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**Date:** Tuesday, February 21, 2023; Updated Friday, February 24, 2023; Updated Monday, March 6, 2023; with Final Updates Thursday, April 6, 2023

**To:** Recipients

**Re:** Scenario Planning for RTP 2050  
Questions and Answers

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**Q1. In the RFP, it is written that this scenario planning “effort is a critical path in developing the next RTP 2050. The results of this scenario planning study will be completed in conjunction with the initial draft process of the RTP document.” So that we can get a better understanding of how this study will fit into the overall RTP structure, can you share more information about your RTP, such as an outline and/or a schedule?**

**A1.** A preliminary draft schedule for the next RTP 2050 has been shared, illustrating major milestones such as Phase I public outreach, drafting of RTP 2050 chapters, and adoption of the final document. SJTPO intends for the scenario planning efforts, within this consultant-led technical effort, to constitute the bulk of the content for Phase I of public outreach associated with the next RTP 2050. This includes assisting with extensive outreach to the SJTPO Technical Advisory Committee, stakeholder advisory committee, and the public in helping to formulate and evaluate the various scenarios that will be used in the process and assessing the impacts of the scenarios.

The draft schedule illustrates the anticipated overlap between this consultant-led scenario planning effort and plan development. As noted, the results of the scenario assessment will directly shape the Vision, Goals, and Strategies of the next RTP 2050. In addition, the entire scenario planning process including the future scenarios and impacts will be a chapter in the next RTP. The resulting efforts of the scenario planning workshops, including visual materials, surveys, etc., shall be included as an Appendix to the final RTP document.

**Q2. The RFP mentions “there shall be a minimum of two (2) public workshops that will be led and facilitated by the consultant” and “Presentation/attendance at SJTPO Technical Advisory Committee (TAC) Workshops.” Are these intended to be one and the same or two distinct sets of meetings? Will there be additional public meetings that the consultant is required to attend?**

**A2. Response revised and updated Monday, March 6, 2023**

While the two workshops mentioned in the RFP (Deliverables 3.b and 5.b) are “open to the public,” the target audience is expected to be the Technical Advisory Committee and the Stakeholder Advisory Committee. These two workshops are intended to be held during the daytime hours. As such, attendance by the public will be minimal. As part of the Phase I public outreach for the RTP, there will be additional public meetings that are expected to be primarily oriented toward members of the public. These meetings shall be held at convenient times and locations that are accessible to all people. SJTPO has had success with holding public meetings in the evening between the hours of 6:00-8:00 PM.



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The original intention was that the consultant would be responsible for developing the content for the two workshops and the two public meetings (two distinct sets of meetings). While the consultant would present/attend the TAC Workshop, they would not be expected to lead and/or moderate the public meetings. However, after further internal discussion, it may be beneficial for the consultant to present and lead **both** the workshops and public meetings. With the consultant having expertise in public outreach, SJTPO is requesting the consultant make a recommendation on who would best lead both the workshops and the public meetings, considering both the resources of the consultant team and the project budget.

As such, the consultant should prepare their scope and associated cost estimate with three alternatives as follows. The consultant shall be responsible for developing the content and material in all instances.

- a. The consultant shall present and attend the two SJTPO TAC Workshops. SJTPO staff will present at the two public meetings. Attendance by the consultant is not required at two public meetings.
- b. The consultant shall present and attend the two SJTPO TAC Workshops and the two public meetings.
- c. SJTPO staff will present at the two SJTPO TAC Workshops, and the consultant shall present and attend the two public meetings. Attendance by the consultant is not required at the two SJTPO TAC Workshops.

The RFP has been revised and updated (March 6, 2023) to reflect this change in the original scope of work.

**Q3. Is there a specific budget for the project?**

**A3.** SJTPO's Unified Planning Work Program (UPWP) essentially serves as the annual budget for the SJTPO, identifying funding to support planning efforts, including consultant-led technical studies. The budget for this study is included in the Draft FY 2024 UPWP, which can be found on the SJTPO website at [www.sjtpo.org/UPWP](http://www.sjtpo.org/UPWP). The effort is identified as Task 24/402 RTP 2050 Update Scenario Planning, with funding available beginning July 1, 2023, which is the start of the State Fiscal Year 2024.

In response to the RFP, firms should address the needs and scope of work as laid out. The cost estimate provided should reflect the proposed work and the benefit demonstrated in the proposal. Efficiencies that achieve the stated objectives are encouraged. As laid out in Section III Consultant Selection, SJTPO's consultant selection is a qualifications-driven process. Selection is based primarily on an assessment of the technical qualifications of responding firms with the value, quality, and cost of each proposal also to be considered to ensure that public funds are utilized efficiently and per the SJTPO's mission.

The criteria utilized in the consultant selection process are detailed in the RFP. The selected firm will be the one that demonstrates the best technical approach (40%), the best value given the cost (20%), with a strong team (30%), and satisfies the DBE/ESBE requirements (10%). Upon selection of the top-ranked firm, SJTPO will negotiate a final price that best accomplishes the full scope of work as agreed upon by SJTPO and the selected firm.



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- Q4. Deliverables 3.b and 5.b include presentation at the SJTPO Technical Advisory Committee (TAC) Workshop.**
- a. Please confirm if this presentation would be made to the SJTPO TAC or the Stakeholder Advisory Committee that will be created under Task 2.**
  - b. Is the consultant responsible for scheduling and organizing these workshops or would they be attending and presenting at an already scheduled, recurring TAC meeting?**
  - c. Is the consultant responsible for advertising the workshop in advance to the public?**

**A4.** The intended audience for the workshops, as described in Deliverables 3.b. and 5.c., is the SJTPO TAC members and the Stakeholder Advisory Committee that will be created under Task 2. These workshops are anticipated to take place during the day and time of the regularly scheduled TAC meetings. As is the case with all TAC meetings, the workshops will be open to the public. However, as the meetings are scheduled during the day, attendance by the public will be minimal. As noted in response to Question 2, additional public meetings primarily oriented to members of the public are anticipated. **Please refer to the answer to Question 2 for clarification on the consultant’s role in presenting and attending the TAC Workshops and public meetings.** All meetings, regardless of the audience, should allow participants to attend in person or virtually through SJTPO’s GoToMeeting platform.

The TAC Workshops are anticipated to occur during the time scheduled for the normal meeting days of the regular recurring TAC meeting. As such, the consultant is not responsible for scheduling the workshop. A meeting room has been reserved for the second Monday of each month at Vineland City Hall. The consultant will be responsible for the content and preparation of any presentation materials and handouts for each workshop. Dates and times for the public meetings have not been scheduled. As noted in the response to Question 2, the public meetings shall be held at convenient times and locations that are accessible to all people. The consultant should work with SJTPO to schedule and organize the public meetings.

Advertisement in local newspapers is necessary for the public meetings, but not the TAC Workshops. SJTPO staff will take the lead and coordinate the advertisement of the public meetings in the local newspapers. The content of the ad is to be provided by the consultant team. Advertisements are placed at least 12 days in advance of a public meeting. As such, development of the ad content must be provided to SJTPO no less than four (4) weeks before the date of the public meetings.

**Q5. Are electronic signatures acceptable on the forms?**

**A5.** As noted in Section I. B., responses to the RFP require *digital and physical submission* of the proposal. As such, electronic signatures of all requested forms in the RFP are acceptable. Please refer to the checklist included in the RFP for a listing of all required forms and other documentation.

Upon successful negotiations and consultant selection, a contract shall be executed between the prime consultant, SJTPO, and the South Jersey Transportation Authority (SJTA), as the Administrative Host of the SJTPO. Original signatures are requested on the contract as they are required to be signed, attested, and sealed.



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**Q6. Are all forms required from subconsultants?**

**A6.** The prime consultant shall provide the required forms. The same forms are not required of the subconsultants. As noted in the response to Q5, the contract shall be executed between the prime consultant, SJTPO, and SJTA. However, all firms on the team must be registered to do business in the state of New Jersey (Exhibit E), the DBE/ESBE firm, regardless of being the prime or subconsultant must be a Certified DBE/ESBE firm in New Jersey, as stipulated in Section V.C. of the RFP with appropriate documentation submitted as part of the response to the RFP.

**Q7. Is a Business Registration required for the prime only or the prime and all subconsultants?**

**A7.** As referenced in Exhibit E, pursuant to N.J.S.A. 52:32-44, a business registration is required for the Contractor (i.e., prime) and each subcontractor (i.e., subconsultants) performing services under the SJTPO contract. The Contractor must provide SJTPO with a Business Registration(s) for itself and for each subcontractor who will perform work under the SJTPO contract. See N.J.S.A. 52:32-44(b)-(c).

The SJTPO is prohibited from entering into a contract unless the Contractor and each subcontractor named in the proposal have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services. A subcontractor named in the proposal shall provide a copy of its business registration to the Contractor, who shall provide it to the SJTPO.

Copies of all required business registrations must be provided before SJTPO can award any contract for work.