

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

### **ITEM 2411-39: Approving the Selection of WSP USA Inc., in association with Radin Consulting (DBE) as the Consultant for Staff Augmentation**

#### **PROPOSAL**

At its November 12, 2024, meeting, the Technical Advisory Committee (TAC) recommended that the Policy Board approve the selection of WSP USA Inc., in association with Radin Consulting, (DBE), for the Staff Augmentation.

#### **BACKGROUND**

Proposals were sought from a qualified firm, or groups of firms, to augment SJTPO's existing staff through consultant services. The effort is expected to bridge the gap left by vacancies in three crucial positions to ensure the successful execution of the Fiscal Year (FY) 2025 Unified Planning Work Program (UPWP).

Consultant support is requested for the three vacant positions of the Program Manager and Assistant Planner under the Capital Programming & Project Development program area and a Principal Planner under the Regional Planning & System Performance program area.

SJTPO released a Request for Proposals (RFP) on Thursday, August 22, 2024. In addition to the usual question and answer opportunity a Live Q&A session was held using SJTPO's GoToWebinar platform. Proposals were due on Thursday, September 26<sup>th</sup>. Two (2) proposals were received.

The TAC-designated Consultant Selection Committee, consisting of representatives from SJTPO, the City of Vineland, Atlantic, Cape May, and Cumberland Counties, reviewed the proposals. The Consultant Selection Committee selected WSP USA Inc., in association with Radin Consulting (DBE), to assist with the Staff Augmentation effort.

Instead of an interview, a scope refinement meeting was held with members of the project team along with several members of SJTPO staff. The final negotiated scope of work and associated cost estimate is attached for reference. The total project is \$583,883, with 23.7% DBE/ESBE participation.

Consultant support will be provided for six tasks within SJTPO's FY 2025 UPWP, including Task 25/111 Performance-Based Planning, Task 25/113 Transit/Human Services Planning, Task 25/119 Resiliency & Reliability Planning, Task 25/120 Intelligent Transportation Systems Planning, Task 25/131 Transportation Improvement Program (TIP), and Task 25/132 Local Project Development.

As part of work related to Task 25/131, the consultant will work with SJTPO and our state partners to facilitate the development and approval of the FFY 2026-2035 TIP/STIP, which is anticipated to be approved in Fall 2025. As such, the consultant shall remain under contract through the end of September after the Policy Board is expected to approve the FFY 2026-2035 TIP.

This consultant-led effort will be funded from Task 25/403 Staff Augmentation (\$962,000) in the FY 2025 UPWP, effective July 1, 2024. The task order completion date is June 30, 2025, however, given that the consultant will be assisting with the development of the Transportation Improvement Program a No Cost Time Extension will be requested through September 30, 2024.

September 26, 2024

**Ms. Jennifer Marandino, Executive Director**

South Jersey Transportation Planning Organization  
817 East Landis Avenue, 2nd Floor  
Vineland, New Jersey 08360

**RE: Staff Augmentation**

Dear Ms. Marandino:

WSP USA Inc. (WSP) is pleased to submit one digital and one physical copy of our technical proposal to provide Staff Augmentation to support completion of South Jersey Transportation Planning Organization's (SJTPO's) Central Staff Work Program.

WSP welcomes the opportunity to continue our partnership with the SJTPO. For Program Manager under Capital Programming & Project Development and WSP's project manager, we have selected **Andrew Levecchia, PP, AICP**. Prior to joining WSP, Andrew participated in the development of NJ TIPs and the development, review and award of CMAQ funds while sitting on DVRPC's Regional Technical Committee. **Arianna Koudounas, AICP, CPM**, will support Andrew as Assistant Planner. **Ryan Hicks**, will fill the role of Professional Planner under Regional Planning & System Performance. Ryan has previously worked for the Northwestern Indiana Regional Planning Commission (NIRPC) and Boston Region MPO where he managed Congestion Management Processes and oversaw ITS and Coordinated Human Service Transportation Planning tasks. Andrew, Arianna, and Ryan will be assisted in completing tasks by a highly qualified team of professionals at WSP with the requisite knowledge and experience to perform this assignment. **Robert Wilson, AICP**, who has previously served 3 MPO's as Executive Director will provide QA/QC for all requested deliverables.

WSP is pleased to be joined by Radin Consulting, who is a NJ registered engineering consulting firm and certified disadvantaged business enterprise (DBE) that will provide air quality and congestion mitigation analysis services, support Resilience and Reliability Planning, and writing of the TIP, in excess of the 9.95% DBE requirement.

Our Team is comprised of four individuals that all have directly worked for or served on the boards of MPO's throughout the country. We understand the federal requirements and framework in which MPO's operate. Our Team is 100% committed to working with the SJTPO staff to deliver this project according to schedule. The members of the team are available upon notice to proceed and are committed to remain on this project through its completion.

WSP has reviewed the SJTPO Standard Contract Agreement and has identified Exceptions to the Agreement as identified in Section O. As instructed in the RFP, enclosed is one (1) original digital submission. WSP will follow-up with one (1) original via Fed-Ex to your attention. We look forward to a favorable review of our proposal and the opportunity to work with you and your staff. If you have any questions regarding our proposal, please do not hesitate to contact me at 410-246-0536 or email [wesley.mitchell@wsp.com](mailto:wesley.mitchell@wsp.com), or our proposed project manager, Andrew Levecchia at 856-793-1985 or email at [Andrew.Levecchia@wsp.com](mailto:Andrew.Levecchia@wsp.com).

Sincerely,

**Wesley Mitchell, AICP**

Mid-Atlantic Planning Business Lead

WSP USA

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### THE WSP TEAM ADVANTAGES

- ✓ Project Manager Andrew Levecchia is experienced and knowledgeable of the SJTPO region and its member governments.
- ✓ Key staff working as a cohesive Team to complete the necessary tasks for the Work Program within a compressed schedule
- ✓ Staff understands the relationships that people have with Transit, Land Use, Infrastructure and Climate Change

# A. NARRATIVE

## Approach

WSP, in partnership with Radin Consulting, will provide an efficient and economical approach to completing each task outlined in the RFP to assist in the completion of SJTPO's Work Program. Along with naming specific staff to each of the requested staff augmentation positions, WSP's approach is designed to maximize efforts by having a team of experts working simultaneously to complete all tasks by June 30, 2025. Each of these technical experts has a variety of experience that uniquely qualify them to augment SJTPO staff, interact with member state and federal agencies, counties and cities, and complete the requested work.

Our team will be led by **Andrew Levecchia PP, AICP** as Project Manager and Program Manager of Capital Programing & Project Development. Andrew has a long history working on NJ and MPO related Transportation Improvement Plans (TIPs). Before his role with WSP, Andrew sat on the Delaware Valley Regional Planning Commission (DVRPC) Executive Committee, Board and Regional Technical Committee where he participated in the development of 7 NJ TIPs and actively participated in the development, review and award of CMAQ funds throughout the DVRPC region. Andrew spent five years (2017-2022) as the President of Cross County Connection TMA and wrote Camden County's Coordinated Human Service Transportation Plan. From 2008 to 2022 he represented Camden County on the South Jersey Transportation Association's United We Ride Coordination Committee.

Directly supporting Andrew is **Arianna Koudounas AICP, CPM serving as the Assistant Planner**. Arianna has several years of wide-ranging experience working directly for the Metropolitan Washington Council of Governments (COG), the metropolitan planning organization for the Washington DC region. Both Andrew and Arianna will work concurrently on **Tasks 25/131: Transportation Improvement Program (TIP)** and **Task 25/132: Local Project Development**. Cole Jordan, PE of Radin Consulting will be assisting them on both tasks. Through Andrew's tenure as former President of the NJ County Planners Association, he has relationships with SJTPO member county Planning Directors and can quickly schedule and facilitate meetings with each member county and city to jump start the TIP Development process and successfully deliver the program at the April 2025 SJTPO TAC meeting.

**Ryan Hicks**, will fill the Principal Planner position. Ryan has worked on a range of regional planning issues and for the past 12 years prior to joining WSP, Ryan revolutionized big data monitoring and expanded the multimodal elements of their CMP. Additionally, Ryan managed

several innovative MPO endeavors on topics such as Roadway Pricing and Pedestrian Level-of-Service. Ryan will manage a team of experts completing the following tasks: **Task 25/111: Performance-Based Planning; Task 25/113: Transit/Human Services Planning; Task 25/119: Resiliency & Reliability Planning; and Task 25/120: Intelligent Transportation Systems Planning.**

John Kovar PE (Radin Consulting) and Lisbeth Concho PHD, PMP (WSP) will collaborate to complete **Task 25/111 Performance – Based Planning**. John brings years of experience related to air quality and congestion mitigation and has over 30 years' experience in the traffic and transportation industry. He understands travel patterns of the South Jersey area having completed critical projects for the SJTA and DVRPC related to safety, infrastructure, and congestion relief. Lisbeth is an expert in Asset Management and systems Engineering and has provided NJ TRANSIT with support on Transit Asset Management Performance (TAMP) Measures and Targets.

**Task 25/113 Transit/Human Services Planning** will be supported by Claire Hutchinson, who prior to joining WSP prepared multiple Coordinated Public Transit-Human Services Transportation Plans for MPOs in California and Arizona. For these efforts, Claire analyzed demographic data, led stakeholder engagement, identified unmet transit needs, and developed recommendations to improve transit access based on forecasted demand.

Next, Cammie Epstein, AICP, ENV SP (Radin Consulting) will lead **Task 25/119 Resiliency & Reliability Planning**. Her experience brings the understanding of extreme weather events as it relates to transportation infrastructure and how to improve the resiliency of infrastructure in crucial areas. Cammie has several years of experience working on infrastructure resiliency and sustainability with New York City Departments of Environmental Protection and Parks and Recreation.

Lastly, **Task 25/120 Intelligent Transportation Systems Planning** will be completed by Jason Morganroth PE, who is a Senior ITS Engineer with an abundance of experience designing, developing and implementing Intelligent Transportation Systems throughout New Jersey and New York.

## Scope of Work and Deliverables

This section lists the deliverables and details our understanding of each Task and list of activities associated with each task. For each activity listed that did not have a specific "product"



assigned to it in the RFP, we have Proposed Deliverables to complete the activity.

Red text is taken directly from the RFP and text in black is the WSP Team's response to each Task's associated activities and listed products.

## Task 25/III: Performance-Based Planning

WSP Team Staff supporting this activity are John Kovar PE (Radin Consulting), Lisbeth Concho PHD, PMP, and Charuvi Begwani, AICP.

The WSP Team is dedicated to advancing transportation performance management through a strategic approach that utilizes system information to make data-driven investment and policy decisions. Our Team is well positioned to address the needs of the South Jersey Transportation Planning Organization (SJTPO) in this proposal. Below we have summarized our approach to the necessary activities under this task.

### Activities and Products (due dates):

1. Review 2-year CMAQ Congestion Targets (part of PM3) in the Atlantic City UZA as set in the Baseline Performance Period Report and monitor performance around congestion from the beginning of the Performance Period (January 2022) to the mid-point of the 2nd Performance Period (January 2024). Evaluate system performance to determine if adjustment of 4-year targets is necessary. This effort will assist in preparing the CMAQ Performance Plan for the midpoint of the 2nd Performance Period, which is due to be submitted to FHWA in October 2024.

**Product 1a.** Technical Memorandum assessing performance in Atlantic City UZA meeting congestion targets as set in the 2nd Period Baseline Performance Report (Summer 2024)

**Product 1b.** CMAQ Mid-Performance Period Progress Report and CMAQ Performance

**Product 1c.** CMAQ Mid-Performance Period Progress Report and CMAQ Performance

For the CMAQ Mid-Performance Period Progress Reports and Performance Plans, our approach will begin with an in-depth data collection process to assess emissions, congestion, and system performance from January 2022 through January 2024. We will use advanced analytical tools to evaluate if the SJTPO region is meeting the established emissions reduction targets. Our team will draft the initial report in early Winter 2025, providing a comprehensive overview and analysis of the region's performance. This draft will be refined based on feedback and transformed into the final report before the end of Winter 2025. Our commitment includes thorough coordination with local stakeholders, ensuring the final documents accurately reflect progress and necessary adjustments to the 4-year targets.

**Deliverable:** Draft and Final CMAQ Mid-Performance Period Progress Report and CMAQ Performance Plan.

2. Review CMAQ emissions from the beginning of the Performance Period (January 2022) to the midpoint of the Performance Period (January 2024) and assess if the SJTPO region is meeting CMAQ emissions reduction targets established in the 2nd Performance Period Baseline Report. Evaluate system performance to determine if adjustments of 4-year targets are necessary. As with CMAQ Congestion targets, this effort will assist in preparing the CMAQ Performance Plan for the midpoint of the 2nd Performance Period, which is due to be submitted to FHWA in October 2024.

**Product 2a.** Technical Memorandum assessing performance in the SJTPO region meeting CMAQ emissions reduction targets as set in the 2nd Period Baseline Performance Report (Summer 2024)

**Product 2b.** Results of CMAQ emissions reduction progress and performance incorporated into CMAQ Mid-Performance Period Progress Report and CMAQ Performance Plan (Fall 2024)

In addressing CMAQ emissions reduction, we will first produce a Technical Memorandum by Winter of 2024, evaluating the SJTPO region's performance against the 2nd Performance Period Baseline Report. This analysis will focus on whether the region is meeting the emissions reduction targets and identify any need for target adjustments. Following this, we will integrate these findings into the CMAQ Mid-Performance Period Progress Report and CMAQ Performance Plan by Winter 2024. This integration will ensure that the final report comprehensively captures the region's emissions reduction progress and aligns with the performance targets.

Our approach realizes that SJTPO staff recommends to the SJTPO September 2024 Policy Board Resolution 2409-31: Adopting the Updated 4-Year System Performance (PM3) CMAQ Congestion Targets for the Philadelphia, PA-NJ-DE-MD Urbanized Area.

**Propose Deliverables:** include Product 2a. Technical Memo to be completed by end of Jan 2025 and for Product 2b. the report will be completed by end of February 2025.

3. Coordinate with the Delaware Valley Regional Planning Commission (DVRPC) and other agencies, as appropriate, in monitoring CMAQ Congestion Targets for the Philadelphia UZA. This effort will assist in preparing the Mid-Performance Report for the 2nd Performance Period, which is due to be submitted to FHWA in October 2024.

Our coordination efforts with the Delaware Valley Regional Planning Commission (DVRPC) will involve closely monitoring CMAQ Congestion Targets for the Philadelphia Urbanized Area (UZA). We will collaborate with DVRPC and other relevant agencies to ensure accurate and timely tracking of congestion performance metrics. This collaborative effort will be crucial for preparing the Mid-Performance Report for the 2nd Period.

**Deliverable:** Prepare the Mid-Performance Report for the 2nd Performance Period. Recommended date of completion Winter 2025.

4. Lead the creation of Greenhouse Gas (GHG) Emissions Reduction Performance Measures and Targets for the Atlantic City UZA and the SJTPO region, following the updated GHG Emissions Performance Measure Rule (23 CFR Part 490). Coordination with DVRPC and other agencies will be conducted as appropriate.

**Product 4a.** GHG Emissions Reduction Targets for the Atlantic City Urbanized Area (Fall 2024)

**Product 4b.** GHG Emissions Reduction Targets for the SJTPO Planning Region (Fall 2024)

To develop Greenhouse Gas (GHG) Emissions Reduction Performance Measures and Targets for both the Atlantic City UZA and the SJTPO region, we will follow the updated GHG Emissions Performance Measure Rule (23 CFR Part 490). Our process will include a comprehensive analysis of current GHG emissions data, followed by the development of targeted reduction measures. We will coordinate with DVRPC and other agencies to ensure that our targets are consistent with broader regional and federal objectives. The final targets for both the Atlantic City UZA and the SJTPO Planning Region will be completed by Winter 2025.

5. Continue coordination with NJDOT and other agencies, as part of participation in NJDOT's Complete Team Committee, in monitoring performance measures and targets to meet federal performance requirements for the National Highway System (NHS), supporting the progress to achieve national performance goals.

We will actively participate in NJDOT's Complete Team Committee to monitor and support the performance measures and targets for the National Highway System (NHS). This ongoing involvement will help ensure that the progress towards national performance goals is tracked effectively, and any necessary adjustments are made in a timely manner. Our role will involve regular communication and collaboration with NJDOT to align regional activities with national objectives.

Deliverable includes preparing Complete Team Committee meeting summaries.

6. Continue to coordinate with NJ TRANSIT and other agencies in developing, establishing, and integrating performance measures and targets for transit asset management and safety.

Our Team will coordinate with DVRPC, NJDOT, NJTPA, FHWA and NJ TRANSIT in the development of a performance management framework that establishes performance measures and targets for transit asset management and safety.

**Product 6a.** SJTPO adoption of the FY 2024 Transit Asset Management Performance (TAMP) Measures and Targets, set by NJ TRANSIT (Fall 2024)

Our approach recognizes that SJTPO staff's recommendation to the September 2024 Policy Board meeting Resolution 2409-29: Supporting the FY 2024 Transit Asset Management Plan (TAMP) Targets Set by the New Jersey Transit completes Product 6a. Nevertheless, our team is prepared to review exiting targets, continue to coordinate with NJ TRANSIT and write a technical memo outlining recommendations future adoption of these targets. (assumes up to 3 meetings with NJ TRANSIT)

Specific transit performance measures have been established by the Federal Transit Administration (FTA) with a focus on keeping assets in a state of good repair. As a major public transit operator, NJ TRANSIT is responsible for reporting on these measures and targets to the National Transit Database on a yearly basis. These measures are classified based on asset category and include rolling stock, equipment, facilities, and infrastructure.

To complete this task, our team will meet with key stakeholders from relevant agencies to integrate the asset performance measures as part of the SJTPO planning process, starting with identifying how these measures align to the strategic goals and the Project Evaluation Criteria and Scoring Process for the development of future Transportation Improvement Programs (TIP). Specific activities include:

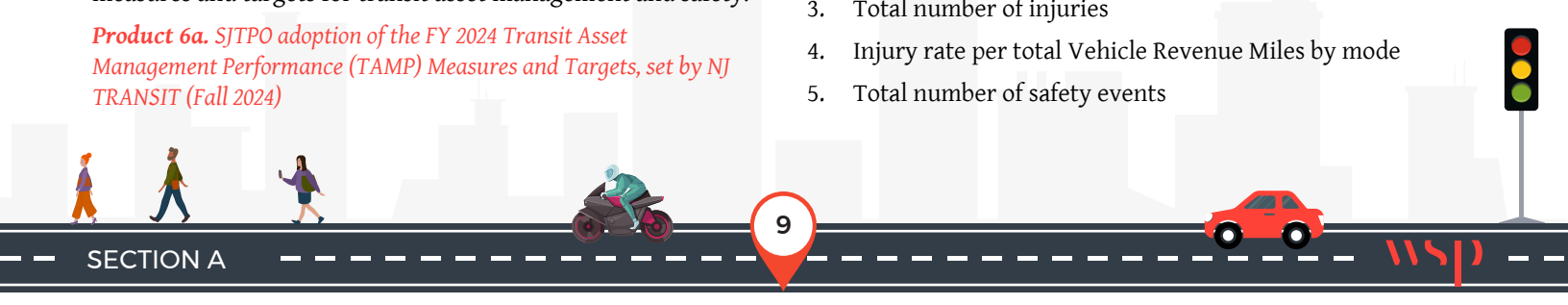
1. Review of existing SJTPO goals and strategies to identify alignment with transit performance measures
2. Review of existing SJTPO Project Evaluation Criteria and Scoring Process to identify potential options to embed the transit performance measures as part of the evaluation process
3. Prepare briefing for the SJTPO project management team with recommendations and make subsequent adjustments
4. Meet with key stakeholders from relevant agencies to discuss recommendations
5. Implement recommended approach as part of the Project Evaluation Criteria and Scoring Process

**Deliverable:** Write a technical memo outlining recommendations future adoption of targets.

**Product 6b.** SJTPO adoption of the Calendar Year 2023 Public Transportation Agency Safety Plan (PTASP) Safety Performance Target for Bus Targets (Fall 2024)

Similar to the transit performance measures, the Federal Transit Administration has established seven specific safety performance measures. These include:

1. Total number of fatalities
2. Fatality rate per total Vehicle Revenue Miles by mode
3. Total number of injuries
4. Injury rate per total Vehicle Revenue Miles by mode
5. Total number of safety events



6. Safety event rate per total Vehicle Revenue Miles by mode
7. Mean distance between major mechanical failures by mode

Performance targets for each of these metrics must be developed by transit providers in coordination with states and MPOs, to the extent practical, to promote consistency across transportation modes represented in the state and regional planning process. For Bus, modes are divided into two groups:

1. Fixed Route Bus: motorbus, commuter bus, bus rapid transit, trolley bus and publico.
2. Non-fixed Route Bus: demand response, purchased transportation taxi and vanpool.

To complete this task, our team will meet with key stakeholders from relevant organizations to integrate safety performance targets as part of the Safety Impact criterion in the Project Evaluation Criteria and Scoring Process. Specific activities include:

- Review of existing safety performance targets set by subregional partners
- Review of Safety Impact criterion scoring methodology established in the SJTPO Project Evaluation Criteria and Scoring Process to identify potential options to embed the safety performance targets as part of the scoring
- Prepare briefing for the SJTPO project management team with recommendations and make subsequent adjustments
- Participate in upto three (3) meeting with key stakeholders from relevant organizations to discuss recommendations
- Implement recommended approach as part of the Safety Impact criterion.

**Deliverable:** Prepare briefing for the SJTPO project management team with recommendations and make subsequent adjustments

**7. Incorporate required system performance measures into the regional planning activities and the overall planning process, as required by the MAP-21/FAST Act/IJA rules.**

We will ensure that required system performance measures are seamlessly incorporated into the regional planning activities and overall planning process. This integration will comply with the MAP-21, FAST Act, and IJA rules, ensuring that SJTPO's planning products reflect the latest federal performance management requirements.

**8. Monitor the new federal legislation and subsequent implementation guidance for changes in existing performance management regulations and possible new required performance measures and targets.**

Our team will keep a vigilant eye on new federal legislation and subsequent implementation guidance to stay abreast

of changes in performance management regulations. This proactive monitoring will allow us to adapt our strategies and incorporate any new required performance measures and targets, ensuring continued compliance and relevance.

**9. Continue monitoring the regional transportation system's performance in safety, pavement and bridges, and operations, using federally mandated performance measures, metrics, targets, and other system performance measures and metrics.**

We will continuously monitor the performance of the regional transportation system across safety, pavement, bridges, and operations. Using federally mandated performance measures and metrics, we will assess progress and make recommendations as needed. This ongoing evaluation will ensure that regional planning products reflect current performance metrics and targets.

**10. Continue to build upon the United States Department of Transportation (USDOT) and NJDOT's increasing emphasis on performance-based planning by acquiring additional data, developing other performance measures, and further strengthening the linkage between SJTPO and operations agencies in the hopes of maximizing the performance of the existing and planned transportation system.**

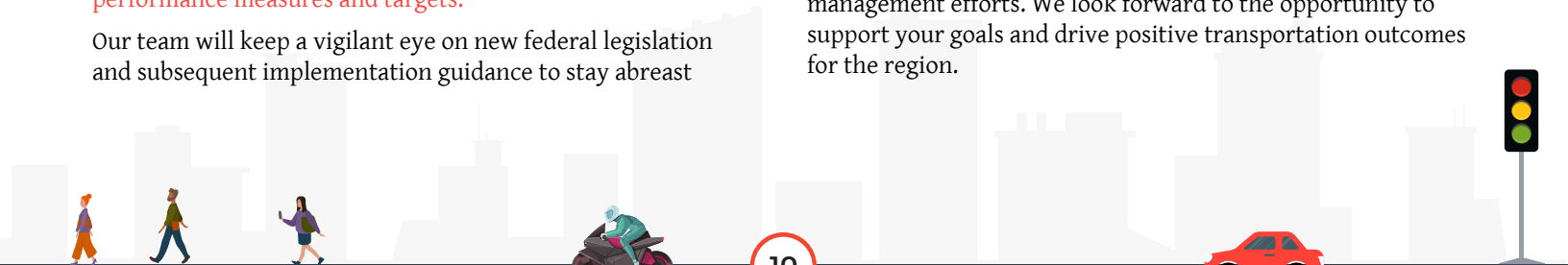
Building on the emphasis of performance-based planning, we will enhance our data acquisition efforts and develop additional performance measures. Strengthening the linkage between SJTPO and operations agencies will be a key focus, aimed at maximizing the performance of both existing and planned transportation systems.

**11. Continue to assist NJDOT, DVRPC, and the North Jersey Transportation Planning Authority (NJTPA) in meeting all associated deadlines of Model Inventory of Roadway Elements (MIRE) fundamental data on county and local roads. Efforts may include:**

- a. Serve as a liaison for NJDOT and county and local roadway owners to collect roadway inventory elements; and
- b. Attend meetings with NJDOT to review collected data and provide guidance as appropriate.

We will serve as a liaison for NJDOT to facilitate the collection of roadway inventory elements from county and local roadway owners. Our responsibilities will include attending up to three (3) meetings with NJDOT, DVRPC and NJTPA to review collected data and provide guidance to ensure accuracy and completeness.

Our Team is committed to delivering high-quality outcomes and contributing to the success of SJTPO's performance management efforts. We look forward to the opportunity to support your goals and drive positive transportation outcomes for the region.



## Task 25/113 Transit/Human Services Planning

WSP Team Staff supporting this activity are Ryan Hicks and Claire Hutchinson

Public transit and human services transportation providers are essential for many residents in the SJTPO region. The WSP team fully understands the critical nature of these services for underserved populations such as older adults, persons with disabilities, and persons or households with lower incomes. The ongoing coordination of public transit and human services transportation providers is a critical responsibility of SJTPO, and essential for furthering the top-ranked goal outlined in the RTP 2050: “Promote accessibility and mobility for the movement of people and goods.” WSP is fully prepared to support SJTPO with ongoing transit and human services planning needs.

### Activities and Products (due dates):

1. In support of RTP 2050 Critical Issue #3, associated with inequitable access, SJTPO will continue to engage NJ TRANSIT and others in discussions to identify specific transit issues, requests, or improvements brought by stakeholders and the public for further investigation and incorporate additional factors surrounding equity into service decisions.

WSP will schedule two (2) meetings with NJ TRANSIT and other transportation providers during the project period to discuss RTP 2050 Critical Issue #3. WSP will utilize the inventory of existing transportation providers included in the Access for All Transit Plan to develop a stakeholder database and determine which organizations to invite. The meetings will advance discussions about how to promote more equitable access to transit throughout the SJTPO planning region. As the RTP is expected to be adopted in Winter 2025, WSP intends to schedule the two stakeholder meetings during late Fall and early Winter 2025.

**Product 1a.** Updated documentation of these efforts related to RTP 2050 Critical Issues #3, associated with inequitable access, including a summary of significant discussions and meetings, and the outcome of these efforts to be incorporated into the RTP update.

**Proposed Deliverable:** The WSP Team will schedule two (2) stakeholder meetings to discuss the issue of inequitable transit access. WSP will prepare all meeting materials, including the agenda, presentation, and discussion prompts. After each meeting, WSP will prepare concise meeting summaries highlighting key takeaways to share with SJTPO and stakeholders. (Winter 2025)

2. Continue to work with NJ TRANSIT and others, as appropriate, to identify and advance conversations related to unmet transit needs in support of RTP 2050 unfunded “critical needs.” This work may involve collaboration related to ridership forecasting to determine if the ridership demand

exists, delineation of the market that the new or improved transit service would encompass, or other assistance as requested by NJ TRANSIT to help justify these investments.

WSP will work with NJ TRANSIT and others to advance conversations related to the unfunded “critical needs” identified in the RTP and to advance the goals of the Access for All Transit Plan. The RTP 2050 identified three unfunded critical transit needs:

- Increased service of the Atlantic City Rail Line
- Bus/transit service to CMC Airport.
- Express bus service from Bridgeton to Atlantic City

The RTP also identified multiple unfunded critical needs related to transit infrastructure, including the need for funding for approximately 45 small to mid-sized vehicles for human services transportation in Atlantic County. WSP will conduct ridership forecasts, identify potential ridership markets, and support other analyses as appropriate to develop feasible solutions for the region’s unfunded critical transit needs.

**Proposed Deliverable:** The WSP Team will develop ridership forecasts, maps, and other analyses, as needed, to identify solutions to the region’s unmet transit needs and provide SJTPO and NJ Transit with justification for greater transit investments in the region. (Ongoing)

3. Continue working with county transit providers and other members of the respective human services transportation county steering committees to carry out the recommendations within SJTPO’s Access for All Transit Plan. This effort would also involve clearly defining the roles in implementing the recommendations.

As mentioned under Activity 1 of Task 25/113, We us the two (2) previously schedule meetings with NJ TRANSIT and other transportation provider, during the project period, to discuss RTP 2050 Critical Issue #3. WSP will also use these meetings as opportunities to discuss the SJTPO’s Access for All Transit Plan. The first meeting will focus on documenting previous progress towards advancing the plan recommendations. The second meeting will focus on defining SJTPO and the other stakeholders’ roles in implementing the remaining recommendations.

**Product 3a.** Updated documentation of progress toward advancing recommendations from SJTPO’s Access for All Transit Plan

**Proposed Deliverable:** WSP will develop a comprehensive spreadsheet detailing progress towards implementing each recommendation of the Access for All Transit Plan. (Winter 2025)

**Product 3b.** Updated list of action items that SJTPO can undertake to help advance outstanding recommendations of the Access for All Transit Plan



**Proposed Deliverable:** WSP will develop a comprehensive spreadsheet detailing action items that the SJTPO and partners can undertake to advance the outstanding recommendations of the Access for All Transit Plan. The spreadsheet will clearly define SJTPO and other stakeholders' roles in implementing each listed action. (Spring 2025)

4. Convene targeted meetings and discussions with county transportation providers or sit on county coordinating committee(s) and other similar committees (e.g., NJ Council on Developmental Disabilities, Council on Access and Mobility (CAM), Rutgers University's Senior Mobility Advisory Team, etc.).

To support the implementation of the Access for All Transit Plan and address RTP Critical Issue #3, WSP will be available to sit in on county coordinating committee and county transportation provider meetings (up to three 3) to further SJTPO's relationships with those entities and advocate for efforts that will address unmet transit needs.

**Proposed Deliverable:** WSP will attend meetings and provide summaries for all meetings attended. (Ongoing)

5. Work with NJDOT, NJ TRANSIT, counties, and members of the respective human services transportation county steering committees to assess safety for non-motorized travelers in disadvantaged and transit-dependent communities. Information will be compiled and, at a minimum, included in future updates of the Access for All Transit Plan.

WSP will schedule one joint stakeholder meeting with services transportation county steering committees to assess safety for non-motorized travelers in disadvantaged and transit dependent communities. The meeting will be designed to identify issues of concern and potential solutions to improve safety for non-motorized travelers.

**Proposed Deliverable:** WSP will summarize safety concerns compiled through engagement with stakeholders across the region and develop an initial list of improvement recommendations to incorporate into future updates of the Access for All Transit Plan. (Spring 2025)

6. Continue to collaborate with DVRPC, NJTPA, CCCTMA, and others on human services transportation issues extending beyond the SJTPO region will continue. Efforts will focus on implementing actions that uphold fairness and improve the coordination of services, access, and mobility for low-income and minority populations, persons with disabilities, and older adults.

Often times transit dependent residents need to travel outside of a specific agency's service area. WSP will continue to collaborate with DVRPC, NJTPA, CCCTMA and other stakeholders beyond the SJTPO region to implement actions which enhance interregional transportation opportunities for disadvantaged populations. The WSP Team will work with stakeholders to identify opportunities for coordination that

will ultimately improve access and mobility for low-income and minority populations, persons with disabilities, and older adults.

**Proposed Deliverable:** We will attend up to three (3) meetings and provide summaries for all meetings attended. (Ongoing)

7. In collaboration with NJ TRANSIT, review, score, and rank applications submitted for the FTA's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program, NJ-JARC Grant Program, and others, as appropriate.

WSP's team is experienced at preparing Coordinated Public Transit-Human Services Transportation Plans to support MPOs and regional partners in securing FTA Section 5310 funding. WSP also has experience working with stakeholders to develop FTA Section 5310 project proposals. WSP will be ready, if needed, to collaborate with NJ TRANSIT to review, score, and rank applications submitted to the FTA Section 5310, NJ-JARC, and other related grant programs.

*Product 7a. Summary sheet, including the ranking of submitted projects (contingent upon NJ TRANSIT activity)*

**Proposed Deliverable:** Our team will develop a comprehensive spreadsheet outlining based on the specific grant program's scoring criteria. If necessary, WSP will prepare an accompanying narrative explaining the rationale behind the individual project rankings. (contingent upon NJ TRANSIT activity)

8. Continue to collaborate with NJ TRANSIT and others in identifying the feasibility of future transit enhancements, including the Glassboro-Camden Light Rail Line extension, operational improvements to the Atlantic City Rail Line, and others.

WSP staff will participate in any meetings or feasibility studies for future transit projects, such as the Glassboro-Camden Light Rail Line extension or improvements to the Atlantic City Rail Line. WSP's staff have extensive experience in developing transit projects and will work with SJTPO staff and partner organizations to identify feasible transit enhancements for the region.

**Proposed Deliverable:** WSP will analyze the feasibility of potential transit enhancements. Depending on SJTPO needs, WSP will prepare tables, graphs, maps, and/or short memos explaining our analyses, attend up to two (2) related meetings, and prepare summaries. (Ongoing)

9. Collaborate with NJ TRANSIT in its Stations, Access, Parking, and Site Planning to investigate safety around transit stops and ADA accessibility at transit stations.

Safety and ADA accessibility at transit stops and stations are critical issues for transportation disadvantaged populations. Staff will investigate safety and accessibility issues as they are reported by stakeholders and members of the public through the various coordination efforts discussed previously and will





be available for additional site visits ( up to four 4) as necessary to identify opportunities for improvements.

**Proposed Deliverable:** WSP will develop spreadsheet detailing safety/ADA accessibility issues, attend up to two (2) related meetings, and prepare meeting summaries.

## TASK 25/119 Resiliency & Reliability Planning

WSP Team Staff supporting this activity is Camillie Epstein (Radin Consulting)

As the RFP does not specify any product deliverable for this task our team recognizes the importance of Resiliency and Reliability Planning as it relates to current and future development of infrastructure enhancements in the SJTPO region. Along with representing SJTPO at working sessions and meetings with NJDOT, NJ TRANSIT County Office of Emergency Management (OEM) staff WSP proposes a set of deliverables and outcomes for this task's activities.

### Activities and Products (due dates):

1. Work with NJDOT, NJ TRANSIT, and other partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.

The WSP Team will attend up to three (3) meetings and working sessions with state and regional partners to advance risk management strategies related to improving the resilience of transportation infrastructure against the impacts of extreme weather.

**Proposed Deliverable:** provide meeting summaries and a list of risk management strategies that can be used by SJTPO and their members for current and future planning efforts.

2. Complemented by work and efforts completed through Task24/401: Regional Vulnerability Framework technical study, determine which assets and under which scenarios could be advanced in a more extensive Regional Vulnerability Assessment study of the SJTPO region.

**Proposed Deliverable:** WSP Team will review the SJTPO 2024UPWP Task24/401: Regional Vulnerability Framework technical study and provide a detailed list of assets and scenarios to be advanced for more extensive Regional Vulnerability Assessment analysis.

3. Aid regional partners and others, as appropriate, in enhancing transportation infrastructure resilience and reliability.

As part of our interactions with regional partners we will discuss the need for and aid them in enhancing transportation infrastructure resilience and reliability, as necessary.

4. Collaborate with NJDOT's Office of Emergency Preparedness, regional partners, and other agencies relevant to evacuation

planning to facilitate coordination of emergency preparedness activities in the region. Efforts will focus on ensuring regional needs are adequately and appropriately addressed.

**Proposed Deliverable:** The WSP Team will collaborate with NJDOT's Office of Emergency Preparedness, regional partners, and other agencies to review existing evacuation plans and ensure that emergency preparedness activities are coordinated throughout the region. We will write a memo outlining the coordination of regional partners and other agencies to ensure that regional need are appropriately and adequately addresses.

5. Build upon roundtable discussions, initially convened in April 2023, with state, regional, and local stakeholders related to efficient emergency planning and operations in support of a strategy identified in the NJ Office of Emergency Management (NJ OEM) Statewide Hazard Mitigation Plan.

In April of this year, the NJ State OEM adopted their 5th Hazard Mitigation Plan. The State's HMP is scheduled to be revised and adopted every 3 years. NJ County Hazard Mitigation Plans are to be revised and readopted every 5 years. Currently, Salem County is in the process of updating their 2017 plan holding public meeting as recently as July of 2024. All other regional partner County plans are up to date.

**Proposed Deliverable:** The WSP Team will review minutes from the April 2023 meeting and meet with regional partners to review Hazard Mitigation Plans and write a memo outlining the status of each regional partners plans and outline the procedure for updating these plans.

## Task 25/120 Intelligent Transportation Systems Planning

WSP Team Staff supporting this activity is Jason Morganroth, PE

### Activities and Products (due dates):

1. Continue to participate in statewide collaboration on the NJ Statewide ITS Architecture. Participate in ITS Architecture Committee (IAC) meetings.

The WSP Team will continue to review the ITS Architecture Committee website <https://www.consystem.com/nj2022/web/index.htm>, to ensure participation at upcoming meetings and events. After attendance at each meeting and event our team will generate a memo highlighting objectives, outcomes items to be completed. This task includes attendance at up to two (2) meetings.

2. Participate in ITSNJ activities, including committee participation and attendance at the ITSNJ Annual Meeting, with the intent of disseminating information to local partners.

The ITSNJ Annual Meeting is scheduled for October 9th, 2024, which is outside of the time frame for this contract. As part of our commitment to ITS in NJ, Jason Morganroth attends this



event annually and will report any pertinent information to SJTPO as needed.

3. Continue to work with regional planning partners to identify ITS strategies and deploy ITS technologies in the SJTPO region

**Product 3a.** Updated Project Information Sheets associated with the New Jersey ITS Architecture Maintenance Project (as needed, based on the development of ITS projects in the region)

The WSP Team will update Project Information Sheets associated with the New Jersey ITS Architecture Maintenance Project (as needed, based on the development of ITS projects in the region) and provide a short memo outlining an ITS Needs Assessment based on regional partners strategies and existing technologies.

4. Continue working with state and regional partners to investigate ways to incorporate automated/connected/electric/shared-use vehicles into the metropolitan planning process. Research activities of other similarly sized MPOs and throughout New Jersey, working to incorporate those strategies.

**Deliverable:** Our team will participate in up to three (3) scheduled meetings, provide meeting summaries and a short memo detailing activities strategies incorporated by other similar sized MPOs and entities in New Jersey.

## Task 25/131 Transportation Improvement Program (TIP)

WSP Team Staff supporting this activity are Andrew Levecchia AICP/PP, Arianna Koudounas AICP/CPM and Cole Jordan, PE

Our team acknowledges that the development of the 2026-2035 TIP will require multiple interactions, meetings, phone calls and site visits with regional partners. Our objective will be to maximize all agencies time by seeking to cover multiple topics in the same meeting and establishing a schedule of regular contact to ensure that all items are completed on a timely basis.

Additional hours outlined in Tasks 6, 7 and 8 include conducting analysis, conducting project feasibility/eligibility assessments, and associated mapping of projects to determine urban/non-urban boundaries and meeting with agencies and facilitating a project pipeline.

### Activities and Products (due dates):

1. Provide technical assistance to member counties and municipalities and assist NJDOT and NJ TRANSIT in preparing financial plans for major capital projects as necessary.

The WSP Team will provide technical assistance to those partner counties and municipalities along with assisting NJDOT and NJ TRANSIT in preparing financial for major capital projects as needed and related to the production of the SJTPO 2026 TIP.

2. Liaise with SJTPO regional partners, NJDOT, and NJ TRANSIT to help facilitate the development and approval of the FFY 2026-2035 TIP/STIP, which is anticipated to be approved in the Fall of 2025, which falls outside of the timeline of this UPWP.

Working within a truncated schedule, the WSP Team is prepared to support regional partners and the SJTPO in developing the FFY2026 -2035 TIP/STIP and identifying new and graduating projects.

**Product 2a.** Year-end Obligation Reports, produced by NJDOT and NJ TRANSIT, to be posted to the SJTPO website (end of federal fiscal year, Fall 2024)

**Proposed Deliverable:** WSP will work with SJTPO to post the Year-end Obligation Reports to the SJTPO website.

3. Process TIP/STIP amendments and modifications needed throughout the year via NJDOT's Electronic Statewide Transportation Improvement Program (e-STIP), conducting public involvement as necessary.

**Product 3a.** Memos to the Executive Director outlining TIP/STIP amendment and modification requests received from NJDOT, NJ TRANSIT, or regional partners (ongoing, as needed)

**Proposed Deliverable:** As needed the WSP Team will write memos to the Executive Director detailing any modifications or amendments to the TIP/STIP from NJDOT, NJ TRANSIT or regional partners

**Product 3b.** TIP amendment/modification tracker to be posted to SJTPO website and provided to TAC and Policy Board (ongoing, updated bi-monthly)

**Proposed Deliverable:** The online TIP amendment/modification tracker will be updated on a bi-monthly basis by the WSP Team.

4. Prepare Self-certification documents, coordinate with federal agency representatives, complete other procedures related to compliance with federal requirements and keep up to date on changes in requirements. Following 23 CFR § 450.336, concurrent with the submission of the TIP, MPOs shall certify at least every four years that the metropolitan transportation planning process is being carried out under all applicable requirements.

**Product 4a.** Initial draft of Self-certification document, to be shared with FHWA in advance of any action related to the FFY 2026-2035 TIP/STIP approval (Summer 2025)

**Deliverable:** The initial draft of the Self-Certification documentation as outlined in 23 CFR § 450.336 and coordination with federal agency representatives to ensure that all procedures related to compliance with federal requirements are met will be prepared by the WSP Team.

5. Continue to refine SJTPO's Project Selection Process, as needed, to ensure planning priorities and regional needs



(e.g., non-vehicular modes of travel, stormwater, land use, public transportation, and other planning priorities) and identify possible areas of conflict between priorities (e.g., between freight and non-motorized travel).

**Product 5a.** Memo outlining any refinements and additions to the SJTPO Project Selection Criteria, including pre-screening consideration of project issues in locations where Complete Streets Priority Areas intersect with the Regional Freight Network (Spring 2024)

Recognizing that the SJTPO Board adopted RESOLUTION 2407-21: Approving a Revised SJTPO Project Evaluation Process during the July 2024 Policy Board meeting completes this task. The WSP Team is prepared to review the Project Selection Criteria process with staff and provide recommendations and refinement if necessary.

**Proposed Deliverable:** Summary of staff discussions related to the need to update the Project Selection Evaluation process focusing on initial pre-screening of locations that are Complete Street Priority Areas that Intersect with the Regional Freight Network.

6. Coordinate with regional partners to develop projects for funding. This effort includes attending meetings, conducting analysis, conducting project feasibility/eligibility assessments, and associated mapping of projects to determine urban/non-urban boundaries.

Knowing that developing a TIP typically takes 12-15 months, the WSP Team, from Day 0, will actively work to expedite the process to ensure that the Draft TIP is prepared by the end of June 2025. Several initial steps will have to be started as soon as the Notice to Proceed is issued. These steps include reviewing the existing TIP to learn about which projects have been completed and which will be removed from the TIP as well as determining the status of the remaining projects and to what level they graduate too. Simultaneously we will schedule meetings with and request candidate projects from subregional partners so that we can start the project pre-evaluation, and evaluation process. Site visits will be included as needed. The list of candidate projects will be sent to NJDOT in early 2025. Our team will review NJDOT candidate project reports and prepare comments, after which we will work to develop the fiscally constrained program, conformity analysis and final project scores for the list of projects to be approved by the TAC at the April 2025 meeting. In May and June of 2025, we will prepare the TIP for Board approval.

7. Continue to coordinate with Federal Land Management Agencies to ensure projects are included in the TIP to facilitate the efficient and economical movement of people and goods.

WSP will coordinate with Federal Agencies like the Pinelands Commission and the South Jersey Economic Development District to ensure project inclusion in the TIP.

8. Facilitate with regional partners to identify future projects several years in advance to establish a 'project pipeline' to better plan for future TIP funding requirements.

WSP will hold up to one (1) meeting each with regional partners and develop a list of future projects to generate a 'project pipeline' for future years of TIP funding.

## Task 25/132 Local Project Development

WSP Team Staff supporting this activity are Andrew Levecchia AICP/PP, Arianna Koudounas AICP/CPM and Cole Jordan, PE

Similar to Task25/131 Transportation Improvement Program many of the interactions requested in this task are related to the maintenance of the existing TIP and development to the new 2026 -2035 TIP. Our team will seek all opportunities to build off the regularly established schedule of meetings, from the previous task, with regional partners, to appropriately use their time by covering multiple related topics during the same meeting or status call.

### Activities and Products (due dates):

1. Work with regional partners, tracking technical issues to ensure the project meets critical milestones and deliverables to receive authorization of federal dollars. This activity includes attending meetings, participating in project status calls, and communicating with regional partners and NJDOT Local Aid.

2. In coordination with NJDOT Local Aid and FHWA, engage with local partners to improve local public agency project delivery and compliance with federal regulations.

3. Continue to organize and facilitate quarterly meetings with regional partners, Local Aid, the Bureau of Environmental Program Resources (BEPR), and other agencies where appropriate.

In reply to items 1 through 3 above, working directly with SJTPO regional partners the WSP Team will attend meetings, participate in project status calls and communicate with regional partners and NJ DOT Local Aid, to catalogue and track technical issues to ensure local projects meet critical milestones and deliverables to receive authorization of federal funding. We will review local public agency project delivery processes and provide recommendations to improve compliance with federal agencies. Additionally, we will develop a list of federal funded and grant funded projects that regional partners are participating in conduct up to three quarterly meeting with NJ DOT Local Aid, Bureau of Environmental Program Resources (BEPR), and other agencies where appropriate.

4. Track the progress of the design phases of projects, including technical issues that may be encountered to predict project readiness and inclusion in the project pool.

**Product 4a.** Status charts for local lead projects, including HSIP, CMAQ, and Carbon Reduction funded projects (ongoing, produced bi-monthly)

**Deliverable:** Our team will review local projects using HSIP, CMAQ and Carbon Reduction funds and update the existing status charts on a bi-monthly basis.

*Product 4b. Summary of end-of-the-year authorizations of SJTPO Local Lead Projects, highlighting federal dollars authorized in the region (end of federal fiscal year, Fall 2024)*

**Deliverable:** Working with SJTPO staff and regional partners our team will summarize the federal authorization of SJTPO Local Lead Projects highlighting the amount of federal investment in the region.

5. Work with local agencies to bring specific issues to the attention of NJDOT and the Local Aid Resource Center for further review and consideration. Issues could include technical issues, such as design challenges or eligibility issues with various funding sources.

6. In coordination with NJDOT Local Aid Resource Center, explore opportunities to engage local public agencies (e.g., municipalities), broaden the coordination between regional partners, and focus on opportunities to access federal funding sources. This effort would also ensure that the agencies are informed on resources and training opportunities.

In reply to items 5 and 6, we will assist local agencies by learning about and understanding their specific funding source eligibility issues and technical items such as design challenges and other like circumstance by coordinating communications with NJDOT and the Local Aid Resource Center. The WSP Team will seek efficiencies by using the regularly schedule quarterly meetings ( up to three 3), with NJDOT and other agencies to fulfill these tasks and broaden coordination between regional partners.

7. Work with regional partners in support of RTP 2050 Critical Issue #4, associated with the regulatory burden, particularly in the Pinelands, to better detail specific barriers being experienced. Begin coordination with neighboring MPOs and counties within the Pinelands to assess similarities and differences of issues, which may include an information exchange among counties and MPOs to share common issues or workable solutions, if identified. The goal is to assist counties in identifying internal solutions to common barriers or to begin conversations with the Pinelands Commission and other state, regional, and local partners to identify solutions.

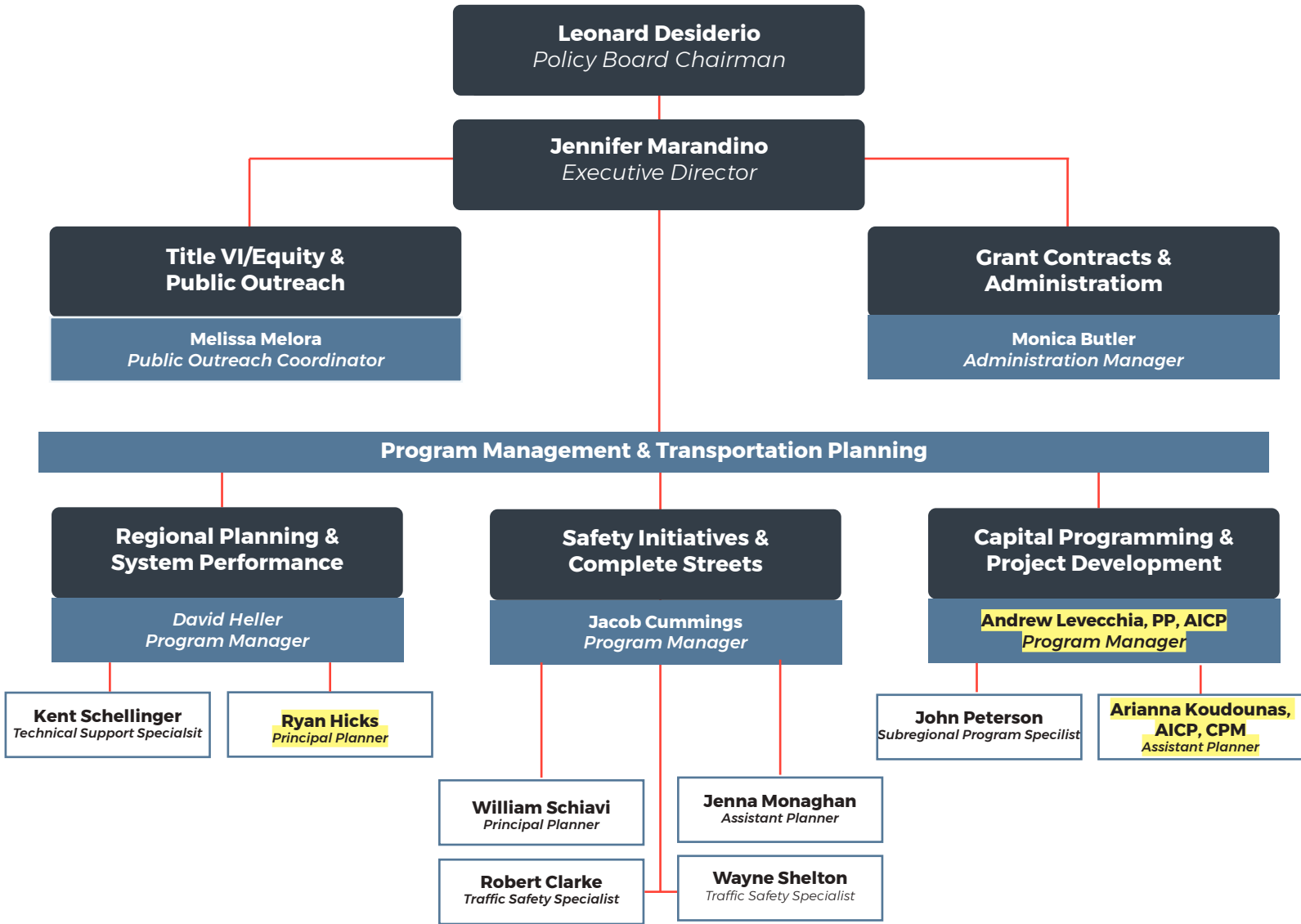
The WSP Team will work with regional partners to identify specific barriers to implementing transportation infrastructure projects experience by the Pinelands Comprehensive Management Plan (CMP) and the Coastal Area Facilities Review Act (CAFRA) of 1973. Our team will liaise with neighboring MPOs and counties within the Pinelands to exchange information and detail shared concerns so that these items can be collectively coordinated with the Pineland Commission, NJ DOT and NJ Department of Environmental Protection.

## Scope and Schedule Considerations

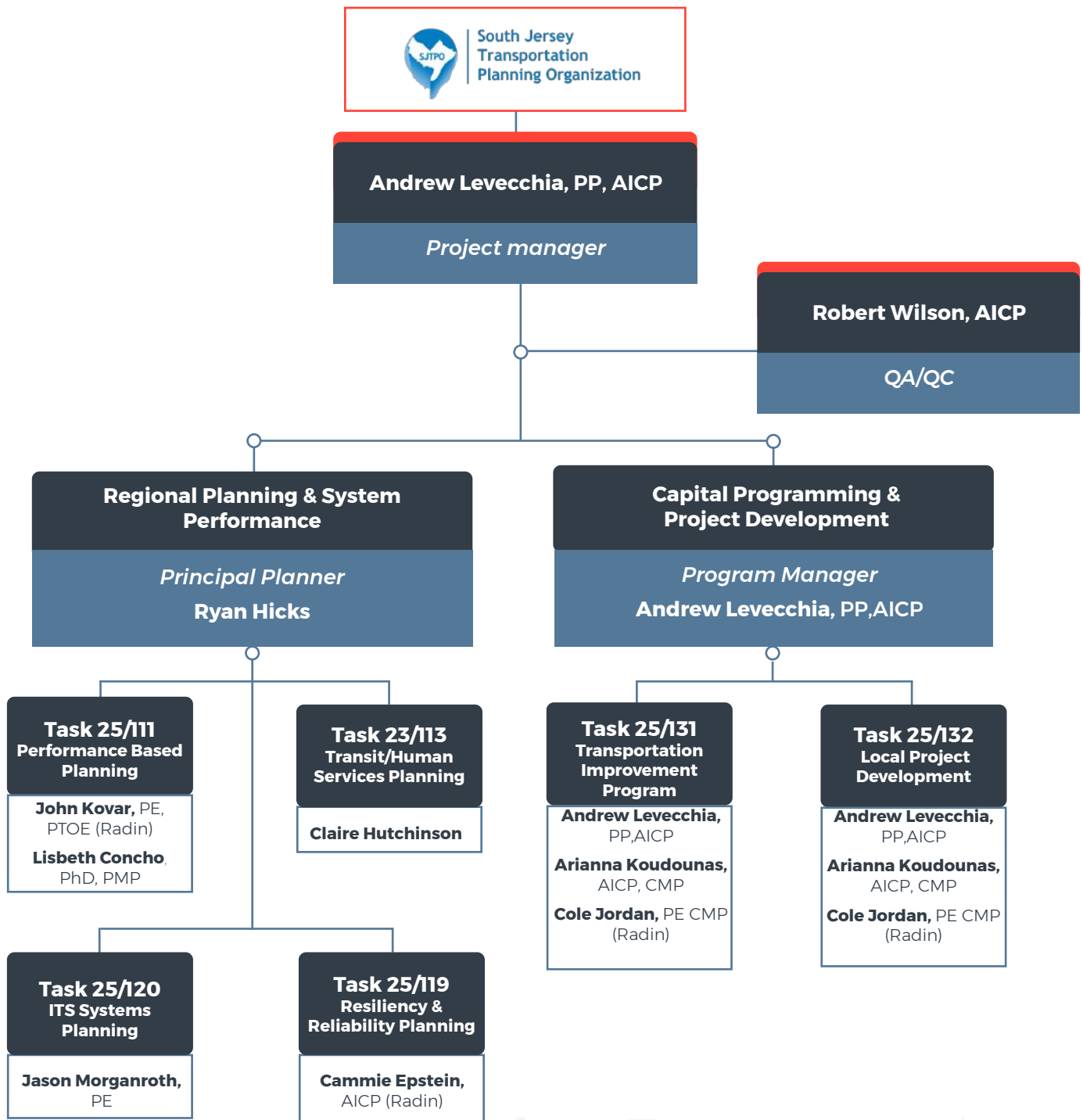
WSP and Radin Consulting acknowledge that several products described in the RFP have due dates that are before the notice to proceed of this Staff Augmentation RFP. For these items we have made suggested dates for delivery and look forward to refining this date with SJTPO as it is understood that some of these dates are regulatory and may need formal request for extension.

# F. ORGANIZATION CHART

## SJTPO ORGANIZATION CHART WITH PROPOSED STAFF



# PROPOSED INTERNAL WSP ORGANIZATION CHART



## **Updated Scope of Work: SJTPO Staff Augmentation** **10/23/2024**

During a meeting held with SJTPO staff on Monday October 21, 2024, the WSP Team reviewed the Staff Augmentation Request for Proposals (RFP) and its associated list of deliverables to better understand the work products that have already been completed and the work products that remain. The section below outlines the six tasks and contains a refined list of products associated with each task. Several tasks detailed in the RFP have been removed from the WSP Team scope of work (SOW) as they have already been or will be completed prior to the Notice to Proceed (NTP) anticipated on November 25, 2024. The remaining tasks keep their original task number listed in the RFP. Tasks that have been removed from the SOW are listed below with strike-through text. Blue text is WSP responses and proposed deliverables for item that have work products.

The enclosed schedule proposes that all tasks – except for Task 25/131 Transportation Improvement Program (TIP) – conclude on June 30<sup>th</sup>, 2025. Task 25/131 will be extended to September 30<sup>th</sup>, 2025, as requested by SJTPO so that WSP can contribute to TIP development until it is adopted by the SJTPO Policy Board in late September of 2025. Individual task schedules will be discussed and finalized during task kickoff meetings with SJTPO staff in early December of 2024 following NTP.

### **DELIVERABLES**

#### **Task 25/111: Performance-Based Planning**

Task Activities and Products:

1.

- ~~Product 1a. Technical Memorandum (Winter 2025)~~
- ~~Product 1b. CMAQ Mid-Performance Period Progress Report and CMAQ Performance Plan; DRAFT (Winter 2025)~~
- ~~Product 1c. CMAQ Mid-Performance Period Progress Report and CMAQ Performance Plan; FINAL (Winter 2025)~~

2.

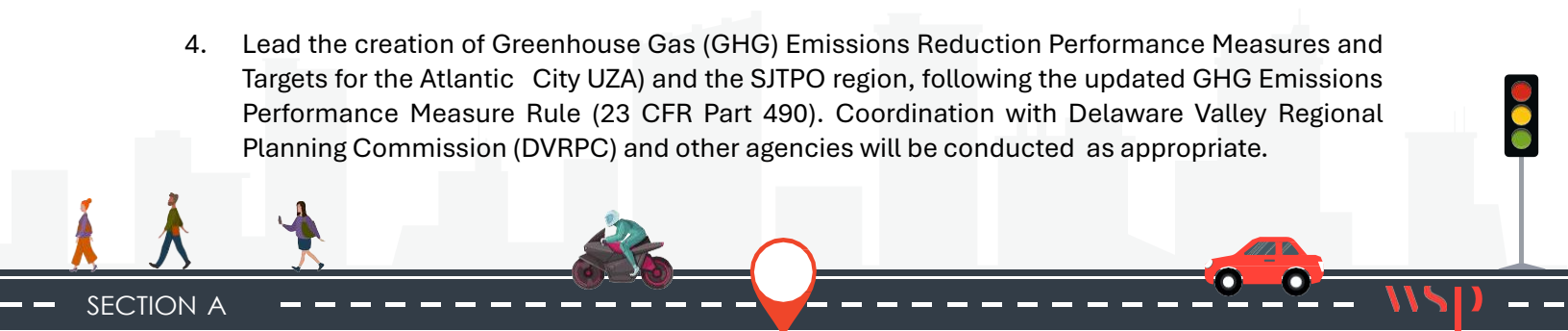
- ~~Product 2a. Technical Memorandum (Winter 2025)~~
- ~~Product 2b. CMAQ Mid-Performance Period Progress Report and CMAQ Performance Plan (Winter 2025)~~

3.

- ~~Proposed Deliverable 3. Assist in the preparation of the Mid-Performance Report for the 2nd Performance Period. (Winter 2025)~~

3. **The WSP team is prepared to attend up to three (3) quarterly CMAQ meetings with NJ DOT and other partnering agencies.**

4. Lead the creation of Greenhouse Gas (GHG) Emissions Reduction Performance Measures and Targets for the Atlantic City UZA and the SJTPO region, following the updated GHG Emissions Performance Measure Rule (23 CFR Part 490). Coordination with Delaware Valley Regional Planning Commission (DVRPC) and other agencies will be conducted as appropriate.



**Product 4a.** GHG Emissions Reduction Targets for the Atlantic City Urbanized Area

**Product 4b.** GHG Emissions Reduction Targets for the SJTPO Planning Region

**Proposed Deliverable 4:** The requirement for MPOs and states to establish GHG Emissions Reduction Targets has been vacated by the U.S. District Court – as per the March 2024 decision in the Northern District of Texas – and is no longer a direct performance measure. SJTPO has tasked the WSP Team with investigating other similar sized MPOs to identify strategies for moving forward in this new reality, and associated methodologies for target development. The WSP Team will research and meet with up to three (3) similarly sized MPOs and DVRPC. A memo documenting key findings and recommendations will be produced to prepare SJTPO for future iterations of this type of performance measure.

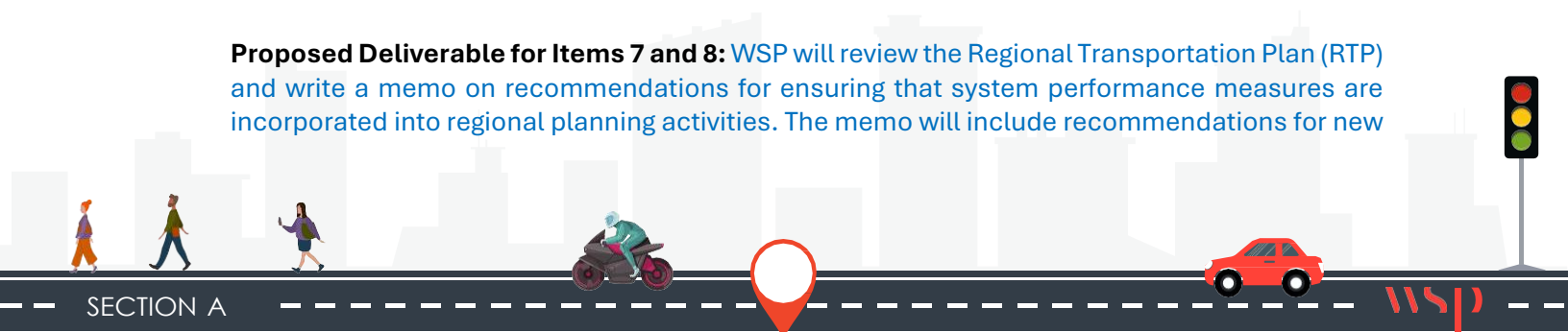
A preliminary list of similarly sized MPOs to SJTPO – by population and geographic location – are listed below:

- Harrisburg Area Transportation Study (PA) Lackawanna-Luzerne Transportation Study (PA)
  - Tri-County Regional Planning Commission (MI)
  - Spokane Regional Transportation Commission (WA)
5. Continue coordination with NJDOT and other agencies, as part of participation in NJDOT's Complete Team Committee, in monitoring performance measures and targets to meet federal performance requirements for the National Highway System (NHS), supporting the progress to achieve national performance goals.

**Proposed Deliverable 5:** Attend up to three (3) Complete Team Committee meetings and report back on recommendations for monitoring performance measures and targets.

- 6.
- **Product 6a.** Recognizing the action taken during the September Policy Board Meeting our team will review existing targets, continue to coordinate with NJ Transit and write a Technical Memo outlining recommendations future adoption of these targets. (assumes up to 3 meetings with NJ Transit)
  - **Product 6b.** SJTPO adoption of the Calendar Year 2023 Public Transportation Agency Safety Plan (PTASP) Safety Performance Target for Bus Targets (Winter 2025) (assumes up to three (3) meetings with FTA and regional transit partners)
7. Incorporate required system performance measures into the regional planning activities and the overall planning process, as required by the MAP-21/FAST Act/IIJA rules.
8. Monitor the new federal legislation and subsequent implementation guidance for changes in existing performance management regulations and possible new required performance measures and targets.

**Proposed Deliverable for Items 7 and 8:** WSP will review the Regional Transportation Plan (RTP) and write a memo on recommendations for ensuring that system performance measures are incorporated into regional planning activities. The memo will include recommendations for new





federal legislation and implementation guidance on performance management regulations as well as updated performance measures and targets.

9. Continue monitoring the regional transportation system's performance in safety, pavement, bridges, and operations, using federally mandated performance measures, metrics, targets, and other system performance measures and metrics.
10. Continue to build upon the United States Department of Transportation's (USDOT) and NJDOT's increasing emphasis on performance-based planning by acquiring additional data, developing other performance measures, and further strengthening the linkage between SJTPO and operations agencies in hope of maximizing the performance of the existing and planned transportation system.
11. Continue to assist NJDOT, DVRPC, and the North Jersey Transportation Planning Authority (NJTPA) in meeting all associated deadlines of Model Inventory of Roadway Elements (MIRE) fundamental data on county and local roads. Efforts may include:
  - a. Serve as a liaison for NJDOT and county and local roadway owners to collect roadway inventory elements; and
  - b. Attend meetings with NJDOT to review collected data and provide guidance as appropriate.

**Proposed Deliverable for Items 9, 10, and 11:** Monitor all changes in the regional transportation system. Prepare a strategy for SJTPO to respond to changes and to incorporate new information into updated and continuing planning efforts, such as future RTPs and TIPs. Additionally, WSP will investigate other MPOs' relationships with MIRE and generate a memo recommending how SJTPO can support data-driven decision making. This task includes up to three (3) meeting with other MPOs, meaning one meeting with DVRPC and up to one meeting each with two (2) similarly sized MPOs.

## 25/113: Transit/Human Services Planning

### Task Activities and Products:

1. In support of RTP 2050 Critical Issue #3, associated with inequitable access, SJTPO will continue to engage NJ TRANSIT and others in discussions to identify specific transit issues, requests, or improvements brought by stakeholders and the public for further investigation and incorporate additional factors surrounding equity into service decisions.

**Product 1a.** Updated documentation of these efforts related to RTP 2050 Critical Issues #3, associated with inequitable access, including a summary of significant discussions and meetings, and the outcome of these efforts to be incorporated into the RTP update.

**Proposed Deliverable 1:** The WSP Team will engage NJ TRANSIT and the four regional partnering counties to discuss Critical Issue #3, Inequitable Access, to learn about existing issues and service



gaps and provide recommendations and findings to be including in the Coordinated Human Services Transportation Plan (Access for All Transit Plan) starting in 2025. WSP will participate in up to two (2) meetings with NJTRANSIT and at least one (1) engagement – meaning phone call or email exchange – with each of the regional county partners.

2. Continue to work with NJ TRANSIT and others, as appropriate, to identify and advance conversations related to unmet transit needs in support of RTP 2050 unfunded “critical needs.” This work may involve collaboration related to ridership forecasting to determine if the ridership demand exists, delineation of the market that the new or improved transit service would encompass, or other assistance as requested by NJ TRANSIT to help justify these investments.

WSP will work with NJ TRANSIT and others to advance conversations related to the unfunded “critical needs” identified in the RTP and to advance the goals of the Access for All Transit Plan. The RTP 2050 identified three unfunded critical transit needs:

- Increased service of the Atlantic City Rail Line
- Bus/transit service to CMC Airport
- Express bus service from Bridgeton to Atlantic City

The RTP also identified multiple unfunded critical needs related to transit infrastructure, including the need for funding for approximately 45 small to mid-sized vehicles for human services transportation in Atlantic County. WSP will conduct ridership forecasts, identify potential ridership markets, and support other analyses as appropriate to develop feasible solutions for the region’s unfunded critical transit needs.

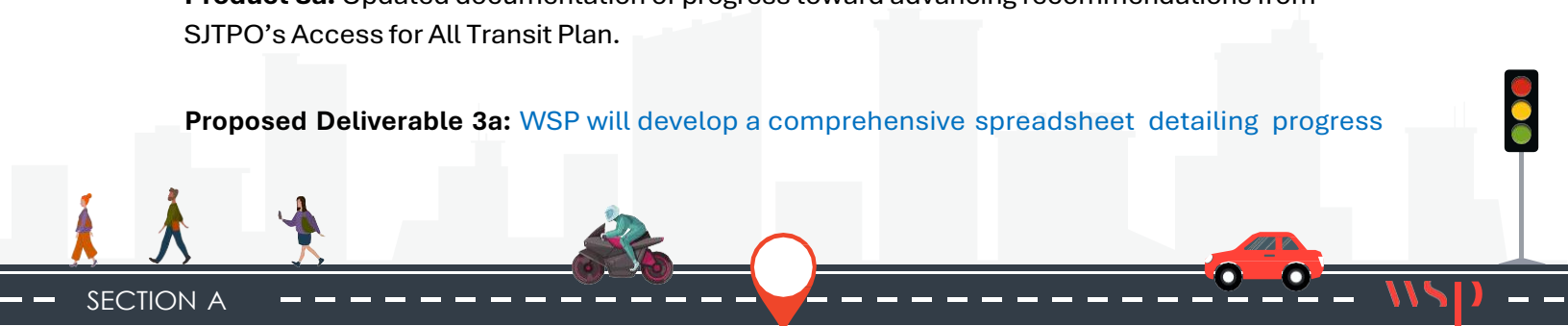
**Proposed Deliverable 2:** Ridership forecasts, maps and a memo outlining identified solutions to the region’s unfunded critical transit needs.

3. Continue working with county transit providers and other members of the respective county human services and transportation steering committees to carry out the recommendations within SJTPO’s Access for All Transit Plan. This effort would also involve clearly defining the roles in implementing the recommendations.

As mentioned under Activity 1 of Task 25/113, WSP will use the two (2) previously scheduled meetings with NJ TRANSIT and another transportation provider, during the project period, to discuss RTP 2050 Critical Issue #3. WSP will also use these meetings as opportunities to discuss SJTPO’s Access for All Transit Plan. The first meeting will focus on documenting previous progress towards advancing the plan recommendations. The second meeting will focus on defining SJTPO and the other stakeholders’ roles in implementing the remaining recommendations.

**Product 3a.** Updated documentation of progress toward advancing recommendations from SJTPO’s Access for All Transit Plan.

**Proposed Deliverable 3a:** WSP will develop a comprehensive spreadsheet detailing progress



towards implementing each recommendation of the Access for All Transit Plan.

**Product 3b.** Updated list of action items that SJTPO can undertake to help advance outstanding recommendations of the Access for All Transit Plan.

**Proposed Deliverable 3b:** WSP will develop a comprehensive spreadsheet detailing action items that SJTPO and partners can undertake to advance the outstanding recommendations of the Access for All Transit Plan. The spreadsheet will clearly define SJTPO and other stakeholders' roles in implementing each listed action.

4. Convene targeted meetings and discussions with county transportation providers or sit on county coordinating committee(s) and other similar committees [e.g., NJ Council on Developmental Disabilities, Council on Access and Mobility (CAM), Rutgers University's Senior Mobility Advisory Team, etc.].

To support the implementation of the Access for All Transit Plan and address RTP Critical Issue #3, WSP will be available to attend up to three (3) county coordinating committee and county transportation provider meetings to further SJTPO's relationships with those entities and advocate for efforts that will help address unmet transit needs.

**Proposed Deliverable 4:** Related to task number 1, WSP will attend meetings and provide summaries for all meetings attended.

5. Work with NJDOT, NJ TRANSIT, counties, and members of the respective human services transportation county steering committees to assess safety for non-motorized travelers in disadvantaged and transit-dependent communities. Information will be compiled and, at a minimum, included in future updates of the Access for All Transit Plan.

WSP will schedule one joint stakeholder meeting with county steering committees to assess safety for non-motorized travelers in disadvantaged and transit dependent communities. The meeting will be designed to identify issues of concern and potential solutions to improve safety for non-motorized travelers.

**Proposed Deliverable 5:** WSP will summarize safety concerns compiled through engagement with stakeholders across the region and develop an initial list of improvement recommendations to incorporate into future updates of the Access for All Transit Plan.

6. Continue to collaborate with DVRPC, NJTPA, CCCTMA, and others on human services transportation issues extending beyond the SJTPO region. Efforts will focus on implementing actions that uphold fairness and improve the coordination of services, access, and mobility for low-income and minority populations, persons with disabilities, and older adults.

Oftentimes transit dependent residents need to travel outside of a specific agency's service area. WSP will continue to collaborate with DVRPC, NJTPA, CCCTMA and other stakeholders beyond the SJTPO region to implement actions which enhance interregional transportation opportunities for disadvantaged populations. The WSP Team will work with stakeholders to identify opportunities for coordination that will ultimately improve access and mobility for low-income and minority populations, persons with disabilities, and older adults.



**Proposed Deliverable 6.:** WSP will attend up to three (3) meetings and provide summaries for all meetings attended.

7.

**Product 7a.** Summary sheet, including the ranking of submitted projects (contingent upon NJ TRANSIT activity)

8. Continue to collaborate with NJ TRANSIT and others in identifying the feasibility of future transit enhancements, including the Glassboro-Camden Light Rail Line extension, operational improvements to the Atlantic City Rail Line, and others.

WSP staff will participate in relevant meetings and/or feasibility studies concerning future transit projects, focusing conversations with NJ TRANSIT on improvements to the Atlantic City Rail Line. WSP's staff have extensive experience in developing transit projects and will work with SJTPO staff and partner organizations to identify feasible transit enhancements for the region.

**Proposed Deliverable 8:** WSP will analyze the feasibility of potential transit enhancements. Depending on SJTPO needs, WSP will: prepare tables, graphs, maps, and/or short memos explaining the analyses conducted, attend up to two (2) related meetings, and prepare summaries.

9. Collaborate with NJ TRANSIT in its stations, access, parking, and site planning to investigate safety around transit stops and ADA accessibility at transit stations.

Safety and ADA accessibility at transit stops and stations are critical issues for transportation disadvantaged populations. Staff will investigate safety and accessibility issues as they are reported by stakeholders and members of the public through the various coordination efforts discussed previously and will be available for additional site visits - up to four (4) - as necessary to identify opportunities for improvements.

**Proposed Deliverable 9:** WSP will develop a spreadsheet detailing safety/ADA accessibility issue, attend up to two (2) related meetings, and prepare meeting summaries.

### Task 25/119: Resiliency & Reliability Planning

#### Activities and Products:

1. Work with NJDOT, NJ TRANSIT, and other partners on risk management strategies for improving the resilience of transportation infrastructure against the impacts of extreme weather.

The WSP Team will attend up to three (3) meetings and working sessions with state and regional partners to advance risk management strategies related to improving the resilience of transportation infrastructure against the impacts of extreme weather.

**Proposed Deliverable 1:** provide meeting summaries and a list of risk management strategies that



can be used by SJTPO and their members for current and future planning efforts.

2. Complemented by work and efforts completed through Task24/401: Regional Vulnerability Framework technical study, determine which assets and under which scenarios could be advanced in a more extensive Regional Vulnerability Assessment study of the SJTPO region.

**Proposed Deliverable 2:** WSP Team will review the SJTPO 2024 UPWP Task24/401: Regional Vulnerability Framework technical study and provide a detailed list of assets and scenarios to be advanced for more extensive Regional Vulnerability Assessment analysis. WSP will analyze the process and propose a list of next steps in consultation with SJTPO and its subregional partners.

3. Aid regional partners and others, as appropriate, in enhancing transportation infrastructure resilience and reliability.

When interacting with regional partners, WSP will discuss the need for and aid them in enhancing transportation infrastructure resilience and reliability, as necessary.

4. Collaborate with NJDOT's Office of Emergency Preparedness, regional partners, and other agencies relevant to evacuation planning to facilitate coordination of emergency preparedness activities in the region. Efforts will focus on ensuring regional needs are adequately and appropriately addressed.

**Proposed Deliverable 4:** The WSP Team will collaborate with NJDOT's Office of Emergency Preparedness, regional partners, and other agencies to review existing evacuation plans and ensure that emergency preparedness activities are coordinated throughout the region. WSP will write a memo outlining the coordination of regional partners and other agencies to ensure that regional needs are appropriately and adequately addressed.

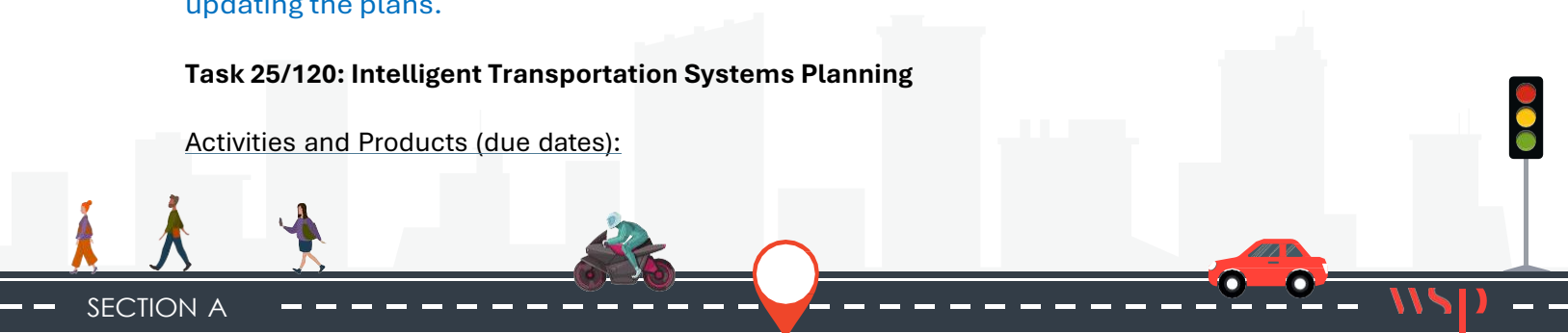
5. Build upon roundtable discussions, initially convened in April 2023, with state, regional, and local stakeholders related to efficient emergency planning and operations in support of a strategy identified in the New Jersey Office of Emergency Management (NJ OEM) Statewide Hazard Mitigation Plan (HMP).

In April of this year (2024), NJ OEM adopted their fifth HMP. The State's HMP is scheduled to be revised and adopted every three (3) years. NJ County HMPs are to be revised and readopted every five (5) years. Currently, Salem County is in the process of updating its 2017 plan and has held public meeting as recently as July of 2024. All other regional partner county plans are up to date.

**Proposed Deliverable 5:** The WSP Team will review minutes from the April 2023 meeting and meet with regional partners to review HMPs and write a memo and a one-page summary outlining the status of each regional partner's plans. WSP will contact NJDOT Chief ESF1 Officer Robert Burd to arrange for a meeting with the regional partners to discuss procedures for updating the plans.

## Task 25/120: Intelligent Transportation Systems Planning

Activities and Products (due dates):



1. Continue to participate in statewide collaboration on the NJ Statewide Intelligent Transportation Systems (ITSNJ) Architecture Committee. Participate in ITS Architecture Committee (IAC) meetings.

The WSP Team will continue to review the ITSNJ Architecture Committee website <https://www.consystec.com/nj2022/web/index.htm>, to ensure participation at upcoming meetings and events. After attendance at each meeting and event, the WSP Team will generate a memo highlighting objectives, outcomes, and items to be completed. This task includes attendance at up to two (2) meetings. WSP will reach out to NJDOT contact Vandana Mathur, who serves as Administrative Analyst IV Supervisor within the Mobility Planning and Research (Desk Phone: (609) 963-2655 / Work Cell Phone: (609) 915-6292). Among other topics covered, WSP will ask Vandana to discuss SJTPO's role in the ITS Architecture and discuss what types of projects (CMAQ) qualify as ITS in the region.

2. Participate in ITSNJ activities, including committee participation and attendance at the ITSNJ Annual Meeting, with the intent of disseminating information to local partners.

The ITSNJ Annual Meeting is scheduled for October 9, 2024, which is outside of the time frame for this contract. As part of WSP's commitment to ITS in NJ, Jason Morganroth – who attends this event annually - will report pertinent information back to SJTPO and regional partners as needed.

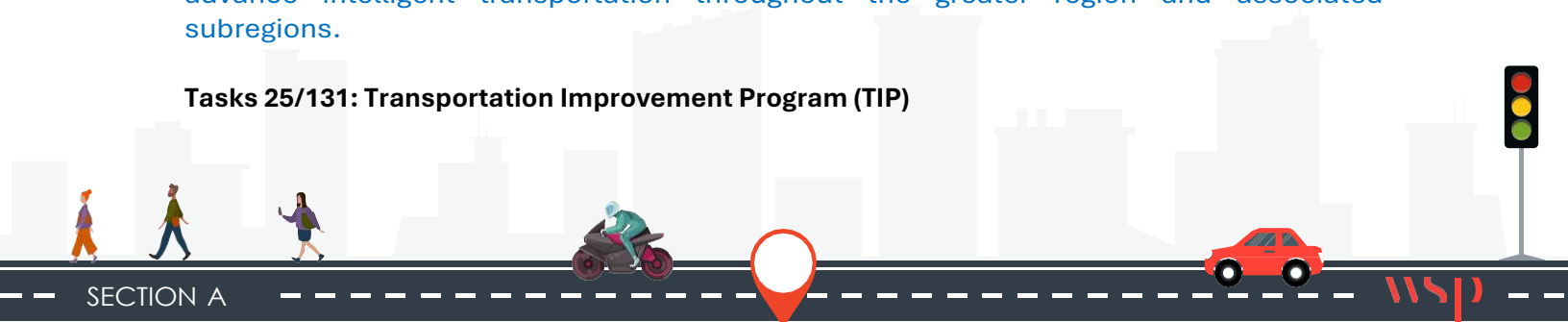
3. Continue to work with regional planning partners to identify ITS strategies and deploy ITS technologies in the SJTPO region.

**Product 3a:** The WSP Team will update Project Information Sheets associated with the New Jersey ITS Architecture Maintenance Project (as needed, based on the development of ITS projects in the region) and provide a short memo outlining an ITS Needs Assessment based on regional partners strategies and existing technologies. Related to the first item under this task WSP will identify the type of projects that qualify as ITS and facilitate a discussion/workshop with the TAC to determine if regional partners have any project that should be included in the ITS Architecture.

4. Continue working with state and regional partners to investigate ways to incorporate automated/connected/ electric/shared-use vehicles into the metropolitan planning process. Research activities of other similarly sized MPOs and throughout New Jersey, working to incorporate those strategies.

**Proposed Deliverable 4.:** The WSP Team will participate in up to three (3) scheduled meetings, provide meeting summaries and a succinct memo detailing strategies incorporated by other similar sized MPOs and entities in New Jersey. The WSP team will investigate the types of ITS improvements that can be included in proposed projects to help advance intelligent transportation throughout the greater region and associated subregions.

#### Tasks 25/131: Transportation Improvement Program (TIP)



Generalized TIP Schedule: WSP recognizes the FFY 2026-2035 Capital Program State Transportation Improvement Plan (STIP) schedule includes the delivery of a list of projects to be approved by the Technical Advisory Committee (TAC) at the April 2025 meeting and preparation of the draft TIP to be ready for the June 2025 Policy Board meeting. From there, SJTPO will likely conduct the public comment period from July 7 – August 24, 2025, with consideration for adoption at the September 8, 2025, Technical Advisory Committee and September 22, 2025, Policy Board meetings.

Activities and Products:

1. Provide technical assistance to member counties and municipalities and assist NJDOT and NJ TRANSIT in preparing financial plans for major capital projects as necessary.

The WSP Team will provide technical assistance to relevant partner counties and municipalities as well as NJDOT and NJ TRANSIT in preparing for major capital projects as needed and related to the production of the SJTPO 2026 TIP. Part of WSP's coordination will include reviewing projects submitted as part of the RTP and determining if other projects can be included in the TIP. WSP will participate in the resource estimate meeting – currently scheduled for January 8, 2025 – which includes FHWA, FTA, MPOs, NJTRANSIT, and NJDOT. SJTPO's desired outcome from this meeting is to gain an understanding of the specific amount of money allocated to the region from each funding source by agency (NJ DOT, NJ TRANSIT, etc.)

2. Liaise with SJTPO regional partners, NJDOT, and NJ TRANSIT to help facilitate the development and approval of the FFY 2026-2035 TIP/STIP, which is anticipated to be approved in the Fall of 2025, which is outside of the timeline of this UPWP.

**Product 2a.** Year-end Obligation Reports, produced by NJDOT and NJ TRANSIT, to be posted to the SJTPO website (end of federal fiscal year, Fall 2024)

Working within a truncated schedule, the WSP Team is prepared to support regional partners and SJTPO in developing the FFY2026-2035 TIP/STIP and identify new and graduating projects. WSP is prepared to support the development of the TIP through its adoption in September 2025.

3. Process TIP/STIP amendments and modifications needed throughout the year via NJDOT's Electronic Statewide Transportation Improvement Program (e-STIP), conducting public involvement as necessary.

**Product 3a.** Memos to the Executive Director outlining TIP/STIP amendment and modification requests received from NJDOT, NJ TRANSIT, and other regional partners on an ongoing basis, as needed.

**Proposed Deliverable 3a:** The WSP Team will write memos, as needed, to the SJTPO Executive Director detailing any modifications or amendments to the TIP/STIP from NJDOT, NJ TRANSIT and other regional partners.

**Product 3b.** TIP amendment/modification tracker to be posted to SJTPO website and provided to TAC and Policy Board on an ongoing basis, with bi-monthly updates.

**Proposed Deliverable 3b.:** The WSP Team will assist with updating the online TIP



amendment/modification tracker and will review the tracker and make recommendations as needed to improve the flow of information to the public.

4. Prepare self-certification documents, coordinate with federal agency representatives, complete other procedures related to compliance with federal requirements and keep up to date on changes in requirements. Following 23 CFR § 450.336, concurrent with the submission of the TIP, MPOs shall certify at least every four years that the metropolitan transportation planning process is being carried out under all applicable requirements.

**Product 4a.** Initial draft of self-certification document, to be shared with FHWA in advance of any action related to the FFY 2026-2035 TIP/ STIP approval.

**Proposed Deliverable 4a:** WSP will prepare the initial draft of the self-certification documentation as outlined in 23 CFR § 450.336 and coordinate with federal agency representatives to ensure that all procedures related to compliance with federal requirements are met. WSP will review any changes or updates to the federal regulations and review the 2023 Federal Certification Report. A draft of the self-certification will be provided to the SJTPO by Spring of 2025 for their review.

5. Continue to refine SJTPO's Project Selection Process, as needed, to ensure planning priorities and regional needs (e.g., non-vehicular modes of travel, stormwater, land use, public transportation, and other planning priorities) and identify possible areas of conflict between priorities (e.g., between freight and non-motorized travel).

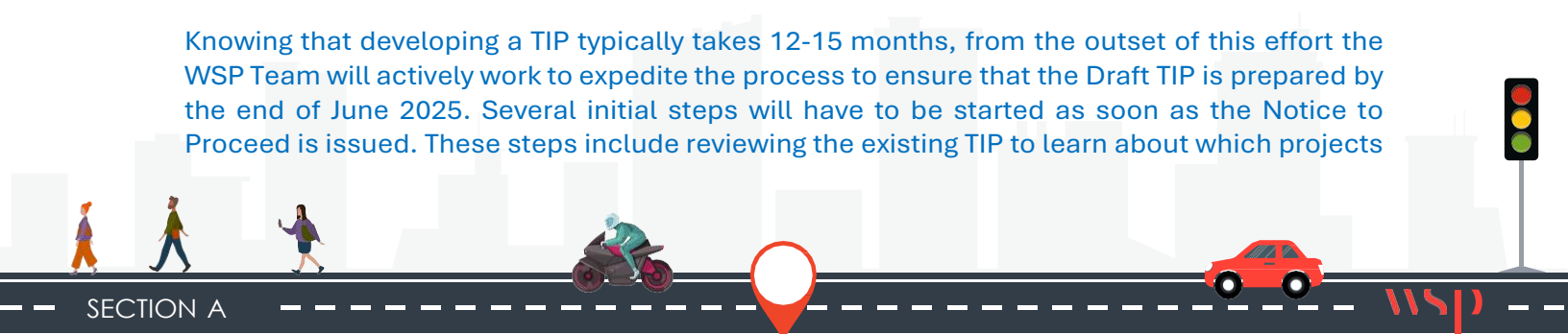
**Product 5a.** Memo outlining any refinements and additions to the SJTPO Project Selection Criteria, including pre-screening consideration of project issues in locations where Complete Streets Priority Areas intersect with the Regional Freight Network (Spring 2024)

Recognizing that the SJTPO Board adopted RESOLUTION 2407-21: Approving a Revised SJTPO Project Evaluation Process during the July 2024 Policy Board meeting, this task has been completed. The WSP Team is prepared to review the Project Evaluation Process providing recommendations for enhancements, ease of project collection, review and scoring. WSP will develop standard operating procedures (SOPs), and schedules for future TIP and RTP cycles.

**Proposed Deliverable 5a:** Summary of staff discussions related to the need to update the Project Evaluation process, focusing on initial pre-screening of locations that are Complete Street Priority Areas that Intersect with the Regional Freight Network.

6. Coordinate with regional partners to develop projects for funding. This effort includes attending meetings, conducting analysis, conducting project feasibility/eligibility assessments, and associated mapping of projects to determine urban/non-urban boundaries.

Knowing that developing a TIP typically takes 12-15 months, from the outset of this effort the WSP Team will actively work to expedite the process to ensure that the Draft TIP is prepared by the end of June 2025. Several initial steps will have to be started as soon as the Notice to Proceed is issued. These steps include reviewing the existing TIP to learn about which projects





have been completed and which will be removed from the TIP as well as determining the status of the remaining projects and to what level they graduate. Concurrently, WSP will schedule meetings with and request candidate projects from subregional partners so that the team can start the project pre-evaluation, and evaluation process. Site visits will be included as needed. The list of candidate projects will be sent to NJDOT in early 2025. The WSP Team will review NJDOT candidate project reports and prepare comments, after which WSP will work to develop the fiscally constrained program, conformity analysis and final project scores for the list of projects to be approved by the Technical Advisory Committee (TAC) at the April 2025 meeting. In May and June of 2025, we will prepare the TIP for Board approval.

WSP will add new projects to the TIP. We will additionally look at options to update the project mapping and evaluate and provide recommendations for cost effective solutions related to the use of GIS or other mapping technologies on the SJTPO website for the mapping of future TIP projects.

7. Continue to coordinate with federal land management agencies to ensure projects are included in the TIP, to ultimately facilitate the efficient and economical movement of people and goods.

WSP will review TIP coordination efforts with similar sized MPOs and provide recommendations for how to include federal agencies that are part of the Eastern Federal Lands Highway Division, such as the U.S. Fish and Wildlife Service (USFWS) and U.S. Coast Guard.

8. Coordinate with regional partners to identify future projects – several years in advance – to establish a project pipeline to better plan for future TIP funding requirements.

Using the project solicitation completed during the Forward 2050 RTP process, WSP will evaluate projects to be listed in the TIP for their readiness and hold up to one (1) meeting each with regional partners to develop a list of future projects that they will be seeking state program funding for, such as Local Bridge Future Needs, and federal funds so that a project pipeline for future years of TIP funding can be generated.

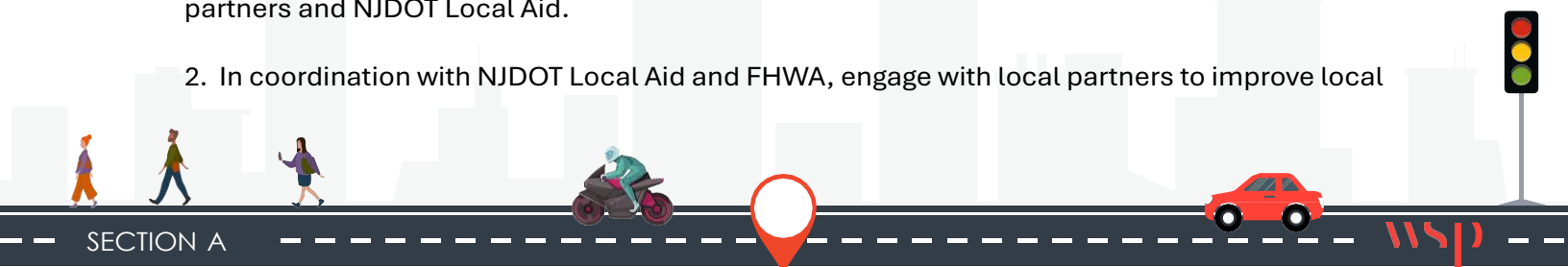
### **Task 25/132: Local Project Development**

Like Task 25/131 Transportation Improvement Program, many of the interactions requested in this task are related to the maintenance of the existing TIP and development to the new 2026 - 2035 TIP. The WSP Team will seek all opportunities to build off the regularly established schedule of meetings with regional partners from the previous task to make the most efficient use of their time.

#### Activities and Products:

1. Work with regional partners, tracking technical issues to ensure the project meets critical milestones and deliverables to receive authorization of federal dollars. This activity includes attending meetings, participating in project status calls, and communicating with regional partners and NJDOT Local Aid.

2. In coordination with NJDOT Local Aid and FHWA, engage with local partners to improve local



public agency project delivery and compliance with federal regulations.

3. Continue to organize and facilitate quarterly meetings with regional partners, Local Aid, the Bureau of Environmental Program Resources (BEPR), and other agencies where appropriate.

In response to Items 1 through 3 above, the WSP Team will attend and participate in up to three (3) NJDOT Local Aid quarterly meetings with subregional partners and up to seven (7) monthly meetings with NJDOT. The WSP Team will review local public agency project delivery processes and provide recommendations to improve compliance with federal agencies. Additionally, WSP will coordinate with NJDOT Local Aid, BEPR, and other agencies on updating the list of federally funded and grant funded projects that regional partners are currently participating in.

4. Track the progress of the design phases of projects, including technical issues that may be encountered to predict project readiness and inclusion in the project pool.

**Product 4a.** Status charts for local lead projects, including HSIP, CMAQ, and Carbon Reduction funded projects (ongoing, produced bi-monthly)

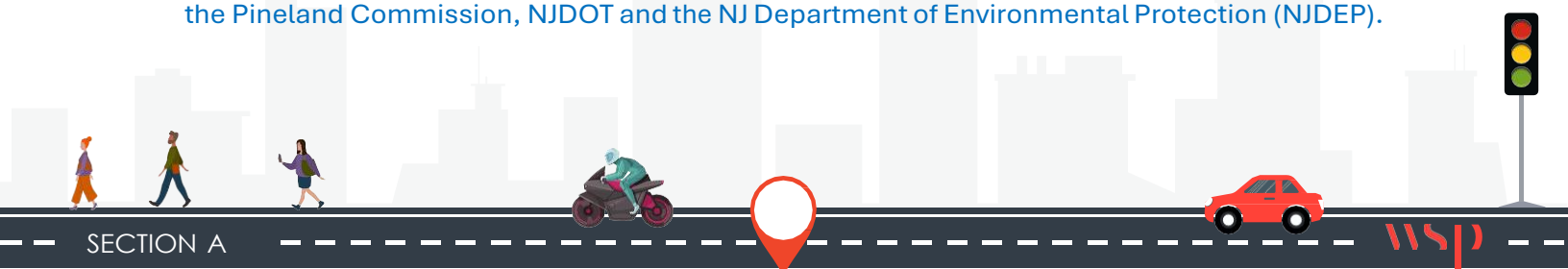
**Proposed Deliverable 4a.:** The WSP Team will review local projects using HSIP, CMAQ and Carbon Reduction funds and provide recommendations for revisions to projects on the bi-monthly status charts and if possible, identify methods to streamline updates and revisions to these charts.

~~5.-Work with local agencies to bring specific issues to the attention of NJDOT and the Local Aid Resource Center for further review and consideration. Issues could include technical issues, such as design challenges or eligibility issues with various funding sources.~~

~~6.-In coordination with NJDOT Local Aid Resource Center, explore opportunities to engage local public agencies (e.g., municipalities), broaden the coordination between regional partners, and focus on opportunities to access federal funding sources. This effort would also ensure that the agencies are informed on resources and training opportunities.~~

7. Work with regional partners in support of RTP 2050 Critical Issue #4, associated with the regulatory burden, particularly in the Pinelands, to better detail specific barriers being experienced. Begin coordination with neighboring MPOs and counties within the Pinelands to assess similarities and differences of issues, which may include an information exchange among counties and MPOs to share common issues or workable solutions, if identified. The goal is to assist counties in identifying internal solutions to common barriers and to begin conversations with the Pinelands Commission and other state, regional, and local partners to identify solutions.

The WSP Team will work with regional partners to identify specific barriers to implementing transportation infrastructure projects experienced by the Pinelands Comprehensive Management Plan (CMP) and the Coastal Area Facilities Review Act (CAFRA) of 1973. The WSP Team will liaise with neighboring MPOs and counties within the Pinelands to exchange information and detail shared concerns so that these items can be collectively coordinated with the Pineland Commission, NJDOT and the NJ Department of Environmental Protection (NJDEP).





# TOTAL COST BY TASK



	Costs by Task							Total Cost by Firm
	Performance Based Planning	Transit/Human Services Planning	Resiliency & Reliability Planning	ITS Planning	Trasportation Improvement Program	Local Project Development	Project Management	
	1	2	3	4	5	6	7	
<b>WSP USA, Inc. (WSP)</b>								
	\$1,051	\$51,766	\$5,256	\$26,110	\$256,409	\$64,408	\$43,185	<b>\$448,186</b>
<b>Radin Consulting</b>								
	\$18,453	\$0	\$18,020	\$0	\$76,646	\$22,578	\$0	<b>\$135,697</b>
<b>Total Cost by Task</b>	<b>\$19,504</b>	<b>\$51,766</b>	<b>\$23,277</b>	<b>\$26,110</b>	<b>\$333,055</b>	<b>\$86,986</b>	<b>\$43,185</b>	<b>\$583,883</b>

\* Radin Consulting will complete 23.78 of this project, in excess of the 9.95% DBE/ESBE goal.

# COST SUMMARY



<b>WSP USA, Inc. (WSP)</b>		
<b>Labor</b>		\$168,007.50
<b>Overhead</b>	140.62%	\$236,252.15
	<b>Subtotal</b>	<b>\$404,259.65</b>
<b>Fee</b>	10%	\$40,425.96
	<b>Subtotal</b>	<b>\$444,685.61</b>
<b>Direct Expenses</b>		\$3,500.00
	<b>WSP Total</b>	<b>\$448,185.61</b>
<b>Radin Consulting</b>		
<b>Labor</b>		\$52,420.40
<b>Overhead</b>	134.03%	\$70,259.06
	<b>Subtotal</b>	<b>\$122,679.46</b>
<b>Fee</b>	10%	\$12,267.95
	<b>Subtotal</b>	<b>\$134,947.41</b>
<b>Direct Expenses</b>		\$750.00
	<b>Radin Total</b>	<b>\$135,697.41</b>
<b>Total Project Cost</b>		<b>\$583,883.02</b>

## Direct Expenses (WSP)

Travel by Personal Vehicle	\$	3,000.00
Reproduction	\$	500.00
<b>Total</b>	<b>\$</b>	<b>3,500.00</b>

## Direct Expenses (Radin)

Travel by Personal Vehicle		\$500.00
Travel by Mass Transit		\$250.00
<b>Total</b>	<b>\$</b>	<b>750.00</b>

## **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2411-39: Approving the Selection of WSP USA Inc., in association with Radin Consulting (DBE) as the Consultant for SJTPO Staff Augmentation**

**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 2025 SJTPO Unified Planning Work Program was amended July 22, 2024 to include Federal Highway Administration planning funds for this project as Task 25/403 Staff Augmentation; and**

**WHEREAS, the Notice of Availability of Requests was sent to approximately 309 subscribers on the Requests for Proposals (RFPs) mailing list on August 22, 2024; and**

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

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

**WHEREAS, the SJTPO Technical Advisory Committee (TAC) at their September 9, 2024 meeting, vested consultant selection authority in a committee consisting of the City of Vineland, Atlantic, Cape May, and Cumberland Counties, and SJTPO staff; which reviewed the proposals and evaluated them according to SJTPO's published criteria; and**

**WHEREAS, the Consultant Selection Committee recommends WSP USA Inc., in association with Radin Consulting (DBE); and**

**WHEREAS, a scope refinement meeting was held in lieu of an interview to develop the final scope of work, ensuring successful execution of SJTPO's FY 2025 UPWP tasks and products; and**

**WHEREAS, the SJTPO TAC, at their November 12, 2024 meeting, endorsed the recommendation of the Consultant Selection Committee and the selection of WSP USA Inc., in association with Radin Consulting (DBE) as the Consultant for SJTPO Staff Augmentation at a total project cost of \$583,883; and**

**WHEREAS, the consultant shall remain under contract through September 30, 2025, to work with SJTPO and our state partners to facilitate the development and approval of the FFY 2026-2035 TIP/STIP, with approval of the document expected in September 2025; and**

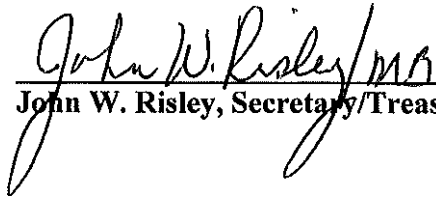
**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the above selection for SJTPO Staff Augmentation, with a maximum fee of \$583,883 and 23.7% DBE participation; and**

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

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

**Certification**

I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of November 25, 2024.

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