

Executive Committee Meeting Agenda

Executive Committee Meeting

July 24, 2025 | Immediately following Board Meeting

1. **Call to Order**

ACTION ITEMS**

2. **Minutes of Meeting of June 26, 2025**

3. **Contract Authorization: Traffic Signal Document Control Software for Burlington County, New Jersey**

INFORMATION ITEM

4. **Other Business**

a. **Old Business**

b. **New Business**

5. **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
City of Philadelphia: Mark Squilla

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Executive Committee Meeting

June 26, 2025 | Hybrid Meeting

ATTENDANCE

EXECUTIVE COMMITTEE MEMBERS AND VOTING ALTERNATES

Pennsylvania Department of Transportation, **Kristin Mulkerin**
Pennsylvania Governor's Policy & Planning Office, **Anthony Luker**
Pennsylvania Governor's Appointee, *vacant*
New Jersey Department of Transportation, **Eric Powers**
New Jersey Department of Community Affairs, **Keith Henderson**
New Jersey Governor's Appointee, **Ed Potosnack**
City of Camden, **June Morton**
City of Philadelphia, **Mark Squilla**
Bucks County, **Evan Stone**
Chester County, **Josh Maxwell**
Burlington County, **Tom Stanuikynas**

OTHER BOARD MEMBERS AND NON-VOTING REPRESENTATIVES TO THE COMMISSION

Delaware County, **Gina Burritt**
Montgomery County, **Matt Popek**
Gloucester County, **Nick Cressman**
Mercer County, **Marie Connolly**
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,
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, **Lisa Avichal**
Pennsylvania Department of Community and Economic Development, **Michael Shorr**
Pennsylvania Department of Environmental Protection,
Delaware River Port Authority, **Darlene Callands**
New Jersey Transit Corporation, **RJ Palladino**
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 11:17 a.m.



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ACTION ITEMS

2. Minutes of Meeting of May 22, 2025

ACTION: Approve the Minutes of Meeting of May 22, 2025.

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

3. Other Business

a. Old Business

b. New Business

4. Adjournment

ACTION: Adjourn Executive Committee meeting.

MOTION by Ms. Morton, seconded by Mr. Henderson. All votes were cast in favor of the motion. Motion passed.

COMMISSIONER'S SUMMARY SHEET**DELAWARE VALLEY REGIONAL PLANNING COMMISSION****EXECUTIVE COMMITTEE MEETING, July 24, 2025****Agenda Item:****3. Contract Authorization: Traffic Signal Document Control Software for Burlington County, New Jersey**

The Delaware Valley Regional Planning Commission ("DVRPC") issued a **Request for Proposals (the "RFP")** seeking consultant services to assist Burlington County, New Jersey (the "County") in preparing a Traffic Signal Document Control Software. The goal of the Traffic Signal Document Control Software is to improve Burlington County's operation and maintenance of over 300 traffic control devices, including 227 traffic signals, as well as school flashers, pedestrian flashers, driver feedback signs, and roundabouts. Each of these devices is supported by a range of technical and legal documents—such as electrical/signal plans, timing sequences, resolutions, and maintenance records—which are currently stored in multiple physical locations, including the County Engineer's Office and inside traffic signal cabinets. This decentralized and large paper-based system creates significant challenges for accessibility, accuracy, and efficiency. The ideal solution will go beyond simply digitizing files. The ideal system would be scalable, easy to maintain, and include strong training and support components to ensure long-term success and adoption by County staff and contractors.

In collaboration with the County, the RFP was developed and subsequently released on June 6, 2025, via OpenGov. The deadline for proposals was June 30, 2025. In response, four (4) proposals were received.

As part of DVRPC's standard procurement process, an RFP evaluation committee was created, which consisted of three (3) representatives from the County. Each proposal submitted was evaluated in adherence to the following weighted criteria:

- **Technical approach and project understanding (35 points)**
- **Professional qualifications and experience in similar work (25 points)**
- **Ability to perform within schedule (25 points)**
- **Cost Proposed (15 points)**

Based upon the evaluation and scoring of proposals, the Evaluation Committee identified **Techna-Pro Electric, LLC** as the top-ranked firm and is, therefore, the recommended awardee.

DVRPC staff will work with County partners and **Techna-Pro Electric, LLC** 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 **\$500,000**.

The costs are funded from the following source:

Amount	Source of Funds
\$500,000	Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSAA") Philadelphia Urbanized Area - New Jersey region, obligated in FY2023 New Jersey Department of Transportation (NJDOT) Task Order PL-DV-23-01.

Date Action Required:

July 24, 2025

Action Proposed:

Authorize the Executive Director to enter into and execute a contract with **Techna-Pro Electric, LLC**, with a not-to-exceed amount of \$500,000 for an initial term of seventeen (17) months.

Pursuant to satisfactory performance of the Services, **Techna-Pro Electric, 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 **Techna-Pro Electric, LLC** to perform related work for up to two (2) additional years.