

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

ITEM 2403-08: Approving the Selection of AECOM Technical Services, Inc., as the Consultant for the FY 2024 Air Quality Technical Assistance Study

PROPOSAL

At its March 11, 2024, meeting, the Technical Advisory Committee recommended that the Policy Board approve the selection of AECOM Technical Services, Inc., (AECOM) in association with Sobers Consulting LLC, as the DBE firm for the SJTPO FY 2024 Air Quality Technical Assistance study.

BACKGROUND

This technical study seeks consultant assistance to perform a new regional emissions analysis for SJTPO's forthcoming update to the Regional Transportation Plan 2050 (RTP update) and the Federal Fiscal Year (FFY) 2024-2033 Transportation Improvement Program (TIP). The consultant will also assist SJTPO in preparing the SJTPO portion of the statewide emissions inventories for NJDEP.

The Request for Proposal (RFP) for the technical study was issued on January 23, 2024, with proposals due on Thursday, February 15, 2024. The Notice of Availability of Requests was sent to 309 contacts.

One (1) proposal was received from **AECOM Technical Services**, with Sobers Consulting LLC as the DBE firm. The proposal was reviewed and scored by the TAC-designated Consultant Selection Committee with representatives from the City of Vineland, SJTA, and SJTPO. Proposals were evaluated based on the technical approach, value given stated costs, consultant team qualifications, and DBE participation. Reviewers unanimously agreed that AECOM could ably complete the technical study as they have completed this same work for SJTPO in the past. The cost of the effort is **\$44,946** with a 10.5% DBE participation.

The project will be funded within SJTPO's Technical Program in FY 2024 UPWP, as Task 24/406 Air Quality Technical Assistance with a \$45,000 budget. The task is a two-year study, with an anticipated project completion date of December 31, 2024.



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February 15, 2024

Mr. David S. Heller
Program Manager - Regional Planning & Systems Performance
South Jersey Transportation Planning Organization
817 East Landis Avenue, 2nd Floor
Vineland, New Jersey 08360

**RE: Request for Proposals
FY 2024 Air Quality Assistance**

Dear Mr. Heller:

AECOM Technical Services, Inc. (AECOM) is pleased to submit this proposal to conduct emission analysis for the FY 2024 Air Quality Assistance. AECOM and its team members are uniquely qualified to conduct this work, as our team provides extensive skills in environmental and air quality analysis, transportation planning and infrastructure design. Our specific skills and experience in emissions and air quality analysis are unparalleled.

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

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

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

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

I hereby attest to AECOM's eligibility to perform this project and commit the firm's extensive resources to conducting and completing the project. I confirm that I have read the Standard Contract Agreement boilerplate and AECOM respectfully requests contract modifications to include previously discussed/ negotiated terms and conditions from our most recent Planning based contract for similar work (SJTPO's FY2020 Air Quality Assistance contract and FY 2022 Air Quality Technical Assistance contract).

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

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

Very truly yours,
AECOM Technical Services, Inc.



Ira Quiat, PE
Vice President
Planning Department Manager

Narrative

BACKGROUND

The transportation system in Atlantic, Cape May, Cumberland, and Salem Counties is vital to the economic health and societal functions of the region. To maintain this condition people and goods must be able to move throughout the region efficiently. As the regional Metropolitan Planning Organization (MPO), the SJTPO is responsible for helping to maintain the success of the transportation system in southern New Jersey while maintaining conformance with National Ambient Air Quality Standards (NAAQS) as promulgated by the Clean Air Act Amendments of 1990 (CAAA) and ensuing legislation and regulations. Currently, region is a non-attainment area for the 8-hour ozone and must demonstrate transportation air quality conformity determination before its long-range transportation plan and the Transportation Improvement Program can be implemented.

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

This project will demonstrate the compliance of the SJTPO with the Air Quality Conformity regulations and support for the upcoming Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP). The AECOM team previously assisted SJTPO and New Jersey Department of Environmental Protection (NJDEP) in multiple rounds of air quality conformity, developing the Motor Vehicle Emission Simulator (MOVES) inputs, and calculating regional

emissions for New Jersey statewide State Implementation Plan (SIP). We will use our extensive experience to complete SJTPO regional emissions analysis required for the transportation conformity determination of the TIP and RTP and provide necessary coordination with New Jersey Department of Transportation (NJDOT) and NJDEP.

NJDEP coordinates statewide air quality analysis effort and data development. The AECOM team will help SJTPO with the MOVES input data update for four counties to support NJDEP's undertakings in submitting its attainment demonstration SIP and 2023 Nation Emission Inventory (NEI).

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

TECHNICAL APPROACH

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

8-Hour Ozone Standard

Ozone is formed by chemical reactions occurring under specific atmospheric conditions. Precursor pollutants that contribute to the formation of ozone include VOC and NOX, both of which are components of vehicle exhaust. VOCs may also be produced through the evaporation of vehicle fuel, as well as by displacement of vapors in the gas tank during refueling. By controlling VOC and NOX emissions, ozone formation can be mitigated. In October 2015, based on its review of the air quality criteria for ozone and related photochemical oxidants, the EPA revised the primary and secondary NAAQS for ozone to provide requisite protection of public health and welfare, respectively (80 FR 65292).

The SJTPO region is part of the Philadelphia-Wilmington-Atlantic City, PA-NJ-MD-DE 8-Hour Ozone Moderate Nonattainment Area. Its transportation Plan and the Transportation improvement Program must demonstrate conformity to SIP showing that it will not cause or contribute to any new violations of the NAAQS.

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

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

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

MOVES and PPSUITE

The AECOM Team has applied MOBILE and MOVES emission models for air quality analysis in the SJTPO region for more than two decades. Since 2013 MOVES has been used with the South Jersey Travel Demand Model (SJTDM) post-processor. Last year, AECOM developed data for-, and implemented, the latest MOVES4 emission model to support NJDEP with 2026 SIP task. The Team has worked extensively with the evaluation of MOVES, providing feedback to NJDOT's Air Quality Working Group with respect to data development and implementation.

PPSUITE is a travel demand model and emissions analyzer post-processing tool that links the current SJTPO travel model to MOVES. PPSUITE has been in use in New Jersey and nearly a dozen other states and jurisdictions for over 25 years and has achieved a high level of maturity and technical strength. In conjunction with this work and similar work for other states, AECOM's PPSUITE post-processing software has been thoroughly revised, tested, and validated in its support for the MOVES4 software.

We anticipate using this setup for the proposed FFY 2024-2033 TIP and 2050 RTP emissions development. The AECOM Team will utilize the EPA's latest release of MOVES4 with the *movesdb20230615* underlying database as the emissions forecasting program.

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

MOVES4 Settings and Inputs

The PPSUITE/MOVES package has already been installed at SJTPO for the prior MOVES4 model. AECOM is continually enhancing its PPSUITE software to support the MOVES4 version.

The AECOM Team will continue to work closely with the NJDEP and the EPA so that the proper local settings and inputs are used for MOVES. The updated emission model not only expands run specifications to new fuel/vehicle combinations and output aggregation options but has also created significant changes to the activity and non-activity inputs. The MOVES activity inputs are based on travel demand model results. The correct file structure of these inputs will be verified by using the most current CENTRAL/PPSUITE software updated for MOVES4. The setting of non-activity inputs includes inspection and maintenance program specifications, vehicle registration data, vehicle mix data, anti-tampering program description, fuels, meteorology, source type population, engine retrofit programs, and low emission vehicle programs. It should be noted that truck idling activity (hotelling) and ramp fractions were removed from the local inputs in New Jersey.

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

VMT Calculations

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

Interagency Coordination

Coordination is an ongoing focus throughout the air quality analysis, emission inventory, and conformity determination process. It is essential to keep participating agencies and entities informed of the progress, methods, and products in use for the determination. The SJTPO Project Manager (PM) will convene the ICG meetings as necessary. These meetings may be via conference call. The AECOM Team

will work directly with the SJTPO PM to coordinate with the ICG members (i.e., other SJTPO staff, USEPA, NJDEP, NJDOT and representatives from the involved counties). If other work is required to meet CAAA standards, the AECOM Team will work closely with the PM and member agencies to identify and implement solutions to keep the project on track.

SCOPE OF SERVICES

Task 1. Coordination

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

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

Bi-weekly status reports will be provided to the SJTPO PM in addition to the coordination calls at project milestones, including the status of DBE/ESBE work and progress towards the established goal. We will provide all related inputs, process, outputs, and documents to SJTPO for their record. The AECOM PM will coordinate with the SJTPO PM to determine the best process for data and document transfer. The status updates and meeting summaries documenting talking points and decisions made will be provided within three days to SJTPO PM and staff via emails.

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

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

Project deliverables for Task1: Coordination will include the following:

- **Deliverable 1.a: Bi-weekly emails:** AECOM Team will provide bi-weekly progress reports to the SJTPO PM via email. We will organize a project kick-off meeting/conference call and task completion milestone conference calls with SJTPO PM and staff.
- **Deliverable 1.b: Meeting and discussion summaries:** The AECOM Team will provide minutes of the meetings and email summaries of conversations, decisions, and main talking points to SJTPO PM and staff within three business days.

Task 2. Regional Emissions Analysis for the RTP update and the FFY 2024-2033 TIP

The following steps will be undertaken to complete the South Jersey TIP and RTP Transportation Conformity analysis and determinations. The AECOM Team will use MOVES4 emission model (software) or the latest MOVES version available, if required. At this time, SJTPO will use the existing travel demand model and an operational CENTRAL/PPSUITE post-processor associated with that model in support of the emissions estimates using MOVES.

The AECOM Team understands that coding of regionally significant, non-exempt transportation projects into the proper South Jersey Travel Demand Model (SJTDM) highway and transit networks and other input files will be done by the SJTPO staff. SJTPO will provide AECOM with the loaded highway network from the SJTDM for the Base year and up to three (3) scenario years. We will complete quality assurance by reviewing the SJTDM resulting networks to ensure required information such as functional class, model volume, vehicle-miles traveled, and average speeds are reasonable, as well as monitoring project effects on the emission estimates for each scenario and year.

Interagency Consultation

The AECOM team will assist SJTPO by attending the ICG meeting via conference call and by individual coordination with ICG members from NJDOT, NJDEP, EPA, and others.

HPMS VMT Adjustment

Before travel activity data can be calculated, the VMT calculated from the travel demand model's traffic assignment process must be adjusted to match the State's reported VMT quantities from the Highway Performance Monitoring System (HPMS). The currently available NJDOT HPMS VMT data is for year 2022; it is considered a COVID-19 post-pandemic recovered year. SJTPO will ask ICG recommendation and approval to use pre- or post-pandemic HPMS VMT to adjust model Base year result. These VMT adjustments will be estimated and applied for TIP and RTP estimate scenarios.

Emissions Calculations for Conformity Determination

Combinations of computer programs centered on the MOVES and PPSUITE post-processor programs will be used to analyze emissions for the Air Quality Conformity in the SJTPO region. The PPSUITE software has been developed by AECOM and has been used by SJTPO, the NJDOT the NJDEP and NJTPA for emissions estimation in New Jersey.

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

MOVES and PPSUITE input data are fully reliant on local (i.e. MPO and State) data developed by the AECOM Team in collaboration with NJDEP and NJDOT. No MOVES national default activity data is used for the Conformity analysis.

MOVES input data development associated with the scenario years will be completed within this task. Emissions calculations will be generated with the use of SJTPO's travel demand model, MOVES4 emission model and related non-activity data. We anticipate that SJTPO staff will provide complete model run results for the TIP and RTP scenario years. The AECOM Team will run CENTRAL/PPSUITE/ MOVES4 software package to conduct emissions estimates of the Base year and FFY 2024-2033 TIP and 2050 RTP scenarios.

Emissions will be calculated for two categories of pollutants: daily VOC and NOx. CO does not need to be reported and is not necessary for this conformity determination.

Conformity Report

The AECOM Team will provide a technical memorandum summarizing the emission estimate methodology and results for summer weekday VOC and NOx for five scenario years. We will provide summaries of VMT, speed, criteria pollutant quantities, and other relevant information to support drafting of the conformity report by SJTPO staff.

The AECOM Team will assist the SJTPO staff in finalizing the conformity report by reviewing the draft report, supplying notes regarding the emission estimation methodology, and providing general quality control.

We will create a backup and installation DVD (or other data transfer media) with full copies of PPSUITE/MOVES files for SJTPO. Also, a data DVD with MOVES backup information, run specifications and databases and related inputs, following USEPA's standard format to support USEPA's conformity determination review will be provided.

Project deliverables for Task 2: Regional Emissions Analysis for the RTP update and the FFY 2024-2033 TIP will include the following:

- **Deliverable 2.a: Receipt of Loaded Transportation Networks and QA/QC:** The AECOM Team will receive loaded transportation networks from SJTPO and perform quality review to ensure model links are accurate; (i.e., have accurate functional classifications, facility types), and model volumes, VMT, average speeds, and other outputs are reasonable. At the end of the review process, we will provide a technical memorandum summarizing edits/adjustments to network and/or any other input and output files.
- **Deliverable 2.b: Reporting of Emissions Results:** The AECOM team will prepare all necessary MOVES inputs and use CENTRAL/PPSUITE/MOVES4 to estimate VOC and NOx emissions. The AECOM Team will provide a brief technical memorandum summarizing the data development process, assumptions, methodology and results. The Team will provide technical assistance within budgeted hours, if any additional support or runs (beyond the standard runs) are required.
- **Deliverable 2.c: Data Delivery:** A data DVD (or data transfer media) with MOVES backup information, run specifications and databases and related inputs, following USEPA's standard format will be provided to support USEPA's conformity determination review. AECOM will also transfer to SJTPO air quality conformity process inputs, programs, and raw outputs for conformity run scenarios.

Task 3. Assistance in Preparation of SJTPO Portion of Statewide Emissions Inventories for NJDEP

The AECOM Team will apply CENTRAL/PPSUITE/MOVES4 setup to assist NJDEP with SIP and NEI data development, emission estimates and reporting. The SJTPO staff will provide reviewed and approved loaded highway networks for each year/scenario and participate in coordination with NJDEP and NJDOT. The AECOM Team will prepare daily and annual MOVES inputs for years determined by the NJDEP, which will help daily ozone precursors and annual greenhouse gas emission inventory estimates.

The AECOM Team will provide the SJTPO PM with a short technical memorandum summarizing the data development methodology and emission estimate results. We will create a data DVD (or other data transfer media) for SJTPO.

AECOM team will conduct technical assistance and data development work within budgeted number of hours, in support of SJTPO requests.

Project deliverables for Task 3: Assistance in Preparation of SJTPO Portion of Statewide Emissions Inventories for NJDEP will include the following:

- **Deliverable 3.a: Review of Loaded Transportation Networks and QA/QC:** The AECOM Team will receive loaded transportation networks for SIP analysis from SJTPO and perform quality review to ensure model links are accurate; (i.e., have accurate functional classifications, facility types), and model volumes, VMT, average speeds, and other outputs are reasonable. At the end of the review process, we will provide a technical memorandum summarizing edits/adjustments to network and/or any other input and output files.
- **Deliverable 3.b: Technical Memorandum:** The AECOM Team will provide a brief technical memorandum summarizing the data development process, methodology and results. The AECOM Team will provide a data DVD (or other data transfer media) to the SJTPO and NJDEP.

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

Staffing Plan

The Organization Chart in Section F summarizes the relationships among the key personnel at AECOM and Team Members who will participate in the project:

Anna Aleynick will serve as AECOM Project Manager. She has over a decade of experience with air quality related matters in New Jersey and the surrounding region, including projects with SJTPO. She will be assisted by Project Director **Ira Quiat**, and Senior Technical Advisor **Tushar Patel**.

Anna Aleynick will lead emissions modeling tasks with PPSUITE and MOVES. **Tushar Patel** and **Yogesh Patel** will be responsible for travel model network review. **Terrence Sobers** of Sobers Consulting will bring his experience in technical review, data quality control, and project documentation. **Priyal Pandya** and **Anjali Kesava Pillai** will coordinate the data development effort.

Staffing Plan

The staffing plan for the proposed work is shown in the following table. Altogether the AECOM Team will expend 305 person hours:

AECOM	280 hours
Sobers Consulting LLC	25 hours
Total	305 hours

Sobers Consulting LLC is a certified Disadvantaged Business Enterprise (DBE). Sobers Consulting has been allocated 10.50% of the project's budget.

A number of elements of this project cannot be determined at this time including:

- Additional, unanticipated meetings beyond those highlighted in Task 1.
- The timeline of 2023 HPMS VMT availability from NJDOT.

Should additional efforts be needed to complete any task item or in the case of the schedule change, AECOM will alert SJTPO as soon as possible. AECOM will then work with SJTPO to identify the best way to proceed while remaining within the available budget.

SJTPO FY 2024 Air Quality Technical Assistance Staffing Plan - Exhibit D

AECOM					
Name	Title	Hours per Task			Total Hrs
		1	2	3	
Ira Quiat	Project Director	2	0	0	2
Tushar Patel	Senior Advisor	2	12	2	16
Anna Aleynick	Project Manager	14	54	20	88
Guillermo Calves	Transportation Planner	2	4	2	8
Yogesh Patel	Transportation Planner	0	32	8	40
Anjali Kesava Pillai	Transportation Planner	12	74	24	110
Jackson Fordham	Transportation Planner	0	16	0	16
Sub-total hours		32	192	56	280
Sobers Consulting LLC					
		Hours per Task			Total Hrs
		1	2	3	
Terrence Sobers	Principal	3	22	0	25
Sub-total hours		3	22	0	25
Summary of All Firms					
		Hours per Task			Total Hrs
		1	2	3	
		35	214	56	305

Project Schedule

The project schedule is shown in the following table. As specified in the RFP, Notice To Proceed is assumed to be on or about April 3, 2024. The regional emissions analysis for the RTP and TIP will be completed by August 2nd, 2024, assuming that first draft of the travel demand model TIP and RTP scenarios (provided by SJTPO) will be ready by June 21st, 2024. The New Jersey SIP/NEI input data and run results will be completed and delivered to SJTPO and NJDEP by December 6, 2024, however, it depends on motor vehicle registration and HPMS VMT data timely availability. This schedule will allow enough time for review, feedback, and any technical changes, if such required, within a normal reasonable timeframe.

Task	SJTPO FY 2024 Air Quality Technical Assistance	Estimated End Date or Task Duration
	Notice to Proceed	April 3, 2024
	Kickoff Meeting	April 8, 2024
Task 1. Coordination		
1.a.	By-weekly project progress coordination	April – December, 2024
1.b.	Meeting and discussion summaries	April – December, 2024
Task 2. Regional Emissions Analysis for the RTP update and the FFY 2024-2033 TIP		
2.a.	Receipt of Loaded Transportation Networks and QA/QC	June 21 – July 19, 2024
2.b.	Reporting of Emissions Results	July 1 –August 2, 2024
2.c.	Data Delivery and technical documentation to SJTPO	August 2 – November 1, 2024
Task 3. Assistance in Preparation of SJTPO Portion of Statewide Emissions Inventories for NJDEP		
3.a.	Review of Loaded Transportation Networks and QA/QC	September – December, 2024
3.b.	Technical Memorandum	November – December, 2024

Total Costs

Task	Task Name	Cost per Task
Task 1	Coordination and management	\$6,264
Task 2	Regional emissions analysis for TIP and RTP AQ conformity	\$30,888
Task 3	Technical assistance to NJDEP in Preparation of SJTPO Portion of Statewide Emissions Inventories	\$8,444
	Expenses	\$25
	Total	\$44,946

Breakdown of All Other Charges

**SJTPO FY 2024 Air Quality Technical Assistance
February - December 2024
Summary Budget Form**

LABOR COSTS		
Direct Labor		\$16,045
Overhead at 123.70%		\$19,849
Subtotal Labor		\$35,894
NON-SALARY DIRECT EXPENSES		
Graphics		\$0
Travel		\$0
Postage		\$25
Subtotal Non-Salary Direct Expenses		\$25
SUBCONSULTANTS		
Sobers Consulting LLC (DBE)		\$4,719
Subtotal Subconsultants		\$4,719
FIXED FEE (12%)		\$4,308
	TOTAL	\$44,946
DBE Participation	10.50%	

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2403-08: Approving the Selection of AECOM Technical Services, Inc., as the Consultant for the FY 2024 Air Quality Technical Assistance Study

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 2024 SJTPO Unified Planning Work Program includes Federal Highway Administration planning funds for this project; and

WHEREAS, the Notice of Availability of Requests was sent to approximately 309 contacts on January 23, 2024; and

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

WHEREAS, one (1) proposal was received; and

WHEREAS, the SJTPO Technical Advisory Committee (TAC), at their January 8, 2024, meeting, vested consultant selection authority in a committee consisting of one representative from the City of Vineland, SJTA, and SJTPO staff, which reviewed and evaluated the proposal in accordance with SJTPO's published criteria; and

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

WHEREAS, the SJTPO TAC, at their March 11, 2024, meeting, endorsed the recommendation of the Consultant Selection Committee;

WHEREAS, this project will be funded through Task 24/406 Air Quality Technical Assistance, with a budget of \$45,000 from the Fiscal Year 2024 SJTPO Unified Planning Work Program;

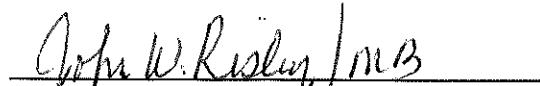
NOW THEREFORE BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the above selection for the FY 2024 Air Quality Technical Assistance study, with a maximum fee of \$44,946.00 and a 10.5% DBE participation; and

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.

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 March 25, 2024.



John W. Risley, Secretary/Treasurer