

# Executive Committee Meeting Agenda

## Executive Committee Meeting

April 24, 2025 | Immediately following Board Meeting

### 1. Call to Order

#### ACTION ITEMS\*\*

2. Minutes of Meeting of March 27, 2025
3. Contract Authorization: Mercer County, New Jersey Fleet Transition Plan
4. Contract Authorization: Mercer County, New Jersey Master Plan - Mobility Element Update (MEU)
5. Contract Authorization: 2025 On-Board and Household Travel Surveys (HHTS)

#### INFORMATION ITEM

6. FY24 Annual Audit: A report will be given on the Commission's Annual Audit for the Period Ending June 30, 2024
7. Old Business
8. New Business
9. Adjournment

#### \*\* Voting Members:

##### New Jersey

NJ Dept. Of Community Affairs: Jacquelyn A. Suárez  
NJ Dept. Of Transportation: Francis O'Connor  
NJ Governor's Appointee: Ed Potosnak  
NJ Counties: Tom Stanuikynas  
City of Camden: Victor Carstarphen

##### Pennsylvania

PA Governor's Policy Office: Anthony Luker  
PA Dept. of Transportation: Michael Carroll  
PA Governor's Appointee: n/a  
PA Counties: Josh Maxwell, Robert Harvie  
City of Philadelphia: Mark Squilla

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## Executive Committee Meeting

March 27, 2025 | Online Meeting

### ATTENDANCE

#### EXECUTIVE COMMITTEE MEMBERS AND VOTING ALTERNATES

Pennsylvania Department of Transportation, **Kristin Mulkerin**  
Pennsylvania Governor's Policy & Planning Office, **Michael Shorr**  
New Jersey Department of Transportation, **Megan Fackler**  
New Jersey Department of Community Affairs, **Keith Henderson**  
New Jersey Governor's Appointee, **Ed Potosnack**  
City of Camden, **June Morton**  
City of Philadelphia, **Chris Puchalsky**  
Bucks County, **Bob Harvie**  
Chester County, **Josh Maxwell**  
Burlington County, **Tom Stanuikynas**

#### OTHER BOARD MEMBERS AND NON-VOTING REPRESENTATIVES TO THE COMMISSION

Delaware County, **Gina Burritt**  
Montgomery County, **Scott France**  
Gloucester County, **Nick Cressman**  
Mercer County, **Matt Lawson**  
Camden County, **Ilene Lampitt**  
City of Trenton, **Lisa Seriessyol**  
City of Chester, **Paul Fritz**  
Federal Highway Administration, New Jersey Division, *(not represented)*  
Federal Highway Administration, PA Pennsylvania Division, *(not represented)*  
Federal Highway Administration, *(not represented)*  
Federal Transit Administration, *(2 seats, not represented)*  
U.S. Department of Housing and Urban Development, *(3 seats, not represented)*  
U.S. Environmental Protection Agency, *(2 seats, not represented)*  
New Jersey Department of Environmental Protection, *(not represented)*  
New Jersey Office of Planning Advocacy, **Walter Lane**  
Pennsylvania Department of Community and Economic Development, *(not represented)*  
Pennsylvania Department of Environmental Protection, *(not represented)*  
Delaware River Port Authority, **Darlene Callands**  
New Jersey Transit Corporation, **Louis Milan**  
Port Authority Transit Corporation, **Rohan Hepkins**  
Southeastern Pennsylvania Transportation Authority, **Jody Holton**

#### DVRPC CO-COUNSEL

Pennsylvania Co-Counsel: **Jonathan Bloom**  
New Jersey Co-Counsel: **Steve Raymond**

#### 1. Call to Order

Chair Maxwell called the meeting to order at 11:08 a.m.



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## ACTION ITEMS

### 2. Meeting Minutes of February 27, 2025

**ACTION:** Approve the Minutes of Meeting of February 27, 2025.

**MOTION** by Mr. Puchalsky, seconded by Mr. Potosnak. All votes were cast in favor of the motion. Motion passed.

### 3. Contract Authorization: FY 2025 Camden County Local Concept Development Intersection Study for Williamstown Road (CR536 Spur) and Erial Road (CR 706) Intersection Improvements

Jason Crouch, DVRPC, Manager, Office of Procurement and Contracts, presented the item to the Committee. [DVRPC Executive Committee March 2025 \(Slide 43\)](#)

**ACTION:** Authorize the Executive Director to enter into and execute a contract with McCormick Taylor, Inc., with a not-to-exceed amount of \$650,491, for an initial term of one (1) year. Pursuant to satisfactory performance on the Services, and upon mutual agreement by DVRPC and McCormick Taylor, Inc., the contract may be renewed for up to two (2) additional years.

**MOTION** by Mr. Stanuikynas, seconded by Mr. Puchalsky. All votes were cast in favor of the motion. Motion passed.

### 4. Old Business

### 5. New Business

### 6. Adjournment

**ACTION:** Adjourn Executive Committee meeting.

**MOTION** by Mr. Puchalsky, seconded by Mr. Harvie. All votes were cast in favor of the motion. Motion passed.

**COMMISSIONER'S SUMMARY SHEET  
DELAWARE VALLEY REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING, April 24, 2025**

**Agenda Item:****3. Contract Authorization: Mercer County, New Jersey Fleet Transition Plan**

The Delaware Valley Regional Planning Commission ("DVRPC") issued a **Request for Proposals (the "RFP")** seeking proposals from qualified consultants to prepare a Mercer County Fleet Transition Plan for the long-term transition of County-owned vehicles to lower-emission vehicles. This project funding was obligated under the New Jersey Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSAA"), which was approved in the DVRPC FY2024 Work Program.

In collaboration with Mercer County, the RFP was developed and subsequently released on December 30, 2024, via OpenGov. The deadline for proposals was February 3, 2025. In response, one (1) proposal was received.

As part of a qualifications-based procurement process, an RFP evaluation committee was created, consisting of representatives from the County. Each proposal submitted was evaluated in adherence to the following weighted criteria:

- **Administrative (5 Points)**
- **Firm Qualifications (20 Points)**
- **Management Experience (10 Points)**
- **Staff Experience (10 Points)**
- **Understanding (20 Points)**
- **Technical Approach (20 Points)**
- **Design Schedule (5 Points)**
- **Appropriateness/Completeness (10 Points)**

Based upon the evaluation and scoring of the proposal received, the Evaluation Committee identified **ICF Incorporated, LLC** as a viable firm, highly capable of performing the services, and is, therefore, the recommended awardee.

DVRPC staff will work with the County partners and **ICF Incorporated, LLC**, to ensure the timely and successful implementation and completion of the project deliverables.

Cost and Source of Funds:

The contract will be for a not-to-exceed amount of **\$100,000**.

The costs are funded from the following sources:

Amount	Source of Funds
<b>\$100,000</b>	New Jersey Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSAA") Fund - \$52,143 Trenton Urbanized Area and \$47,857 Philadelphia Urbanized Area

Date Action Required:

**April 24, 2025**

Action Proposed:

Authorize the Executive Director to enter into and execute a contract with **ICF Incorporated, LLC**, with a not-to-exceed amount of \$100,000, for an initial term of one (1) year.

Pursuant to satisfactory performance on the services, **ICF Incorporated, LLC** may be retained for additional work on the project, with costs to be determined at that time. Should additional funding become available for related work, DVRPC may negotiate with **ICF Incorporated, LLC** to perform related work for up to four (4) additional years.

**COMMISSIONER'S SUMMARY SHEET  
DELAWARE VALLEY REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING, April 24, 2025**

**Agenda Item:****4. Contract Authorization: Mercer County, New Jersey Master Plan - Mobility Element Update (MEU)**

The Delaware Valley Regional Planning Commission ("DVRPC") issued a **Request for Proposals (the "RFP")** seeking consultant services to assist Mercer County, New Jersey (the "County") in preparing a new Mobility Element of the County Master Plan. The goal of the Mobility Element Update ("MEU") is to improve safe mobility and increase multi-modal alternatives for residents, visitors and employees of all ages and abilities.

In collaboration with the County, the RFP was developed and subsequently released on February 7, 2025, via OpenGov. The deadline for proposals was March 14, 2025. In response, four (4) proposals were received.

As part of a qualifications-based procurement process, an RFP evaluation committee was created consisting of representatives from the County. Each proposal submitted was evaluated in adherence to the following weighted criteria:

- **Administrative (5 points)**
- **Firm qualifications (25 points)**
- **Management experience (10 points)**
- **Staff Experience (10 points)**
- **Understanding (20 points)**
- **Technical Approach (15 points)**
- **Design Schedule (5 points)**
- **Appropriateness/Completeness (10 points)**

Based upon the evaluation and scoring of proposals, the Evaluation Committee identified **WSP USA Inc.** as the top-ranked firm and is, therefore, the recommended awardee.

DVRPC staff will work with the County partners and **WSP USA Inc.** to ensure timely and successful implementation and completion of the project deliverables.

Cost and Source of Funds:

The contract will be for a not-to-exceed amount of **\$315,410**.

The costs are funded from the following source:

Amount	Source of Funds
<b>\$315,410</b>	New Jersey Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSAA") Fund - Trenton Urbanized Area

Date Action Required:

**April 24, 2025**

Action Proposed:

Authorize the Executive Director to enter into and execute a contract with **WSP USA Inc.**, with a not-to-exceed amount of \$315,410 for an initial term of fifteen (15) months.

Pursuant to satisfactory performance of the services, **WSP USA Inc.** may be retained for additional work on the project, with costs to be determined at that time. Should additional funding become available for related work, DVRPC may negotiate with **WSP USA Inc.** to perform related work for up to four (4) additional years.

**COMMISSIONER'S SUMMARY SHEET  
DELAWARE VALLEY REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING, April 24, 2025**

**Agenda Item:****5. Contract Authorization: 2025 On-Board and Household Travel Surveys (HHTS)**

The Delaware Valley Regional Planning Commission ("DVRPC") issued a **Request for Proposals (the "RFP")** seeking proposals from qualified consultants in order to prepare the 2025 On-Board and Household Travel Surveys (HHTS) by collecting demographic and travel data for 2 separate regions: 1) DVRPC and 2) South Jersey Transportation Planning Organization (SJTPPO). The selected consultant, in cooperation with DVRPC and SJTPPO staff, will develop a work plan to identify the scope of work and set a schedule for completing the HHTS. A critical component of the work plan is a sampling plan that ensures a representative and comprehensive sample of the diverse population cohorts and travel patterns in the region. Survey tools and materials will be designed and prepared, including survey questions, a smartphone survey application, phone interview scripts, and web content, and then tested during a pilot survey phase. Final modifications will be made after the pilot survey and implemented for the main survey. The methodology and results of the survey will be documented in a report and all data files will be submitted to DVRPC.

In collaboration with SJTPPO, the RFP was developed and subsequently released on January 24, 2025, via OpenGov. The deadline for proposals was February 25, 2025. In response, four (4) proposals were received.

As part of a qualifications-based procurement process, an RFP evaluation committee was created, consisting of representatives from DVRPC and SJTPPO. Each proposal submitted was evaluated in adherence to the following weighted criteria for Phase 1 evaluations (scoring/ranking):

- **Technical approach and project understanding (30 Points)**
- **Professional qualifications and experience in similar work (40 Points)**
- **Ability to perform anticipated tasks (30 Points)**

Based upon the evaluation of the proposals received and the resultant scores, the evaluation committee shortlisted the top three (3) firms by total average ranking. The shortlisted firms were subsequently invited to participate in Phase 2 interviews with the evaluation committee.



Between March 28, 2025 and April 8, 2025, the evaluation committee conducted Phase 2 interviews with the three (3) shortlisted firms. Each firm interviewed was evaluated in adherence to the following weighted criteria for Phase 2 evaluations:

- **Survey App (20 Points)**
- **Other Survey Technologies (10 Points)**
- **Recruitment Strategies (20 Points)**
- **Project Management (20 Points)**
- **Ability to Deliver (30 Points)**

Based upon the evaluation committee's post-interview deliberations, and the quantitative results of the scoring and ranking process, the evaluation committee identified **ETC Institute** as the unanimously top-ranked firm and is, therefore, the recommended awardee.

DVRPC staff will work with the SJTPO partners and **ETC Institute** to ensure the timely and successful implementation and completion of the project deliverables.

Cost and Source of Funds:

The contract will be for a not-to-exceed amount of **\$3,699,355**.

The costs are funded from the following sources:

Amount	Source of Funds
<b>\$3,699,355</b>	FY2025: PA TIP MPMS# 81237 - \$1,095,000 STU/Toll Credit; NJ TIP DB# X30A - \$405,000 STBGP-PHILA FY2026: PA TIP MPMS#81237 - \$1,095,000 STU/Toll Credit; NJ TIP DB# X30A - \$405,000 STBGP-PHILA Other: South Jersey Transportation Planning Organization (SJTPO) - \$700,000

Date Action Required:

**April 24, 2025**

Action Proposed:

Authorize the Executive Director to enter into and execute a contract with **ETC Institute**, with a not-to-exceed amount of **\$3,699,355**, for an initial term of eighteen (18) months.

Pursuant to satisfactory performance on the services, **ETC Institute** may be retained for additional work on the project, with costs to be determined at that time. Should additional funding become available for related work, DVRPC may negotiate with **ETC Institute** to perform related work for up to four (4) additional years.

