

PEC Information Session Q&A

Question 1: What is the magnitude of the consultant effort, in dollars or staff time?

Answer: It depends on the project. Please review prior planning projects to get an understanding of the consultant effort. Planning support is significant, and sufficient to develop plans, ordinances, and policy documents. Consultant support is for the development of plans but not adoption.

Question 2: What's the relationship between the NJTPA and the municipality?

Answer: Municipality staff is a partner in the planning project. A municipal representative will serve on the consultant selection committee, serve as point of contact, help coordinate outreach, and carry the project to adoption after the study concludes. The NJTPA issues the RFP and serves as Project Manager for the study. Overall, the planning effort is a joint planning effort.

Question 3: Is there an interview during the selection process?

Answer: In the past, after receiving and reviewing proposals, The NJTPA invited select municipalities for an interview to learn more about the project and ask any follow-up questions. An interview may be scheduled for this solicitation. If so, interviews will take place the week of June 6.

Question 4: Do municipalities provide one point of contact?

Answer: Yes, there should be one point of contact, but typically a core of 2-3 people is helpful for a successful study. Having a few people involved both during the study is critical to help facilitate the implementation.

Question 5: Is there a financial match?

Answer: There is no monetary match. In-kind match includes staff time for the meetings, stakeholder and public outreach, review of data and recommendations, etc.

Question 6: What's the duration of the study and when do municipalities receive a final product?

Answer: Studies range anywhere from 12 to 18 months. The NJTPA anticipates studies to begin in early 2023 and conclude in June of 2024.

Question 7: When will municipalities be notified if their study has been selected?

Answer: We plan to decide and select studies by the end of June 2022.

Question 8: **If a municipality does not have a staff planner, but has a consultant that serves as the town planner, can that consultant serve as the staff in-kind match?**

Answer: Yes, a consultant serving as a planner on staff with the municipality or that helps a municipality build the scope can work on the study as the municipal representative. However, that consultant is not eligible to serve as the consultant hired by the NJTPA to conduct the study.

Question 9: **Could the program fund a regional Complete Streets Policy Implementation Plan consisting of multiple municipalities. Or is the program geared towards a single municipality focus?**

Answer: Municipalities could partner with another and submit a proposal. Applicants should be mindful of the scope of work proposed as this program is typically scoped for one municipality.

Question 10: **In regards to the local match requirement, if staff from the sponsoring County would dedicate in-kind staff time towards the project, in addition to municipal in-kind staff which would also be provided, would the time that the County staff provides count towards a portion of the local match requirement?**

Answer: There is no local match requirement. That said, The NJTPA evaluates proposals for county involvement.