any questions or require further information, please do not hesitate to contact Anna Aleynick at 973-883-8648 ([anna.aleynick@aecom.com](mailto:anna.aleynick@aecom.com)) or myself at 201-759-7500 ([ira.quiat@aecom.com](mailto:ira.quiat@aecom.com)).

Thank you for your consideration of our team for this important and exciting project.

Very truly yours,

AECOM Technical Services, Inc.

A handwritten signature in blue ink, appearing to read "Ira Quiat".

Ira Quiat, PE  
Vice President  
Planning Department Manager

# Narrative

## BACKGROUND

The transportation system in Atlantic, Cape May, Cumberland, and Salem Counties is vital to the economic health of the region. To maintain this condition people and goods must be able to move throughout the region efficiently. As the regional Metropolitan Planning Organization (MPO), the SJTPO is responsible for helping to maintain the success of the transportation system in southern New Jersey while maintaining conformance with National Ambient Air Quality Standards (NAAQS) as promulgated by the Clean Air Act Amendments of 1990 (CAAA) and ensuing legislation and regulations.

SJTPO provides technical assistance to the New Jersey Department of Environmental Protection (NJDEP) in analyzing emissions for State Implementation Plan (SIP) by creating regional transportation activity inputs into the statewide emissions inventory.

This project will prepare new Motor Vehicle Emissions Budgets (MVEB) for the New Jersey Department of Environmental Protection's (NJDEP) upcoming Ozone Attainment Demonstration SIP revision. This will help SJTPO conduct technical analysis and develop air quality data necessary for the New Jersey on-road mobile source ozone emission inventory (SJTPO portion) as well as provide input data to NJDEP. Development and use of the new MVEB will allow SJTPO to continue conformity to the NAAQS, thereby allowing all projects within the Transportation Improvement Program (TIP), Regional Transportation Plan (RTP), and other transportation projects of the regional significance, to proceed without delay.

### *The AECOM Team brings unique skills and innovation to the project:*

- **Leadership role in NJDOT's Air Quality Working Group**
- **Leading role in on-road emission data development - SIP and NEI - in NJ and PA**
- **MOVES temporal files prepared by the Team accepted by USEPA as the basis for national defaults**
- **Responsibility for the current updates to the SJTPO regional travel model**
- **Direct support for NJDOT in emission related matters**
- **Innovative off-model travel forecasting and emission estimation methods**

The AECOM team previously assisted SJTPO and NJDEP with multiple rounds of air quality conformity determination, developing the Motor Vehicle Emission Simulator (MOVES) inputs, and assisted in calculating SJTPO 4-county regional emissions for New Jersey statewide SIP. We will use our extensive experience to assist SJTPO in air quality data development effort providing coordination with NJDOT and NJDEP.

## TECHNICAL APPROACH

Several factors related to the national emission standards, travel demand model post-processing, and data development must be accounted-for while performing the regional air quality analysis:

### **8-Hour Ozone Standard**

In October 2015, based on its review of the air quality criteria for ozone and related photochemical oxidants, the EPA revised the primary and secondary NAAQS for ozone to protect public health and welfare (80 FR 65292). The EPA revised the levels of both standards to the 70 parts per billion (ppb), and retained their indicators, forms (fourth-highest daily maximum, averaged across three consecutive years) and averaging times (eight hours). Under the Clean Air Act, the EPA Administrator must make all attainment designations within two years after a final rule revising the NAAQS is published.

The SJTPO region is part of the Philadelphia-Wilmington-Atlantic City, PA-NJ-MD-DE 8-Hour Ozone Nonattainment Area. Because the Area did not attain the 70 ppb standards by the Marginal Attainment date of August 3, 2021, the entire air quality region – including all four SJTPO counties - is scheduled to be bumped up from a "Marginal" to a "Moderate" Nonattainment Area. As such, the NJDEP must prepare an Attainment Demonstration SIP revision that shows how the State will ultimately attain the 70-ppb standard.

Although the NJDEP is the primary author of the SIP, the agency relies on MPOs (in this case, SJTPO), to derive transportation activity data from the travel demand model. The activity data is an important input to the MOVES emission model that is used to calculate on-road transportation emission quantities for the SIP.

Through the past two decades, the AECOM Team has

directly supported SJTPO and the NJDEP with expert technical guidance, ensuring that air quality modeling and analysis is undertaken to meet all EPA and FHWA requirements. This work has included assistance in establishing prior volatile organic compound (VOC) and oxides of nitrogen (NOx) Motor Vehicle Emission Budgets (MVEB) and support demonstrating that the SJTPO transportation Plan and its updates conform to the overall plan to reach the region's air quality goals. AECOM has also developed custom software and post-processing packages to estimate the variety of daily and annual emissions for four counties in the SJTPO region; this process will be applied to develop input data and emission summaries for the proposed SIP.

## MOVES and PPSUITE

The AECOM Team has applied MOBILE and MOVES emission models for air quality analysis in the SJTPO region for more than two decades. Since 2013 MOVES has been used with the South Jersey Travel Demand Model (SJTDM) post-processor. Last year, AECOM developed data for-, and implemented, the latest MOVES3 emission model to support NJDEP with 2020 National Emission Inventory (NEI) tasks.

The Team has worked extensively with the evaluation of MOVES, providing feedback to NJDOT's Air Quality Working Group with respect to data development and implementation. This working group has included NJDOT, NJDEP, SJTPO, NJTPA and DVRPC. Working group meetings have provided a useful forum for AECOM and its partners to achieve a thorough understanding of MOVES methods, data, and results. AECOM has directly supported NJDEP's efforts to use MOVES for the most current round of SIP preparation. The lessons learned in that endeavor will help us to meet SJTPO's needs for this project more efficiently.

PPSUITE is a travel demand model and emissions analyzer post-processing tool that links the current SJTPO travel model to MOVES. PPSUITE has been in use in New Jersey and nearly a dozen other states and jurisdictions for over 25 years and has achieved a high level of maturity and technical strength. In conjunction with this work and similar work for other states, AECOM's PPSUITE post-processing software has been thoroughly revised, tested, and validated in its support for the MOVES3 software.

Through interagency coordination and subsequent coordination with the NJDEP and the EPA, AECOM has been able to obtain the emissions program descriptions appropriate for South Jersey. We anticipate repeating this process for the proposed 2023 SIP development. The AECOM Team will utilize the EPA's latest release of MOVES3.0.3 (MOVES3) with the *movesdb20220105* default database as the emissions forecasting program.

Together, PPSUITE and MOVES provide the most comprehensive and flexible available platform for transportation network and emissions analysis. Its use by NJDEP to analyze emissions for prior SIP revisions, and by the NJDOT and the NJTPA for their emissions modeling activities, and by neighboring states and MPOs as well (PennDOT, Lehigh Valley, PA and Baltimore MD), indicates both its acceptance in the broad emissions analysis community and the depth of support that is offered not only by the consultant team, but also by peer users. We will continue to actively monitor the EPA's progress in updating MOVES and related modeling requirements. In response, we will continue to prepare appropriate software updates and input data.

## MOVES3 Settings and Inputs

The PPSUITE/MOVES package has already been installed at SJTPO for the prior MOVES2014b model. AECOM is continually enhancing its PPSUITE software to support the MOVES3 version. Input data – statewide and county specific – has been updated in 2021 for MOVES3 by AECOM for the NEI support effort and with guidance from the NJDOT and NJDEP. This data together with the updated motor vehicle registration and 2021 HPMS VMT will be applied for the proposed project emissions estimates.

The AECOM Team will continue to work closely with the NJDEP and the EPA so that the proper local settings and inputs are used for MOVES. The updated emission model not only expands run specifications to new fuel/vehicle combinations and output aggregation options, but has also created significant changes to the activity and non-activity inputs. The MOVES activity inputs are based on travel demand model results. The correct file structure of these inputs will be verified by using the most current CENTRAL/PPSUITE software updated for MOVES3. The setting of non-activity inputs includes inspection and maintenance program specifications, vehicle registration data, vehicle mix data, anti-tampering program description, fuels, meteorology, source type population, engine retrofit programs, and low emission vehicle programs. It should be noted that truck idling activity (hotelling) and ramp fractions were removed from the local inputs in New Jersey.

The latest CENTRAL/PPSUITE/MOVES setup installed at SJTPO includes a daily vehicle miles traveled (VMT) input option that will be applied for SJTPO daily ozone precursors estimates – VOC and NOx. That upgrade to daily VMT makes MOVES input VMT consistent with information generated by the regional travel demand model.

## HPMS VMT Adjustments

Before travel activity data can be calculated, the VMT calculated from the travel demand model's traffic assignment process must be adjusted to match reported VMT quantities from the Highway Performance Monitoring System (HPMS). These VMT adjustments will be estimated for the 2021 base year and applied to 2023 SIP emissions estate. AECOM will capture the 2021 NJDOT HPMS VMT data and prepare updates presenting all assumptions for the Interagency Consultation Group (ICG). It should be noted that typically NJDOT publishes HPMS VMT each year at the end of September. However, there could be a data approval delay affecting the NJDOT HPMS VMT update schedule impacting the proposed project deliverable timeline.

## Interagency Coordination

Coordination is an ongoing focus throughout the air quality analysis, emission inventory, and conformity determination process. It is essential to keep participating agencies and entities informed of the progress, methods, and products in use for the determination. The SJTPO Project Manager (PM) will convene the ICG meetings as necessary. These meetings may be via conference call or in person. The AECOM Team will work directly with the SJTPO PM to coordinate with the ICG members (i.e., other SJTPO staff, USEPA, NJDEP, NJDOT and representatives from the involved counties). If other work is required to meet CAAA standards in developing 2023 SIP, the AECOM Team will work closely with the PM and member agencies to identify and implement solutions to keep the project on track.

## SCOPE OF SERVICES

### Task 1. Coordination

This Task covers project management activities including communications and progress reporting. The AECOM team will establish an effective means of coordinating and reporting work activities to the SJTPO PM and staff.

At the beginning of the project the AECOM PM will prepare a schedule depicting major work elements, activities, and milestones. The PM will submit this schedule at the kick-off meeting/conference call for the SJTPO review and approval. The AECOM team will follow the approved schedule as closely as possible throughout the course of the project, with any changes subject to approval of the SJTPO PM.

The AECOM team will assist SJTPO by attending the ICG meeting (conference call).

Bi-weekly status reports will be provided to the SJTPO PM in addition to the coordination calls at project milestones, including the status of DBE/ESBE work and progress towards the established goal. We will provide all related

inputs, process, outputs, and documents to SJTPO for their record. The AECOM PM will coordinate with the SJTPO PM to determine the best process for data and document transfer.

The AECOM Team will update the post-processor User's Guide documentation to reflect specific SJTPO implementation conditions.

We will create a backup and installation DVD for SJTPO. Also, full copies of CENTRAL/PPSUITE/MOVES input and output files, for two scenarios, will be provided on this DVD.

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## AECOM believes that quality is everyone's job – from the CEO to the entry-level technician

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AECOM will provide QA/QC of the process and deliverables according to industry standards and the high-quality management requirements set by ISO standards. Our approach to quality follows the international standard for quality management systems (QMS), ISO 9001. As one of the few ISO 9001-certified professional and technical services firms in North America, AECOM developed its system to address the standard's requirements. We regularly confirm our compliance with these standards through formal auditing and verification. Initially certified in 2002, we have continuously expanded the scope of our ISO certification. In fact, during 2011 we achieved a single, unified ISO 9001:2008 certification covering all our business lines in North America.

### ***Project deliverables for Task1: Coordination will include the following:***

- **Deliverable 1.a: Bi-weekly emails:** AECOM Team will provide bi-weekly progress reports to the SJTPO PM via email. We will organize a project kick-off meeting/conference call and task completion milestone conference calls with SJTPO PM and staff.
- **Deliverable 1.b: Installation of Modeling Software:** The AECOM Team will update the CENTRAL/PPSUITE/MOVES User's Guide, create CENTRAL/PPSUITE installation DVD and provide required software license to run the post-processor at the SJTPO office.

### **Task 2. Preparation and Testing of Motor Vehicle Emissions Budgets for 2023**

New Jersey Department of Environmental Protection coordinates statewide air quality analysis effort and data development. The AECOM team will lead the data development and emission estimates for four counties in the SJTPO region to support NJDEP's undertakings in submitting its attainment demonstration State Implementation Plan (SIP). We will apply CENTRAL/

PPSUITE/MOVES setup for emission estimates and reporting. The SJTPO staff will provide loaded highway networks for 2021 and 2023 year/scenario and participate in coordination with NJDEP and NJDOT. We will also coordinate with the ICG, NJDOT and NJDEP and additional updates in data development and emission modeling. Emissions will be calculated for two categories of pollutants: VOC and NOx.

Combinations of computer programs centered on the MOVES and PPSUITE post-processor programs will be used to estimate 2023 MVEB in the SJTPO region. The PPSUITE software has been developed by AECOM and has been used by SJTPO, the NJDOT the NJDEP and NJTPA for emissions estimation in New Jersey. PPSUITE has been successfully transitioned to MOVES3 emission model, which will be utilized for the NEI analysis at SJTPO in 2021.

PPSUITE has consistently been shown to meet all the Federal guidelines and regulations for regional Conformity Analysis as specified in Transportation Conformity Rule 40 CFR Part 93. PPSUITE has repeatedly provided the local data that was the subject of SJTPO's certification by federal agencies.

The AECOM Team understands that coding of regionally significant, non-exempt transportation projects into the proper South Jersey Travel Demand Model (SJTDM) highway and transit networks and other input files will be done by the SJTPO staff. We will provide quality assurance by reviewing the SJTDM resulting networks, as well as monitoring project effects on the emissions estimates for each scenario and year.

The AECOM Team will provide the SJTPO PM with a technical memorandum summarizing the data development methodology and emission estimate results. We will create a data DVD for SJTPO.

### **Project deliverables for Task 2: Preparation and Testing of 2023 MVEB will include the following:**

- **Deliverable 2.a: QA/QC of Loaded Transportation Networks:** The AECOM Team will receive 2021 and 2023 loaded transportation networks from SJTPO and perform quality review to ensure model links are accurate; (i.e., have accurate functional classifications, facility types), and model volumes, VMT, average speeds, and other outputs are reasonable. At the end of the review process, we will provide a technical memorandum summarizing edits/adjustments to network and/or any other input and output files.
- **Deliverable 2.b: Draft motor vehicle emissions budgets:** The AECOM team will prepare all necessary MOVES inputs and use CENTRAL/PPSUITE/MOVES to estimate VOC and NOx emissions for two scenarios. The AECOM Team will provide a brief technical memorandum summarizing the data development process, assumptions, methodology and results. SJTPO will run post processor/MOVES emissions model chain in parallel with the consultant. The consultant will provide technical assistance as needed up to the level defined in the cost estimate as SJTPO runs the PPSUITE/MOVES model and works to match (or benchmark) the emissions budget and annual emissions inventory calculated by the consultant.
- **Deliverable 2.c: Summary of Test Results:** The AECOM team will compare a proposed 2023 MVEB for VOC and NOx with the emission results from SJTPO's current Transportation Conformity analysis. The AECOM Team will provide a brief technical memorandum summarizing the data comparison and demonstrating the sufficiency of the proposed MVEBs.
- **Deliverable 2.d: Data Delivery:** The AECOM Team will provide a brief technical memorandum summarizing the data development process, assumptions, methodology and results. The AECOM Team will provide a data CD to the SJTPO and NJDEP or transfer data via FTP.
- **Deliverable 2.e: Technical Memorandum:** AECOM will develop a brief technical memorandum summarizing process and results of the annual on-road inventory.

A full site license (for the SJTPO office in Vineland) for CENTRAL/PPSUITE will be provided to SJTPO. The CENTRAL/PPSUITE software is for use in the SJTPO office only and may not be transferred to others without prior arrangement with AECOM. This will be a perpetual license. MOVES and related data are in the public domain.

# Project Schedule

The project schedule is shown in the following table. As specified in the RFP, Notice To Proceed is assumed to be on or about June 15, 2022. The New Jersey statewide SIP input data and run results will be completed and delivered to SJTPO and NJDEP by October 14, 2022. The MVEB delivery date is contingent upon NJDOT 2021 HPMS VMT data availability by September 15, 2022. The summary test results and regional emissions analysis for the 2021 and 2023, technical documentation, and file transfer will be completed by December 16, 2022. This schedule will allow enough time for review, feedback, and any technical changes, if such required.

Task	FY 2022 Air Quality Assistance	Estimated End Date or Task Duration
	Notice to Proceed	June 15, 2022
	Kickoff Meeting	June 20, 2022
<b>Task 1. Coordination</b>		
1.a.	By-weekly project progress coordination	July 1– Dec 30, 2022
1.b.	ICG meeting – conference call	September 30, 2022
1.c.	Assistance with the software installation and training meeting (webinar)**	October 12, 2022
<b>Task 2. Preparation and Testing of Motor Vehicle Emissions Budgets for 2023</b>		
2.a.	SIP Travel demand model results review and technical summary	July 15 – Sept 15, 2022
2.b.	SIP/MVEB data development, QA/QC, and coordination with NJDEP	Sept 15 – Oct 14, 2022*
2.c.	SIP emission modeling and reporting	Sept 15 – October 14, 2022
2.d.	Compare current AQ Conformity results with the proposed 2023 MVEB	Nov 1– Nov 11, 2022
2.e.	SIP Technical documentation and data DVD to SJTPO and NJDEP	December 16, 2022

\* Note: The Completion of data development and 2021 HPMS VMT adjustment estimate are contingent upon timely VMT data availability at NJDOT.

\*\* Task 1.c. Assistance with the software installation and training meeting (webinar) will be concurrent with

Task 2.c.

# Total Costs

<b>Task</b>	<b>Task Name</b>	<b>Cost per Task</b>
Task 1	Coordination	\$3,990
Task 2	Preparation and Testing of Motor Vehicle Emissions Budgets for 2023	\$30,387
	Expenses	\$100
	<b>Total</b>	<b>\$34,478</b>

# Breakdown of All Other Charges

## FY 2022 Air Quality Assistance

June 1, 2022 - December 30, 2022

### SUMMARY BUDGET FORM

#### LABOR COSTS

Direct Labor	\$11,527
Overhead at 130.7%	\$15,066

**Subtotal Labor** **\$26,593**

#### NON-SALARY DIRECT EXPENSES

Graphics	\$0
Travel	\$0
Postage	\$100

**Subtotal Non-Salary Direct Expenses** **\$100**

#### SUBCONSULTANTS

Sobers Consulting LLC (DBE)	\$4,594
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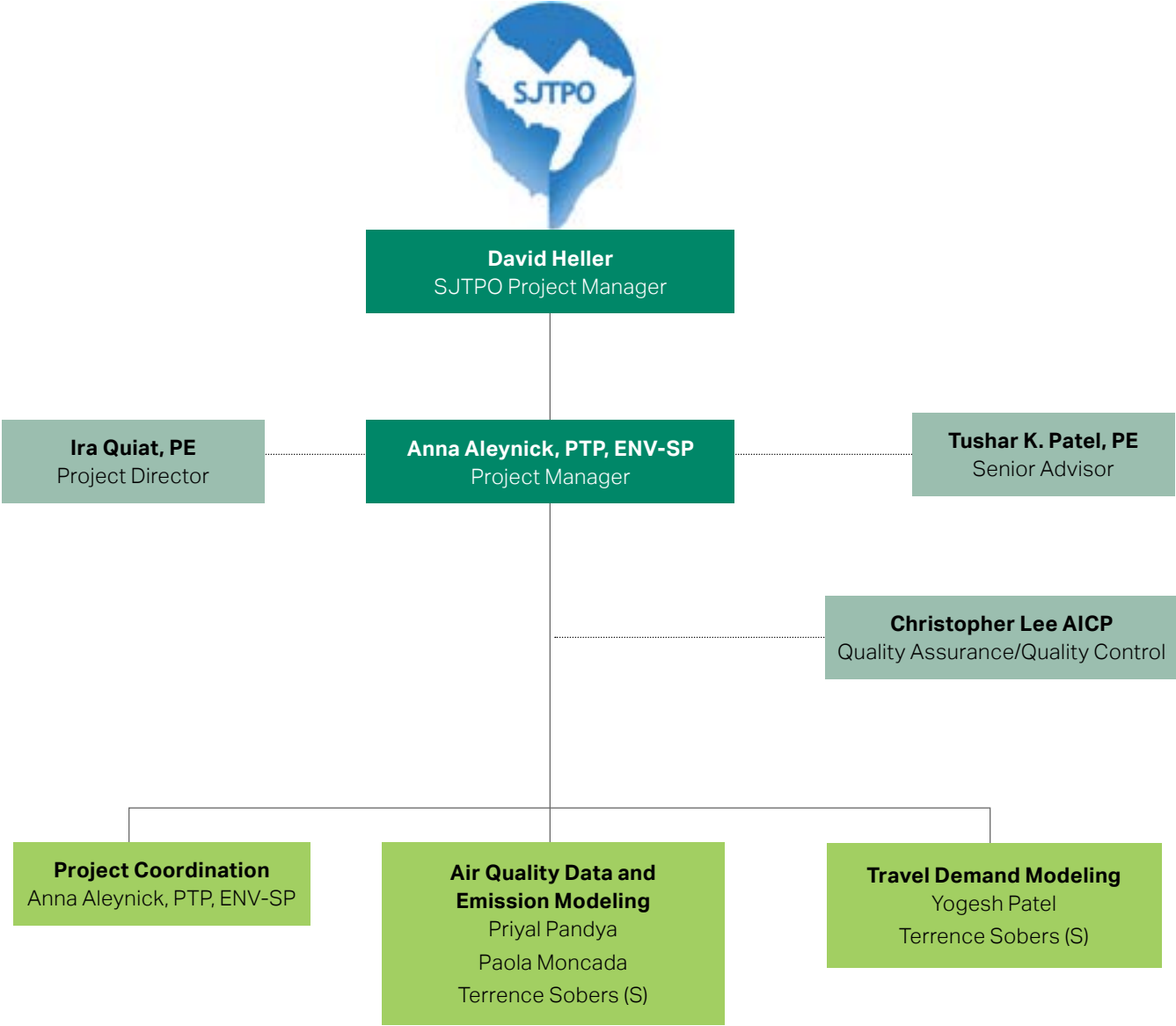
**Subtotal Subconsultants** **\$4,594**

**FIXED FEE (12%)** **\$3,191**

**TOTAL** **\$34,478**

**DBE Participation** **13.32%**

# Organizational Chart



All staff are AECOM employees except where indicated  
(S) Sobers Consulting LLC

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-16: Approving the Selection of AECOM Technical Services, Inc. as the Consultant for the 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 (UPWP) includes Federal Highway Administration planning funds for this project; and**

**WHEREAS, the Notice of Availability of Requests was sent to 252 contacts on March 3, 2022; and**

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

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

**WHEREAS, the SJTPO Technical Advisory Committee (TAC) endorsed the consultant selection committee with representatives from the New Jersey Department of Transportation (NJDOT), the New Jersey Department of Environmental Protection, the City of Vineland, and SJTPO, who reviewed and evaluated the proposals in accordance with SJTPO's published criteria; and**

**WHEREAS, the Consultant Selection Committee recommends AECOM Technical Services, Inc., in association with Sobers Consulting LLC serving as the Disadvantaged Business Enterprise (DBE) firm; and**

**WHEREAS, the SJTPO TAC, at their May 9, 2022 meeting, endorsed the recommendation of the Consultant Selection Committee; and**

**WHEREAS, this project will be funded within SJTPO's Technical Program in the FY 2023 UPWP as Task 22/404 Air Quality Technical Assistance within a budget of \$35,000.00; and**

**WHEREAS, the project cost is \$34,478.00 with a 13.32%, DBE participation, compared with SJTPO's DBE/ESBE goal of 13.23%; and**

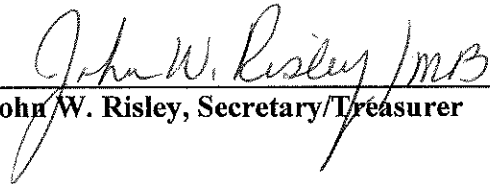
**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the above selection for the FY 2021 Air Quality Technical Assistance technical study, with a maximum fee of \$34,478.00 and 13.32% DBE participation; and**

**BE IT FURTHER RESOLVED, that the Policy Board authorizes the Executive Director to execute the 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, SJTA, 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 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 on May 23, 2022.**

---

John W. Risley, Secretary/Treasurer

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-17: Approving the SJTPO and NJDOT Selection of Projects for Funding Through Safe Routes to School (SRTS) Program**

#### **PROPOSAL**

At its May 9, 2022, meeting, the Technical Advisory Committee recommended that the Policy Board approve the attached project list for the Safe Routes to School (SRTS) Program.

#### **BACKGROUND**

The Safe Routes to School Program (SRTS) is a federally funded program that seeks to encourage and enable children to walk and bicycle to school. Projects must be located within two miles of a school that serves students in grades K-8 with funding available only for the construction of infrastructure projects.

SJTPO was initially allocated \$1.000 million for SRTS projects in the four-county region. This action would approve and provide funding for two SRTS projects totaling \$1.724 million, well over the initial allocation. Eight candidate projects were submitted, totaling \$4.261 million.

The Priority Rating for Safe Routes to School Program is attached along with a spreadsheet listing the eight (8) SRTS projects submitted in the SJTPO region.

## 2022 Safe Routes to School Projects - SJTPO Region

Project	Recipient	County	Total Project Cost	Total Amount Requested	Recommended Amount
Pennsville Township Middle School Pedestrian Safety and Traffic Calming Project	Pennsville Township	Salem	428,202.50	428,202.50	425,000.00
Pleasantville School Transportation Safety Project	Pleasantville City	Atlantic	1,494,310.00	1,494,310.00	1,299,000.00
Somers Point Schools Safety Improvements	Somers Point City	Atlantic County	824,400.00	824,400.00	0.00
Crestview Avenue Pedestrian Improvements	Absecon City	Atlantic	616,145.00	535,780.00	0.00
Brigantine School Safety Improvements	Brigantine City	Atlantic	419,347.50	419,347.50	0.00
City of Linwood Sidewalk Connection Project	Linwood City	Atlantic County	159,817.80	159,817.80	0.00
Farragut Avenue Pedestrian Safety Improvements	Hamilton Township	Atlantic	283,532.50	283,532.50	0.00
Bayberry Drive and East Pacific Avenue Sidewalk Project - Safe Routes to School	Middle Township	Cape May	116,092.50	116,092.50	0.00
			<b>4,341,847.80</b>	<b>4,261,482.80</b>	<b>1,724,000.00</b>

40.5%

## Priority Rating for Safe Routes to School Program

### 2022 APPLICATION ASSESSMENT

#### PROGRAM REQUIREMENTS

1. **Resolutions of Support** (Yes = Proceed, No = Disqualified)
2. **Public ROW/School Board Letters/ Resolutions of Support** (Yes = Proceed, No = Disqualified)
3. **Maintenance Commitment** (Yes = Proceed, No = Disqualified)
4. **Responsible Charge** (Yes = Proceed, No = Disqualified)
5. **Distance to School** (Yes = Proceed, No = Disqualified)
6. **Student Travel Tallies** (Due to COVID-19, not required in 2022 solicitation)

#### SECTION 1 (10 Points):

1. **Equal Access (0-2 pt)**  
Is the school district a Schools Development Authority district? Is the project located in an Opportunity Zone and/or listed on the Targeted Urban Municipalities (TUMS) list?
2. **Sustainability (0-1 pt)**  
Has the school or district participated in the NJ SRTS program at least at the Bronze level for the past two years?
3. **Planning Process (0-2 pts)**  
Is a School Travel Plan attached that was completed within the last five years and contains all required elements?
4. **Institutional Support (0-1 pt)**  
Does the school or the school district have a written policy, such as a School Wellness Policy, that supports walking and bicycling to school OR does the municipality have an adopted Complete Streets policy?
5. **Statewide Concerns (0-1 pt)**  
Is there a railroad crossing or a state highway ramp crossing that will be improved as part of the project?
6. **Readiness to Build or Install (0-1 pt)**  
Either ROW or utility relocations needed=0 points  
No ROW or utility relocations needed= 1 point
7. **Authorization Performance (0-2 pts)**  
Have projects been authorized by the applicant within the allotted timeframe on any previous Transportation Enhancement, Transportation Alternatives, or Safe Routes to School grants?

#### SECTION 2: (15 points)

1. **Comprehensive Approach (0-1 pt)**  
Does the school or municipality already conduct any activities that promote walking and/or bicycling?
2. **Demonstrated Commitment (0-1 pt)**  
Has the applicant recently implemented infrastructure projects to improve conditions for bicycling and walking?
3. **Connectivity (0-2 pts)**  
Does the proposed project connect to an existing local (1 pt) or regional (2 pts) bicycle or pedestrian network?
4. **Documentation (0-2 pts)**  
Is the project need well documented (through crash reports, photographs, maps, survey results, health statistics, crime statistics or reports, etc.)?

**5. Safety (0-3 pts)**

Does the project have the potential to make walking and bicycling to school safer?

- For one point: The project repairs, replaces, or renovates infrastructure which is in place.
- For two points: The project provides new infrastructure where there had been none; for instance, a new sidewalk.
- For three points: the project is part of a set of comprehensive improvements to improve safety (sidewalk, signage and crosswalk improvements).

**6. Physical Activity (0-3 pts)**

Does the project have the potential to increase the number of students walking or bicycling to school?

- For zero points: The project does not have the potential to increase the number of students walking or bicycling to school.
- For one point: The project has the potential to increase the number of students walking or bicycling to school, and the number of students expected to benefit from the project is less than 25% of the student population.
- For two points: The project has the potential to increase the number of students walking or bicycling to school, and the number of students expected to benefit from the project is 50% or more of the student population.
- For three points: The project has the potential to increase the number of students walking or bicycling to school, and the number of students expected to benefit from the project is 75% or more of the student population.

**7. Suitability (0-2 pts)**

Does the project address the problem identified?

**8. Evaluation (0-1 pt)**

Does the project include a way to measure success that is included in the project schedule?

**SECTION 2: (3 points)**

**1. Equity**

Applications will be reviewed for deliberate and actionable considerations of equity in underserved communities. Consideration will be given to applications that provide additional benefits to a community or communities identified in the following categories: Title VI, Environmental Justice, Limited English Proficiency, and individuals with disabilities. Census tract data for these categories will be used to determine if a project meets the equity criteria. Projects are assigned up to three points.

Demographic data sets include:

- Percent Low-Income
- Percent Minority
- Less than high school education
- Linguistic isolation
- Individuals under age 5
- Individuals over age 64
- Individuals under age 18
- Individuals with Disabilities

**TIE BREAKER (if needed):**

**1. Local Support (0-1 pt)**

Are letters of support from others in the community attached to the application?

**2. Effective Taxing Capacity**

In the event the tiebreaker still results in a tie, the Effective Local Taxing Capacity will be used to break the tie.

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-17: Approving the SJTPO and NJDOT Selection of Projects for Funding Through Safe Routes to School (SRTS) Program**

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 Safe Routes to School Program (SRTS) is a federally funded reimbursement program established in 2005 and continued as an eligible program under the Fixing America's Surface Transportation (FAST) Act; and

WHEREAS, this program is being administered by the New Jersey Department of Transportation (NJDOT), in partnership with the North Jersey Transportation Planning Authority (NJTPA), the Delaware Valley Regional Planning Commission (DVRPC), and the South Jersey Transportation Planning Organization (SJTPO); and

WHEREAS, a committee consisting of NJDOT, SJTPO, DVRPC, NJTPA, and the Federal Highway Administration (FHWA) was charged with applying the selection criteria of the program and preparing the recommended list of projects for approval by the Commissioner of Transportation; and

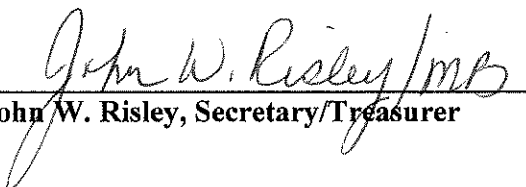
WHEREAS, two projects in the SJTPO region are recommended for Safe Routes to School Program funding in the total amount of \$1,724,000; and

WHEREAS, the SJTPO Technical Advisory Committee supports the recommendation to approve the attached project list for the SRTS Program;

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the recommended list of SRTS projects for funding.

**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 on May 23, 2022.

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

# SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

## **ITEM 2205-18: Approving Minor Amendments to the FFY 2022-2031 Transportation Improvement Program (TIP)**

### **PROPOSAL**

At its May 9, 2022, meeting, the SJTPO Technical Advisory Committee (TAC) recommended that the Policy Board approve six (6) amendments to the FFY 2022-2031 Transportation Improvement Program (TIP), as requested by NJDOT.

### **BACKGROUND**

NJDOT has requested to add the following projects to the FFY 2022-2031 TIP, which reflects changes to the FY 2023 Capital Program. Funding for these projects is a combination of a release of prior year unobligated balances and new funding from the federal Bipartisan Infrastructure Law (BIL)/Infrastructure Investment and Jobs Act (IIJA).

#### **1. DBNUM 12320 Route 47, Nummytown Mill Pond Dam**

Initiated from the Bridge Management System, this class 2 dam has insufficient spillway capacity, as required by the New Jersey safety standards, and is a significant hazard. The dam requires rehabilitation to achieve compliance with the New Jersey Dam Safety standards. Funding is for Preliminary Engineering (PE) in FFY 2023, Final Design (FD) in FFY 2024, Right-of-Way (ROW) in FFY 2025, and Construction (CON) in FFY 2026 for a total of \$8.83 million. This project is in Middle Township, Cape May County.

#### **2. DBNUM 15340 Route 47, Henderson Avenue to High Street**

This project will provide safety improvements and address pedestrian deficiencies within the project limits. Funding is for PE in FFY 2023, FD in FFY 2025, ROW in FFY 2025, and CON in FFY 2028 for a total of \$6.128 million. The project is in the City of Millville, Cumberland County.

#### **3. DBNUM 15400A Route 9, Tuckahoe Rd (CR 631) to Roosevelt Blvd (CR 623)**

This project will provide a solution to lessen crash incidents, promote traffic calming, improve geometric deficiencies, increase mobility for pedestrians and bicyclists, provide American with Disabilities (ADA) compliant features, install ITS facilities, and improve the terminus of old Route 9 in Upper Township at the Great Egg Harbor Bay. Funding is for PE in FFY 2023, FD in FFY 2024, ROW in FFY 2025, and CON in FFY 2026 for a total of \$10.213 million. This project is in Upper Township, Cape May County.

#### **4. DBNUM 16334 Route 295 SB Ramp K to CR 551, Bridge over Route 295 SB**

Initiated from the Bridge Management System, this project will replace the structurally deficient and functionally obsolete bridge in Carney's Point Township, Salem County. Funding is for PE in FFY 2023, FD in FFY 2025, ROW in FFY 2026, and CON in FFY 2027 for a total of \$13 million. This project is in Carney's Point Township, Salem County.

#### **5. DBNUM 17306 Route 55, Bridges over Route 47**

Work will include replacing the bridge deck/superstructure in the City of Millville. Funding is for PE in FFY 2022, FD in FFY 2025, and CON in FFY 2027 for a total of \$22 million. This project is in the City of Millville, Cumberland County.

#### **6. DBNUM 95017 Route 49, Buckshutem Road, Intersection Improvements (CR 670)**

This project will address safety and operational improvements at the Route 49 intersection with Buckshutem Road. The project is in the City of Bridgeton, Cumberland County, and is programmed for CON in FFY 2023 for \$17.717 million.

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-18: Approving Minor Amendments to the FFY 2022-2031 Transportation Improvement Program (TIP)**

**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, MPOs are responsible for developing a Transportation Improvement Program (TIP) that sets forth the capital expenditures for at least four years, as required by the Federal Metropolitan Planning Rule (23 CFR 450C and 49 CFR 613C); and**

**WHEREAS, NJDOT is requesting to add six (6) projects to the FFY 2022-2031 TIP for a total cost of \$77.888 million; and**

**WHEREAS, this additional investment in the regional transportation system will further advance the goals of the RTP 2050; and**

**WHEREAS, will advance the reconstruction of several structurally deficient bridges, dams, and enhance the safety along critical roadways; and**

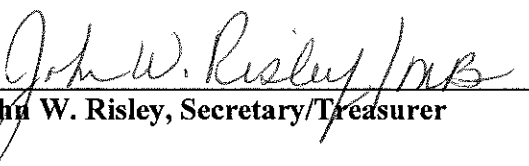
**WHEREAS, the fiscal constraint is maintained for these projects by a release of prior year unobligated balances, general fund appropriations, and new funding from the federal BIL/IIJA; and**

**WHEREAS, the addition of these projects will not have a negative impact on the air quality in the SJTPO region; and**

**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the minor amendments to add DBNUM 12320, DBNUM 15340, DBNUM 15400A, DBNUM 16334, DBNUM 17306, and DBNUM 95017 to the current FFY 2022-2031 TIP.**

### **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 on May 23, 2022.**

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

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-19: Approving the Selection of Brown & Connery, LLP for SJTPO General Legal Counsel**

#### **PROPOSAL**

At its meeting on April 21, 2022, the Consultant Selection Committee consisting of SJTPO and SJTA staff unanimously recommended the firm of Brown & Connery, LLP, as SJTPO General Legal Counsel.

#### **BACKGROUND**

To enable SJTPO to retain General Legal Counsel, the South Jersey Transportation Authority (SJTA), acting in its capacity as the Administrative Host for SJTPO, released a Request for Proposals for Legal Services on March 22, 2022, using SJTA procurement guidelines. The Notice of Availability of Requests was advertised on Bid Express, in The Press of Atlantic City, and in The Courier Post.

Two (2) proposals were received and reviewed by the Consultant Selection Committee with Brown & Connery, LLP emerging as the top-ranked firm for SJTPO General Legal Counsel. A memo regarding the recommendation to the Consultant Selection Committee is attached for reference.

Brown & Connery, LLP is a full-service, multi-disciplined law firm; specific related areas of practice include commercial and general litigation, representing public and governmental entities, real estate law, and land use development and zoning law. Collectively members of the law firm have 92 years of experience with public and government clients. The firm has a total of fifty-two (52) attorneys with offices in Westmont, Woodbury, and Haddonfield, New Jersey.

Legal fees for General Legal Counsel will be paid from SJTPO's Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57001 Legal Services for \$15,000. Invoices are created for services rendered only, with no retainer fee.



**South Jersey  
Transportation  
Planning Organization**

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[info@sjtpo.org](mailto:info@sjtpo.org)

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**To:** Consultant Selection Committee  
**From:** Monica Butler, Administrative Manager, SJTPO  
**Date:** May 2, 2022  
**Re:** Recommendation for SJTPO General and Special Legal Counsel

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The members of the Consultant Selection Committee consisting of: William Caster, Steve Mazur, Jim Hartman, Pam Hayes, Doris McClinton, Jennifer Marandino, and myself met on Thursday, April 21, 2022 at 10:00 a.m. to evaluate the proposals received for SJTPO's General and Special Legal Counsel services. Proposals were received on April 12, 2022 from the following firms:

- Brown & Connery, LLP
- McManimon, Scotland & Baumann, LLC

The proposals were evaluated on the following criteria: Knowledge and Experience of Attorneys in the Practice Area; Experience of the Firm in the Practice Area; Resources of the Firm; Approach to Communication with SJTPO; and Past Experience of the SJTPO and/or other Authorities/Agencies with the Firm and/or Attorneys.

Based on the Consultant Selection Committee evaluations, I recommend that the following top-ranked firm of Brown & Connery, LLC be submitted to the SJTPO Policy Board and SJTA Board of Commissioners for approval to provide SJTPO General Legal Counsel and McManimon, Scotland & Baumann, LLC be submitted to the SJTPO Policy Board and SJTA Board of Commissioners for approval to provide SJTPO Special Legal Counsel.

These recommendations will be brought before the SJTPO Policy Board at their May 23, 2022 meeting, and I ask that you include this recommendation for action by the Commissioners at their June 15<sup>th</sup>, 2022 Board Meeting.

Thank you.

c: Caroline Roseboro, SJTA  
SJTA Purchasing  
Jennifer Marandino, Executive Director

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-19: Approving the Selection of Brown & Connery, LLP for SJTPO General Legal Counsel**

**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 (UPWP) includes Federal Highway Administration planning funds for Legal Services; and**

**WHEREAS, services of General Legal Counsel do not constitute Engineering or Architectural Services pursuant to PL 92-582 of 1972, known as the “Brooks Act”; and**

**WHEREAS, acting in the capacity of Administrative Host, SJTA solicited proposals, on behalf of SJTPO, from qualified firms to provide General Legal Counsel services, using the procurement procedures of the South Jersey Transportation Authority; and**

**WHEREAS, the Notice of Availability of Requests was advertised on Bid Express, in The Press of Atlantic City, and The Courier Post; and**

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

**WHEREAS, the Consultant Selection Committee consisting of SJTA and SJTPO staff reviewed two (2) proposals and recommend the firm of Brown & Connery, LLP of Westmont, New Jersey; and**

**WHEREAS, SJTPO desires to enter into an Agreement with Brown & Connery, LLP of Westmont, New Jersey for the provision of General Legal Counsel services for a term of one (1) year with a mutually agreeable one-year extension in accordance with the fee schedules set forth in the RFP; and**

**WHEREAS, Legal fees for General Legal Counsel will be paid from SJTPO’s Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57001 Legal Services for \$15,000; and**

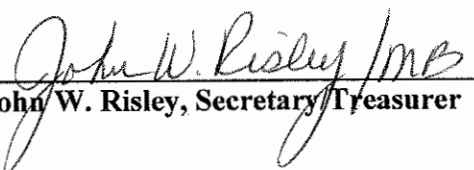
**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the selection of Brown & Connery, LLP of Westmont, New Jersey to provide General Legal Counsel services; and**

**BE IT FURTHER RESOLVED, that the Policy Board authorizes the Executive Director to execute the 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, SJTA, 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 law firm 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 on May 23, 2022.**

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

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-20: Approving the Selection of McManimon, Scotland & Baumann, LLC for SJTPO Special Legal Counsel**

#### **PROPOSAL**

At its meeting on April 21, 2022, the Consultant Selection Committee consisting of SJTPO and SJTA staff unanimously recommended the firm of McManimon, Scotland & Baumann, LLC, as SJTPO Special Legal Counsel.

#### **BACKGROUND**

To enable SJTPO to retain Special Legal Counsel, the South Jersey Transportation Authority (SJTA), acting in its capacity as the Administrative Host for SJTPO, released a Request for Proposals for Legal Services on March 22, 2022, using SJTA procurement guidelines. The Notice of Availability of Requests was advertised on Bid Express, in The Press of Atlantic City, and in The Courier Post.

Two (2) proposals were received and reviewed by the Consultant Selection Committee with McManimon, Scotland & Baumann, LLC emerging as the top-ranked firm for SJTPO Special Legal Counsel. A memo regarding the recommendation to the Consultant Selection Committee is attached for reference.

McManimon, Scotland & Baumann, LLC is a full-service, multi-disciplined law firm; specific related areas of practice include employment and labor, environmental law, general litigation, land use, procurement of federally funded projects, public agency governance, and state and federal ethics requirements. Collectively members of the law firm have 40 years of experience with public and government clients. The firm has a total of forty-seven (47) attorneys with offices in Roseland, Newark, Trenton, New Jersey, and New York.

Legal fees for Special Legal Counsel will be paid from SJTPO's Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57001 Legal Services for \$15,000. Invoices are created for services rendered only, with no retainer fee.



**South Jersey  
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---

**To:** Consultant Selection Committee  
**From:** Monica Butler, Administrative Manager, SJTPO  
**Date:** May 2, 2022  
**Re:** Recommendation for SJTPO General and Special Legal Counsel

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The members of the Consultant Selection Committee consisting of: William Caster, Steve Mazur, Jim Hartman, Pam Hayes, Doris McClinton, Jennifer Marandino, and myself met on Thursday, April 21, 2022 at 10:00 a.m. to evaluate the proposals received for SJTPO's General and Special Legal Counsel services. Proposals were received on April 12, 2022 from the following firms:

- Brown & Connery, LLP
- McManimon, Scotland & Baumann, LLC

The proposals were evaluated on the following criteria: Knowledge and Experience of Attorneys in the Practice Area; Experience of the Firm in the Practice Area; Resources of the Firm; Approach to Communication with SJTPO; and Past Experience of the SJTPO and/or other Authorities/Agencies with the Firm and/or Attorneys.

Based on the Consultant Selection Committee evaluations, I recommend that the following top-ranked firm of Brown & Connery, LLC be submitted to the SJTPO Policy Board and SJTA Board of Commissioners for approval to provide SJTPO General Legal Counsel and McManimon, Scotland & Baumann, LLC be submitted to the SJTPO Policy Board and SJTA Board of Commissioners for approval to provide SJTPO Special Legal Counsel.

These recommendations will be brought before the SJTPO Policy Board at their May 23, 2022 meeting, and I ask that you include this recommendation for action by the Commissioners at their June 15<sup>th</sup>, 2022 Board Meeting.

Thank you.

c: Caroline Roseboro, SJTA  
SJTA Purchasing  
Jennifer Marandino, Executive Director

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-20: Approving the Selection of McManimon, Scotland & Baumann, LLC for SJTPO Special Legal Counsel**

**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 (UPWP) includes Federal Highway Administration planning funds for Legal Services; and**

**WHEREAS, services of Special Legal Counsel do not constitute Engineering or Architectural Services pursuant to PL 92-582 of 1972, known as the “Brooks Act”; and**

**WHEREAS, acting in the capacity of Administrative Host, SJTA solicited proposals, on behalf of SJTPO, from qualified firms to provide Special Legal Counsel services, using the procurement procedures of the South Jersey Transportation Authority; and**

**WHEREAS, the Notice of Availability of Requests was advertised on Bid Express, in The Press of Atlantic City, and The Courier Post; and**

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

**WHEREAS, the Consultant Selection Committee consisting of SJTA and SJTPO staff reviewed two (2) proposals and recommend the firm of McManimon, Scotland & Baumann, LLC of Roseland, New Jersey; and**

**WHEREAS, SJTPO desires to enter into an Agreement with McManimon, Scotland & Baumann, LLC of Roseland, New Jersey for the provision of Special Legal Counsel services for a term of one ( ) year with a mutually agreeable one-year extension in accordance with the fee schedules set forth in the RFP; and**

**WHEREAS, Legal fees for General Legal Counsel will be paid from SJTPO’s Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57001 Legal Services for \$15,000; and**

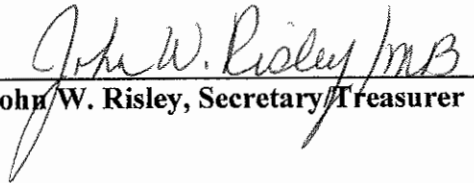
**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the selection of McManimon, Scotland & Baumann, LLC of Roseland, New Jersey to provide Special Legal Counsel services; and**

**BE IT FURTHER RESOLVED, that the Policy Board authorizes the Executive Director to execute the 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, SJTA, 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 law firm 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 on May 23, 2022.**

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

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-21: Approving the Selection of PCS for SJTPO Information Technology Systems and Network Support**

#### **PROPOSAL**

At its meeting on April 7, 2022, the Consultant Selection Committee consisting of SJTPO and SJTA staff unanimously recommended the selection of PCS of Moorestown, New Jersey, for SJTPO Information Technology Systems and Network Support services.

#### **BACKGROUND**

To enable SJTPO to retain Information Technology Systems and Network Support, the South Jersey Transportation Authority (SJTA), acting in its capacity as the Administrative Host for SJTPO, released a Request for Proposals for Information Technology Systems and Network Support services on March 1, 2022, using SJTA procurement guidelines. The Notice of Availability of Requests was advertised on Bid Express, The Press of Atlantic City, and The Courier Post.

Two (2) proposals were received and reviewed by the Consultant Selection Committee with PCS emerging as the top-ranked firm for SJTPO Information Technology Systems and Network Support services.

Collectively members of PCS have 30+ years of experience with public and government clients. PCS firm has a total of (160) full-time employees including Network Engineers, Solutions Engineers, Project Managers, Field Service Technicians, Telecommunication Auditing & Recovery Services, Sales, Marketing, and Customer Support with offices in Wilmington, Delaware, and Moorestown, Red Bank, and Vineland, New Jersey.

Fees for Information Technology Systems and Network Support will be paid from SJTPO's Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57040 IT Consulting for \$8,500. Costs for PCS include \$850 per month for unlimited remote and onsite support with additional out-of-scope charges outlined in the proposal.



**South Jersey  
Transportation  
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[info@sjtpo.org](mailto:info@sjtpo.org)

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**To:** Consultant Selection Committee  
**From:** Monica Butler, Administrative Manager, SJTPO  
**Date:** April 29, 2022  
**Re:** Recommendation for SJTPO Information Technology Systems and Network Support

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The members of the Consultant Selection Committee consisting of: Paul Heck, Pam Hayes, Joel Falk, Bhushan Pathare, Doris McClinton, Jennifer Marandino, and myself met on Thursday, April 7, 2022 at 10:00 a.m. to evaluate the proposals received for SJTPO's Information Technology Systems and Network Support services. Proposals were received on March 29, 2022 from the following firms:

- PCS
- Arora and Associates, PC

The proposals were evaluated on the following criteria: Experience of the Firm; Key Personnel; Technical Approach; and Fee Proposal. The Consultant Selection Committee members deemed the top-ranked proposer to be highly qualified and provided experienced key personnel, sufficient resources, and exceptional past performance.

Based on the Consultant Selection Committee evaluations, I recommend that the following top-ranked firm be submitted to the SJTPO Policy Board and SJTA Board of Commissioners for approval to provide SJTPO Information Technology Systems and Network Support:

- PCS

This recommendation will be brought before the SJTPO Policy Board at their May 23, 2022 meeting, and I ask that you include this recommendation for action by the Commissioners at their June 15<sup>th</sup>, 2022 Board Meeting.

Thank you.

c: Caroline Roseboro, SJTA  
SJTA Purchasing  
Jennifer Marandino, Executive Director

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2205-21: Approving the Selection of PCS for SJTPO Information Technology Systems and Network Support**

**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 (UPWP) includes Federal Highway Administration planning funds for IT Consulting; and**

**WHEREAS, services of Information Technology Systems and Network Support do not constitute Engineering or Architectural Services pursuant to PL 92-582 of 1972, known as the “Brooks Act”; and**

**WHEREAS, acting in the capacity of Administrative Host, SJTA solicited proposals, on behalf of SJTPO, from qualified firms to provide Information Technology Systems and Network Support services, using the procurement procedures of the South Jersey Transportation Authority; and**

**WHEREAS, the Notice of Availability of Requests was advertised on Bid Express, in The Press of Atlantic City, and The Courier Post; and**

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

**WHEREAS, the Consultant Selection Committee consisting of SJTA and SJTPO staff reviewed two (2) proposals and recommend the selection of PCS of Moorestown, New Jersey; and**

**WHEREAS, SJTPO desires to enter into an Agreement with PCS of Moorestown, New Jersey for the provision of Information Technology Systems and Network Support services for a term of three (3) years with two (2) mutually agreeable one-year extensions in accordance with the fee schedules set forth in the proposal, on an as-needed task order basis with no minimum amount of guarantee of any work; and**

**WHEREAS, fees for IT Consulting will be paid from SJTPO’s Operating/Direct Expenses in the FY 2023 UPWP, as Line Item 57040 IT Consulting for \$8,500; and**

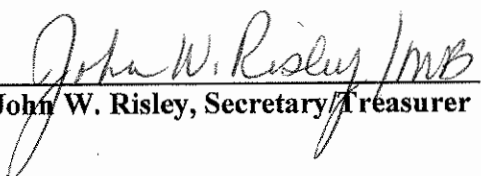
**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the selection of PCS of Moorestown, New Jersey to provide Information Technology Systems and Network Support services; and**

**BE IT FURTHER RESOLVED, that the Policy Board authorizes the Executive Director to execute the 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, SJTA, 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 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 on May 23, 2022.

  
John W. Risley, Secretary/Treasurer

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2205-22: Supporting the Subcommittee Recommendation for Filling SJTPO's Vacant Assistant Planner Position**

#### **PROPOSAL**

At their May 12, 2022, SJTPO Personnel Subcommittee Meeting, consisting of City of Vineland Mayor Fanucci and Stephen Mazur of SJTA approved the recommendation of the Executive Director for the hire of Ms. Taylor Waymire to fill SJTPO's vacant Assistant Planner/Engineer position.

#### **BACKGROUND**

SJTPO is seeking to fill the Assistant Planner/Engineer position left vacant with the resignation of Katie Elliott at the end of January 2022. The solicitation period ended on Monday, April 11, 2022, with two applicants received, both of which were interviewed.

The interview process proved to help provide additional information and supplement each candidate's resume. two persons applied with both candidates interviewed. Each selected candidate was asked to provide examples of work, which demonstrated the candidate's analytical writing skills in addition to proficiency with manipulating, analyzing, and displaying information with a preference for the example of ArcGIS After conducting all the interviews, Taylor Waymire was the stronger candidate on several fronts. Ms. Waymire is passionate and enthusiastic about transportation planning. Ms. Waymire had three different internships during her undergraduate education, finishing the five-year program in three years. During each internship, Ms. Waymire made extensive use of her GIS skills. Ms. Waymire shared her Capstone Writing Sample and associated ArcGIS mapping from her master's degree work at Georgetown University, which displayed her ability to manipulate, analyze, and display information. Ms. Waymire has experience with Microsoft Office and various ArcGIS platforms, which are expected to serve her well in the Assistant Planner position with SJTPO.

Ms. Waymire recently completed her Masters of Professional Studies, in Urban and Regional Planning with a focus on Geographical Information Systems (GIS) and Sustainability from Georgetown University. Ms. Waymire shared that she customized her studies to her interest in GIS and sustainability. While pursuing her master's degree, Ms. Waymire prepared a comprehensive analysis of safety at intersections which is relevant to much of the work we do at SJTPO. Her mentor at Georgetown University indicated she graduated with honors. Ms. Waymire was very highly regarded.

During the interview, Ms. Waymire was very professional and demonstrated excellent communication skills. She further remarked on the importance of utilizing data to help communicate information to the public.

Ms. Waymire has a Bachelor of Science, in Environmental Science with a focus on GIS from the University of Lynchburg. Ms. Waymire also has her Masters of Professional Studies, in Urban and Regional Planning with a focus on GIS and Sustainability from Georgetown University. Ms. Waymire's cover letter and resume are attached for additional information.

A summarizing the selection process, use of the Personnel Subcommittee, and formalization of the Subcommittee meeting itself are also attached for reference and support.



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**Date:** May 12, 2022  
**To:** SJTPO Policy Board  
**cc:** SJTA Human Resources  
**From:** Jennifer Marandino, Executive Director  
**Re:** SJTPO Policy Board Personnel Subcommittee for New Hire

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## **SJTPO Assistant Planner position *anticipated start date July 5, 2022***

### **Purpose of SJTPO Personnel Subcommittee**

At the March 28, 2022, SJTPO Policy Board meeting, Vice-Chairperson Laury asked for volunteers to serve on a Personnel Committee to approve the recommendation for the Assistant Planner/Engineer position. The purpose of the subcommittee is to shorten the hiring process. This allows an action to be taken at the SJTA Board of Commissioners, based upon the Subcommittee approval, in advance of approval by the full SJTPO Policy Board, ultimately shortening the overall timeframe by nearly 1.5 months.

Previous documentation of the use of the Policy Board Subcommittee, prepared at the request of South Jersey Transportation Authority (SJTA) Legal Counsel, has been included for additional reference. The document generally outlines the process, serving as a record of an accepted process that is not otherwise covered in the existing Basic Agreement with SJTA.

### **Members of SJTPO Personnel Subcommittee**

As noted, volunteers to serve on the Personnel Committee were solicited at the March 28, 2022, Policy Board meeting. Besides himself, on behalf of Salem County, Vice Chairperson Laury requested that representatives from other counties also serve. The following members agreed: Commissioner Risley (Atlantic County), Commissioner Director Thornton (Cape May County), Commissioner Castellini (Cumberland County), Mayor Fanucci (City of Vineland), and Stephen Mazur (SJTA).

After the Policy Board adjourned, direction from SJTPO General Counsel was sought related to the number of Personnel Subcommittee members. The recommendation was to have five (5) or fewer members, which will avoid any potential issues related to the Open Public Meetings Act.

Commissioner Thornton and Commissioner Laury both stepped down from the Personnel Subcommittee, with the following members remaining: Commissioner Risley, Commissioner Castellini, Mayor Fanucci, and Stephen Mazur.



**Date:** May 12, 2022

**Re:** SJTPO Policy Board Personnel Subcommittee for New Hire

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## **SJTPO Personnel Subcommittee Meeting – May 12, 2022**

A virtual meeting of the Personnel Subcommittee was held at 1:30 PM on Thursday, May 12, 2022; with City of Vineland Mayor Fanucci and Stephen Mazur of SJTA participating in the meeting. Commissioner Risley and Commissioner Castellini were not able to participate in the meeting. The meeting itself was conducted by Executive Director Jennifer Marandino with Jason Simmons, Program Manager – Capital Programming & Project Development also participating.

The meeting began with sharing the logistics of advertising for the Assistant Planner position, including dates of application periods and the various sources to which the position was advertised. It was noted that two persons applied with both candidates interviewed. Each selected candidate was asked to provide examples of work, which demonstrated the candidate’s analytical writing skills in addition to proficiency with manipulating, analyzing, and displaying information with a preference for the example of ArcGIS.

As the Executive Director, I participated in the interview process with Jason Simmons leading the interviews. Mr. Simmons prepared a memorandum summarizing the selection process and provided a final recommendation of hire for the Assistant Planner position. The memo was provided to the Personnel Subcommittee along with the resume and writing sample from the top candidate.

While both candidates were thought to be capable, Taylor Waymire was the stronger candidate and was put forward as the recommendation for the full-time Assistant Planner position. I shared that Ms. Waymire was very engaging during the interview, sharing her passion and desire to be involved in transportation planning. Ms. Waymire had three different internships during her undergraduate education, finishing the five-year program in three years. During each internship, Ms. Waymire made extensive use of her GIS skills. I further noted that Ms. Waymire asked very thoughtful questions, seeking additional details about the position before she responded to questions asked of her.

Although Commissioner Castellini was not able to participate in the Subcommittee meeting itself, he shared that he read through the notes provided and the two resumes received. He indicated that we have his full support regarding the hiring of Ms. Waymire.

Commissioner Risley called after the conclusion of the subcommittee meeting, as he was not able to participate. He indicated his support of the selection and questioned if Ms. Waymire had anticipated relocating to accept the position with SJTPO. During our conversation, I shared that Ms. Waymire did indicate that she anticipated moving to southern New Jersey and was excited about the opportunity, indicating to Mr. Simmons that she expected to travel to this area several times between now and her start date to look for a place to live and complete activities associated with the hiring process.

While no official motion was made, Steve Mazur and Mayor Fanucci both shared that they reviewed the memo from Mr. Simmons and the resumes of each candidate, agreeing that Ms. Waymire was very well qualified for the position. Both further noted that they had no concerns with moving forward with the hiring of Taylor Waymire for the Assistant Planner position and commended SJTPO for a job well done



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**Date:** May 12, 2022

**Re:** SJTPO Policy Board Personnel Subcommittee for New Hire

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with the hiring process. It was noted that with positive consideration, the next steps in the process were explained to ensure Subcommittee members were fully aware of the process moving forward.

With no issues or concerns with the top candidate, it was noted that Ms. Waymire accepted the tentative offer made by SJTPO at a starting salary of \$52,152, which is the maximum starting salary for a Range 5 employee. Given the fact Ms. Waymire holds a master's degree in Urban and Regional Planning with a focus on Geographical Informational Systems (GIS), it was felt that a higher starting figure would be appropriate.

With Subcommittee approval, the new hires can be brought before the May 18<sup>th</sup> SJTA Board of Commissioners Meeting, thus starting the 15-day Governor's Veto period, and then before the full SJTPO Policy Board for information (and formal resolution) on May 23<sup>rd</sup>.

Because Ms. Waymire will be starting an internship with the Passaic County Department of Planning and Economic Development, she requested the start date by the end of June or the beginning of July. The initial start date was tentative for the week of June 13<sup>th</sup> if every part of the process fell perfectly in place. As such, the start date is now expected to be Tuesday, July 5, 2022.

With no further comments or concerns, the meeting was then adjourned.



# South Jersey Transportation Planning Organization

*Serving Atlantic, Cape May, Cumberland,  
and Salem Counties since 1993.*

Leonard Desiderio, *Chairman*

Benjamin H. Laury, *Vice Chairman*

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Jennifer Marandino, P.E.  
*Executive Director*

John W. Risley, *Secretary/Treasurer*

## **SJTPO Policy Board Subcommittee for New Hires**

A Basic Agreement exists between the State of New Jersey Department of Transportation (NJDOT), the South Jersey Transportation Authority (SJTA), and the South Jersey Transportation Planning Organization (SJTPO) for Unified Planning Work Program activities (Agreement No. 2014-SJTA 001). This memorandum shall service as documentation of the operating procedures SJTPO will utilize to fill open employment positions, not covered in the Basic Agreement.

To decrease the overall timeline associated with the hiring process, SJTPO intends to make use of a Subcommittee of the SJTPO Policy Board for open employment positions. Section 3. Staff of Article V, Officers and Services of SJTPO's By-Laws, (adopted August 2, 1993 and Amended March 22, 2014) indicates that "All other staffing decisions for the MPO shall be made by the Executive Director, subject to review and approval by the Policy Board or a Subcommittee to be named by the Policy Board."

SJTPO's Policy Board meets on the 4th Monday of each month while the SJTA Board meeting is on the 3rd Wednesday of each month. Current practice has been that new hires would be considered by the SJTA Board in the month following SJTPO Policy Board approval. This new hiring procedure would take advantage of the lost time between the SJTPO Policy Board and SJTA Board meetings.

The Subcommittee of the SJTPO Policy Board would consider and approve the new hire based upon the recommendation of the Executive Director. After approval by the SJTPO Policy Board Subcommittee the new hire could then be considered by the SJTA Board, thus beginning the 15-day Governor's Veto. In the same month, the SJTPO Policy Board would formalize the new hire through resolution, based upon the approval of the Subcommittee. Any resolution to employ an individual that will be considered by the SJTPO Policy Board prior to the expiration of the 15-day SJTA veto period will specifically state that the resolution authorizing the new hire is "contingent upon the expiration of the applicable SJTA veto period for SJTA Resolution # \_\_\_\_\_". This will preserve SJTA's veto period and will not allow the SJTPO Policy Board to officially hire the employee(s) until that veto period lapses.

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2205-22: Supporting the Subcommittee Recommendation for Filling SJTPO's Vacant Assistant Planner Position**

**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 SJTPO is responsible under federal law for carrying out numerous required metropolitan planning activities as enumerated in the SJTPO Unified Planning Work Program (UPWP); and**

**WHEREAS, all SJTPO staff activities are fully funded by Federal Highway Administration funding; and**

**WHEREAS, the Assistant Planner/Engineer position is currently vacant as a result of the resignation of staff in late February 2022; and**

**WHEREAS, the Assistant Planner/Engineer position was advertised for seven weeks on several professional job boards, university job boards, and other online sources; and**

**WHEREAS, the Assistant Planner/Engineer position will report to the Program Manager of Capital Programming & Project Development; and**

**WHEREAS, the Program Manager of Capital Programming & Project Development along with the SJTPO Executive Director conducted interviews to identify the top-recommended candidate for this position; and**

**WHEREAS, based upon the credentials and education of the top candidate for the vacant position, the position itself will be titled Assistant Planner; and**

**WHEREAS, on May 12, 2022, a Subcommittee of the SJTPO Policy Board (the "Subcommittee") approved the recommendation of the Executive Director to fill SJTPO's vacant Assistant Planner position; and**

**WHEREAS, with positive approval of the Subcommittee, SJTPO requested that the South Jersey Transportation Authority (SJTA) execute the appropriate documents and process this action, in accordance with the Basic Agreement of December 17, 2019, among the State of New Jersey Department of Transportation, SJTA, and SJTPO; and**

**WHEREAS, the SJTA Board approved the action of filling SJTPO's vacant Assistant Planner position at their May 18, 2022 meeting, authorizing the new hire through SJTA Resolution #2022-42; and**

**WHEREAS, the SJTA veto period for SJTA Resolution #2022-42 will expire on or about June 9, 2022.**

**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby accepts the Subcommittee's approval of Taylor Waymire for the Assistant Planner position.**

**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 on May 23, 2022.**

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