
**NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY
REQUEST FOR PROPOSALS:
MORRIS CANAL GREENWAY CORRIDOR STUDY**

The North Jersey Transportation Planning Authority, Inc. (NJTPA) is seeking consultant support for a planning study to support development of a continuous greenway along the historic Morris Canal right-of-way, stretching 102 miles from Phillipsburg in Warren County to Jersey City in Hudson County. The effort will involve inventorying the entire route, conducting outreach, and preparing design guidelines and recommendations for bicycle and pedestrian use. The NJTPA invites all qualified firms with experience in this area to submit proposals for this project. ***Responses to this RFP ("Proposals") are due by 2:00 PM (ET) on March 8, 2017.***

BACKGROUND

The NJTPA is the federally-funded Metropolitan Planning Organization (MPO) for the northern New Jersey region, home to 6.7 million people and covering over one-half of the state's land area. The NJTPA Board consists of 20 voting members: representatives from the New Jersey Department of Transportation (NJDOT), New Jersey Transit Corporation (NJ TRANSIT), and the Port Authority of New York and New Jersey (PANYNJ); a Governor's Representative; a Citizen Advisor; and one elected official from each of the thirteen (13) northern New Jersey counties and from the cities of Newark and Jersey City. The NJTPA conducts comprehensive long-range transportation planning and annually oversees over \$2 billion in transportation investments, for one of the most dynamic and complex transportation systems in the nation. The NJTPA sponsors and conducts studies, assists member planning agencies (known as NJTPA "subregions"), and provides a forum for interagency cooperation and public input into funding decisions.

The route of the Morris Canal stretches 102 miles across six counties: Warren, Sussex, Morris, Passaic, Essex and Hudson (all of which are represented on the NJTPA Board). It traverses many different types of communities and landscapes, from rural to suburban to urban. The canal is a significant historic feature and is listed on the New Jersey and National Registers of Historic Places. The Morris Canal was completed in 1831 to transport Pennsylvania coal to markets in New Jersey and New York. Known as the "Mountain Climbing Canal," it overcame an elevation change of 1,674 feet across northern New Jersey through the use of inclined planes. This feature alone makes the Morris Canal a national engineering marvel. It was closed in the 1920s due to obsolescence, and then largely dismantled and filled in.

This effort will be guided and informed by the Morris Canal Working Group (MCWG), a regional entity organized by the NJTPA comprised of approximately 200 local, county, state, and federal government representatives, as well as stakeholders from the non-profit and private sectors. The goal of the MCWG is to preserve, to the greatest extent possible, the former Morris Canal right of way for conversion into a public greenway. MCWG meetings typically are attended by 30-50 members. The MCWG structure includes an Executive Team, a Planning and Implementation Committee, and an Education, Events and Marketing Committee. The organizational mission statement and additional information can be found at the MCWG website: <http://www.morriscanalgreenway.org/>.

Segments of the Morris Canal have been studied, both formally and informally, for possible improvement. In recent years, the NJTPA funded two studies conducted by its subregions. These can be found the NJTPA's website at <http://njtpa.org/planning/subregional-planning/studies>:

- Jersey City: Morris Canal Greenway Plan (2013) - This study prepared a plan for a bicycle and pedestrian path in Jersey City along the former Morris Canal route.
- Warren County Morris Canal 25-Year Action Plan (2011) - Outlines specific strategies, recommendations and projects intended to guide the next 25 years of development for the Morris Canal Greenway in Warren County.

Other recent stakeholder studies/reports include:

- Essex County: Mapping the Morris Canal in Essex County (2014) - Focuses on Morris Canal-related resources in Essex County.
- Passaic County: Morris Canal Greenway Feasibility Study (2011) - Determined how areas of open space could be connected to create a contiguous recreational trail along the canal route in Passaic County.
- The Field Guide to the Morris Canal of New Jersey (2015) - A Morris Canal guide with a brief history of the 102-mile canal, significant features, glossary, and bibliography. (This field guide is available for purchase or may be borrowed from NJTPA for the duration of this study).

Appendix D provides a more comprehensive list of studies, documents, plans, and web links (where available) that are potentially relevant to the Morris Canal. This study will build upon these efforts and conduct further examinations along the canal right-of-way, as described in the tasks below.

This contract, if awarded, will be funded by a U.S. Department of Transportation grant and executed jointly by the NJTPA and its host agency, New Jersey Institute of Technology (NJIT). Accordingly, the selected consultant will be required to comply with all applicable federal regulations and contracting provisions required by the federal funding authority. Additionally, all provisions of the NJTPA’s prime contract with the NJDOT, the prime recipient of the federal grant, will be passed on to the consultant.

SCOPE OF WORK

The NJTPA is seeking consultant assistance to support development of a continuous pedestrian and bicycle greenway that is, to the greatest extent feasible, along the historic Morris Canal right-of-way, stretching 102 miles from Phillipsburg to Jersey City. The corridor extends through eight NJTPA subregions, from west to east: Warren, Sussex, Morris, Passaic and Essex counties, the City of Newark, Hudson County, and the City of Jersey City. Large portions of the original canal route are in private ownership and have been built upon. Critical consultant qualifications include familiarity with planning for implementation of bicycle and pedestrian trails in New Jersey and experience working with multiple jurisdictions and property owners. It is estimated that 70 percent of the canal route has been studied previously, with some level of inventory.

Major tasks for this effort are: inventorying the entire route; mapping each segment; assessing the status/viability of each segment for greenway development and identifying possible alternative alignments where necessary; conducting outreach in coordination with counties, municipalities and stakeholders; preparing design guidelines for bicycle and pedestrian use; and recommending improvements for the greenway.

The following is a list of recommended tasks and deliverables for this project. An approximate percentage of the entire project is indicated for each task. These tasks and percentages may be considered a starting point for configuring tasks, but respondents are encouraged to prepare proposals they consider to be the most appropriate to effectively and efficiently accomplish the stated goals of the project and produce quality deliverables. Note that although these tasks are presented below in sequential order, the consultant might find it beneficial to

conduct work on different tasks in parallel, and may need to conduct work in a different order than presented below. In submitting cost proposals, budgets should be detailed for each specific task. The consultant shall conduct all of the following tasks outlined in the scope of work, unless otherwise specified.

All deliverables are subject to NJTPA review and approval. Deliverables must be submitted first in draft form for review and then revised based on comments received from the NJTPA project manager. Following revisions, final documents shall be submitted. Final documents responding to NJTPA comments shall be completed within two weeks of receiving comments. The consultant shall also clearly identify changes to the draft document when the final document is submitted. The NJTPA shall accept the deliverable when it reasonably determines that the applicable deliverable meets with the required criteria. Unless otherwise specified, ten (10) color copies (double-sided as appropriate) shall be required for all final technical memoranda and reports produced for this project.

All interim and final project deliverables shall also be submitted in electronic format (on CD-ROM, DVD-ROM, or via e-mail or FTP, as specified by the NJTPA project manager). Memoranda and reports shall be submitted to the NJTPA in both PDF format (to allow easy printing of additional copies) and editable format (i.e. Microsoft Word for text; Microsoft Excel for graphs and tables; and/or Microsoft PowerPoint for presentations; as applicable). The deliverables shall include the raw data files for the graphics and the Consultant shall provide clear indication of the location of data underlying any graphics so that the NJTPA staff is able to reproduce or modify graphics as needed.

All GIS datasets shall be submitted using the procedures described in the NJTPA's EGIS User Manual available on the NJTPA's website. In particular, all consultants should be familiar with ***Appendix U3 – EGIS Quality Assurance Program***, which describes the standards for data submission. These standards are established to assist in the interagency sharing process and create trust in the data products published by NJTPA. All electronic data files produced must be documented consistently.

Task 1: Needs Assessment (35%)

Outreach

The goal of the outreach effort is to solicit the opinions of all stakeholders and to actively and creatively engage them in developing recommendations. Effort shall be made to involve traditionally underserved populations within communities for the duration of this project, including minority, low-income and non-English-speaking populations, millennials, as well as senior citizens. The consultant should analyze the Morris Canal corridor for locations where public engagement in other languages would be appropriate and recommend practical approaches.

Consultants are asked to develop creative, specific proposals that combine in-person outreach and efficient meetings with social media, online surveys, interactive web-based tools and other innovative methods. For stakeholders who may not be comfortable providing input via social media, the internet, or technology applications, or for stakeholders who are unable to attend some or all of the meetings during the course of this project, traditional and creative outreach methods shall be developed by the consultant. For the purpose of budgeting and staff resources, in person engagement should have a strong emphasis on holding meetings in strategic locations and, most importantly, maximizing the use of the existing Morris Canal Working Group (MCWG). The MCWG will meet regularly (see below) during the course of this study and will effectively serve as the project's stakeholder advisory group, with assistance as needed from the Working Group's committees.

In addition to drawing upon the resources of the MCWG to conduct the outreach, the consultant should also assume assistance from the NJTPA's central staff and subregional partners (the consultant's proposal should indicate their assumptions, including expected levels of participation and how best this assistance can be

utilized). The outreach must include diverse stakeholders with an interest in the Greenway's development, including those specializing in transportation, recreation, tourism, education/history, and economic development, and those who may not have participated in (or even be aware of) the MCWG to date.

The existing Morris Canal Working Group website at <http://www.morriscanalgreenway.org/> is maintained and hosted by the NJTPA as a Google Site, and it will be used as a portal for the dissemination of study information and updates to the Working Group as well as the general public. The NJTPA's website, www.njtpa.org, may also be used for information sharing and storage/access of certain data, documents, and other material that cannot be accessed from a Google site. Content generated within the scope of this study will be provided by the consultant, subject to NJTPA review/revision and approval.

Morris Canal Working Group (MCWG)

The NJTPA formed the Morris Canal Working Group (MCWG) in 2012. The MCWG is comprised of eight NJTPA subregions (Warren County, Sussex County, Morris County, Passaic County, Essex County, City of Newark, Hudson County and City of Jersey City), state agencies, municipalities, non-profits and community organizations.

The MCWG will essentially serve as the stakeholder advisory committee for this study and will be a valuable resource, as will the Working Group's two standing committees – Planning and Implementation Committee (PIC), and Education, Events, and Marketing Committee (EEMC), and/or its Executive Team. The NJTPA will conduct approximately four full MCWG meetings over the course of this study, ideally at varying locations along the Morris Canal corridor, in coordination with the study's schedule and deliverables. NJTPA Central Staff will lead and conduct these meetings with assistance from the consultant; however, it is expected that the bulk of the meeting agenda will consist of information or action items relating to this study, to be presented by the consultant.

Working Group committee meetings (PIC and EEMC) are typically held at the NJTPA, while Executive Team meetings are held less frequently, often by conference call. For the purposes of this study, the consultant is expected to involve the MCWG committees and Executive Team in the role of stakeholder advisory committee for specialized tasks or for input on study deliverables that are necessary between full Working Group meetings. The consultant shall also conduct discretionary meetings with the committees/executive team as needed. In order to maximize resources, conference call meetings may be necessary to obtain input on certain specific study tasks/deliverables that do not warrant separate, in-person meetings.

The consultant is urged to clearly demonstrate how to engage, strengthen, and even expand the MCWG and to participate in meetings as appropriate during the course of this project. Further, the consultant shall establish an effective information-sharing platform that enables the MCWG and its committees to provide regular input to the consultant on interim deliverables, recommend new partners for outreach activities, and share the specialized knowledge that many Working Group members bring to the table.

The consultant shall be responsible for preparing MCWG meeting minutes and relevant meeting material during the course of this study, and may also be called on to assist NJTPA Central Staff in preparing meeting invitations, meeting logistics and staffing, as appropriate.

Public Meetings

Working Group meetings are open to the public, though participation to date has mainly involved a core group of stakeholders. The consultant should present a plan for engaging the general public, to the greatest extent feasible, in MCWG meetings during the course of this study (and hopefully beyond). Since the MCWG meetings held during this study will take place throughout the Canal corridor, it will be possible to engage the public at locations closer to where they live and work. It is envisioned that the initial Working Group/public

meetings (up to 2) will facilitate data or information collection and the later meetings (up to 2) will be used to present draft recommendations.

The NJTPA will provide resources to advertise the MCWG meetings, prepare meeting materials, coordinate meeting logistics and staffing needs, with assistance from the consultant as needed. The consultant will be responsible for preparing relevant presentation materials and presenting materials to the public, as well as meeting minutes or notes, as appropriate.

In addition, since much of the public may not be able to attend the Working Group meetings, which are held largely during working hours, the consultant should include engagement tools to provide opportunities for public input in other traditional and non-traditional methods. Consultants are asked to develop creative, specific proposals that combine in-person outreach and efficient meetings with social media, online surveys, interactive web-based tools and other innovative and traditional outreach methods.

Regional Municipal Outreach Meetings

Engagement of the municipalities located along the Canal corridor to gain support, input, and to inform study recommendations is critical to the success of this project. Municipalities through which the Canal traveled, as well as additional municipalities that may have connections to the planned Morris Canal Greenway, also may be invited to participate in this study. The consultant, with assistance from the NJTPA, will organize and document at least three municipal outreach meetings, one each in the western, central, and eastern portions of the Canal corridor. The purpose of the regional municipal outreach will be to introduce key municipal and other stakeholders (such as bike or walk advocates, chambers of commerce) to the Greenway concept and to obtain input, new data, potential partners, other previously unknown information, etc.

The regional municipal outreach meetings should be held in the early stages of the study. The consultant will prepare presentations and board materials that are customized for each county's Greenway conditions and needs. However, there is a strong need to keep the municipalities engaged after the outreach meetings and during the remainder of the study (and hopefully beyond) so they can provide input during later stages, especially the Morris Canal Greenway corridor study's draft recommendations. Therefore, after the initial three regional outreach meetings are held, the consultant should have a clear plan for continued engagement of the municipalities during later stages of the study at subsequent MCWG meetings and through other engagements tools.

NJTPA Central Staff, with consultant support, shall conduct the Regional Municipal Outreach Meetings. The consultant shall not be responsible for printing presentation materials but will attend these meetings, take notes/minutes, and participate in discussions as needed and as resources permit.

Establish Vision, Goals and Performance Measures

Drawing upon the existing work of the MCWG, the consultant will use input from the MCWG and stakeholder outreach to develop an overarching vision statement for the future development and operation of the greenway and overall goals for greenway development. Where possible, the goals should be accompanied by performance indicators and targets for determining progress and successful completion.

Data Collection and Review

Creating a detailed geo-database of the historic canal right of way and features will be a foundation for future greenway development. A draft geo-database will be made available in electronic form to MCWG members for review. Summary information and maps will be prepared for posting on the study website.

The consultant may need to conduct field reconnaissance to verify information, drawing upon the assistance of members of the MCWG.

Appendix D provides a more comprehensive list of studies, documents, plans, and web links (where available) that are potentially relevant to the Morris Canal.

The inventory will include individual projects that have been identified for inclusion in a Regional Transportation Enhancement (TE) pilot funding program that was announced by NJ DOT on October 2, 2015 (*Appendix E*).

Also included in this task is an assessment of any policy or institutional barriers to or opportunities for greenway implementation locally and regionally. The consultant should review municipal ordinances, master plans, open space plans, environmental/contamination assessments, maintenance plans and agreements or other existing policy documents at the state, regional, and local level to identify these barriers or opportunities, and should make general recommendations to address issues identified.

Deliverables for Task 1:

- Conduct, support and/or attend up to 11 outreach events (four Working Group/public meetings, three Regional Municipal Outreach meetings and up to four discretionary meetings which may include committee or executive team meetings). Prepare meeting agendas, invitations, relevant presentation materials, presenting materials to the public, preparing meeting minutes or notes
- Develop and execute an outreach plan, utilizing virtual engagement or other techniques to supplement traditional meeting settings
- Assist with content for the MCWG website
- Develop a comprehensive vision for the planning, implementation and operation of the regional Morris Canal Greenway, including goals, indicators and targets for determining success
- Develop a detailed geo-database of historic canal right of way and features
- Identification of existing physical, regulatory, policy, and institutional challenges and opportunities
- Technical Memorandum summarizing outreach and stakeholder comments

Task 2 - Develop Short-Term and Long-Term Greenway Alignment and Develop Implementation Matrix (30%)

This task will analyze the information gathered and compiled from outreach and inventory activities to identify options and alternatives for future greenway development. The consultant shall determine and map improvement options.

In cases where the canal ROW has been built upon, parallel on- or off- roadway routes should be identified. Where these parallel routes are required, two to three potential alternative alignments, if feasible, shall be identified for evaluation. The analysis of alternatives will include consideration of environmental sensitivities and connectivity to existing trails, among other factors.

Improvement recommendations will be described at a sketch level of detail, with reference to examples of designs and facilities elsewhere in the greenway or drawing on national best practices. The alternatives and options will be prepared in summary formats – incorporating maps, concept level renderings, multimedia presentations, etc. - for outreach activities and on the website.

In addition, the consultant will identify and map potential greenway spurs to link to nearby destinations (such as parks, trails, scenic vistas, historic resources, recreation areas, commercial areas and residential areas), transportation resources (such as parking lots near trail heads, rail stations and bus stops), and existing regional connections such as bicycle routes, pedestrian paths, and other trails and greenways, as appropriate. Based on this analysis, the consultant will identify specific projects or groups of projects that could be advanced for funding. A number of projects along the canal are being funded under the state Regional Transportation Enhancements pilot funding program. The consultant shall identify additional projects that would be eligible for a potential future phase of this program, based on the criteria outlined in *Appendix E*.

In addition, the consultant shall identify logical groupings of projects that might be more effectively pursued and funded together. The grouped projects would be vetted with pertinent jurisdictions. Potential implementing agencies for each project and group of projects, order of magnitude cost estimates, potential sources of funding, and suggested phasing (short or long term) shall also be identified. Projects and groupings of projects will be prioritized for implementation with MCWG input. The consultant shall also identify order of magnitude costs for these individual projects and project groupings, and shall identify possible funding sources and potential implementing agencies.

Deliverables for Task 2:

- A matrix of recommended improvement project concepts and logical segments for phased implementation, including potential implementing agency, order of magnitude cost estimates, suggested phasing (short or long term), ownership, resources, assets, best practices and known constraints or opportunities.
- Mapping of short term and long term greenway route alignment alternatives in GIS format, including potential greenway spurs
- Identification and mapping of potential Regional TE Pilot projects eligible for funding based on the criteria outlined in Appendix E.

Task 3 – Proposed Organizational Structures and Design Guidelines (15%)

Since implementation will be pursued over many years, the consultant shall make recommendations for creating an enduring organizational structure for implementation of the greenway and its maintenance and operation. These recommendations will build upon work begun by NJTPA to identify pertinent examples of organizational structures.

Additionally, the consultant shall produce a design guidance booklet to insure continuity among the various segments. The guide will include:

- Guidance for greenway surface design for varying widths in urban, suburban and rural settings, which may differ from setting to setting.
- Desired treatments for greenway delineation on existing sidewalks, streets, and paved paths.
- Desired typical amenities, style and finishes (kiosks, lighting, benches, etc.) in urban, suburban and rural settings.
- Design guidance for wayfinding signage and historical markers.

Deliverables for Task 3:

- Recommendations for an organizational structure for implementation of the greenway and its maintenance and operation.
- Design guidance booklet for the development of the greenway.

Task 4: Final Report and PowerPoint Presentation (10%)

The consultant shall produce a final report, including an executive summary and any appropriate appendices that present the work completed, a compilation of the deliverables for the previous Tasks, methodologies used and the project's results or findings. The consultant shall prepare ten (10) original hardbound copies and ten (10) CD copies of the final report. The consultant shall also produce and deliver to NJTPA a PowerPoint presentation with accompanying narrative that effectively presents the complete elements of the study along with project findings, results, challenges, solutions and/or recommendations of next steps.

Deliverables for Task 4:

- A final report incorporating all previously submitted technical memoranda, including an executive summary. The consultant shall be responsible for responding to comments on a draft of this report and producing a final document incorporating those comments.
- Presentation of the Draft Final Report to the TAC, including a PowerPoint presentation and handouts that summarize the project's process and findings. The handouts shall be in color; the number of copies shall be determined by NJTPA in consultation with the consultant.
- Presentation of the Final Report to the NJTPA Standing Committees, including a PowerPoint presentation and handouts that summarize the project's process and findings. The handouts shall be in color; the number of copies shall be determined by NJTPA in consultation with the consultant.

Task 5: Project Management (10%)

The consultant shall establish an effective means of coordinating and reporting its activities with NJTPA throughout the course of the project to ensure an expeditious exchange of information. The means of project coordination shall include developing and maintaining a project collaboration website, utilizing a commercially available, web-based project management and data sharing system that will allow for efficient communications between the project team, NJTPA and stakeholders. The consultant shall utilize Microsoft SharePoint, or other similar platform that is compatible with Microsoft Office 365.

A detailed project schedule shall be submitted at the kick-off meeting for the NJTPA's review and approval, and reviewed regularly during the course of the project. The consultant shall follow the approved schedule as closely as possible throughout the course of the project, with any changes subject to approval of the NJTPA project manager.

The consultant's project manager shall be responsible for the preparation of meeting agendas, including handouts and/or electronic slideshow presentations if applicable, and minutes. The NJTPA shall be informed a minimum of one week prior of all meetings with outside agencies, state and local government officials and/or groups so that NJTPA personnel may attend, if necessary.

Reporting and invoicing requirements shall be in accordance with the terms of the standard contract agreement. In general, the consultant shall be responsible for preparing and submitting a monthly progress report and progress schedule indicating percent of work complete that corresponds to the reporting period of the monthly invoice. The progress reports shall include all active and completed tasks, and shall indicate the percent of work complete (total and by task), work and submittals completed in the last month and to be performed in the next billing period, meetings, actions/decisions required by the NJTPA, and the status of the schedule and budget.

In addition, the consultant shall be available to discuss project status on a bi-weekly basis (either in person or via conference call) to ensure the project remains on track and within budget. A minimum of three (3) face to

face meetings throughout the project at the NJTPA with all key personnel of the consultant team and NJTPA staff is required.

Deliverables for Task 5:

- A detailed project schedule to be submitted at the kick-off meeting for the NJTPA’s review and approval
- A minimum of three (3) face to face project management meetings to be held at key decision points throughout the process
- Bi-weekly updates between the NJTPA project manager and the consultant project manager. Email status reports will serve as documentation and deliverables for the bi-weekly updates
- Meeting agendas (including necessary handouts/presentations) and minutes, including written summaries of all project management meetings
- Development and maintenance of a web-based project collaboration site that allows for online project management and data sharing
- Monthly progress reports and progress schedule, corresponding to the invoices
- A final progress report and invoice with release clause, to be submitted within 30 days from the close of the project

TIME FRAME FOR COMPLETION

It is anticipated that this project will be completed within 12 months of its commencement. ***The respondent’s technical proposal must include a project schedule, including the anticipated timelines for each task, critical milestones and deadlines for each deliverable.***

FUNDING AVAILABILITY

The source of funding for this project is provided through a federal grant from the FHWA. The award of this project is subject to the availability and authorization of funds from FHWA and NJDOT.

STAFFING PLANS

In their Technical Proposals, respondents must list and describe in detail the resources, personnel, qualifications, ability and time availability to perform the proposed scope of work. Respondents shall submit an organization chart of the proposed staff, their roles and reporting relationships, including the staff of any subcontractors.

A staff plan shall be provided, which includes a detailed description of the work team, including their titles, skill levels and estimated hours required on the project, by task and in total. The staff plan should be submitted in a format consistent with the NJTPA’s Sample Staffing Plan provided in ***Appendix A*** (which is also included in the Cost Proposal form available for download at <http://www.njtpa.org/Get-Involved/RFPs/Current-RFPs.aspx>). A similar table shall also be included in the Cost Proposal, which shall include staff’s hourly rates.

Respondents must demonstrate the qualifications of their firm and of their proposed project team. Within their proposals, consultants shall provide a list of the firm’s and the project manager’s experience on similar projects that were completed in the last five (5) years or are currently at least 50% completed. References shall be

furnished for each project included in a firm's proposal to demonstrate the project team's experience most relevant to this project. At least one reference contact (including name, title and phone number) should be provided for each project, along with the dates when the services were provided. Resumes shall also be provided for the project manager and key staff (each resume shall be limited to 2 pages in length). The resumes of the project manager and key staff should highlight their involvement on these projects and additional details as necessary. Respondents shall also demonstrate their firm's commitment to quality assurance and quality control management.

CRITERIA FOR CONSULTANT SELECTION

Award of contract shall be made to the most responsible and responsive proposal from a consultant firm whose proposal offers the greatest value to the NJTPA with regard to the criteria detailed and meets the specifications set forth herein.

Each technical proposal received by the stipulated cut-off date will be evaluated by a selection committee based on the criteria listed below. Technical portions of the proposal will be evaluated separately from the budgetary portion of the proposal. However, prior to negotiating with the highest ranked firm, the committee will review the cost proposal for reasonableness of salary and non-salary cost elements. The committee will determine the practicality of the cost relative to completing the scope of work.

Consultant Proposal Evaluation Criteria

The desired qualifications and the evaluation factors along with their relative importance, the basis of which proposals will be scored, are as follows:

- Demonstration of understanding of the scope and technical approach to the project, including application and degree of innovation and creativity of proposed concepts to meet the project's goals and objectives (weight = 30%).
- Professional qualifications in transportation planning with special emphasis on the development of non-motorized trail planning and design, greenway planning, and historic and cultural resource planning (weight = 25%).
- Professional qualifications developing regional organizational structures that incorporate a broad base of stakeholders for the operation and management of public assets (weight = 10%).
- Demonstrated knowledge of the NJTPA region (weight = 15%).
- Demonstrated ability to successfully perform work, including availability of resources, project management expertise and experience in similar studies, and quality assurance/control management ability of both the consultant firm and the project manager (weight = 10%).
- Quality, clarity, content and thoroughness of proposal in addressing the required tasks and compliance with submission guidelines, including professional presentation (weight = 10%).

Consultant selection will be based on the committee's evaluations and ranking of each firm's technical proposal, in accordance with the criteria outlined above. The selection committee may conclude after the completion of the technical proposal evaluations that interviews with oral presentations and/or demonstrations are required in order to determine the highest ranked firm. Interviews with the top two or three most highly qualified firms may be requested, at which the project manager and key team members will be expected to attend to provide oral presentations of their technical proposals. There are no separate evaluation criteria for the oral presentations. If oral presentations are conducted, the same evaluation criteria and weights used to review the written technical proposals will be applied to the oral presentations. Following the oral presentations the preliminary scores may be adjusted by the committee to determine the final ranking of the firms.

Contract negotiations will begin with the firm with the highest ranked proposal. Failing agreement on price with the highest ranked firm, negotiations with the next most qualified consultant will be conducted until a contract has been negotiated with a qualified consultant whose price is fair and reasonable, or halted at the discretion of the NJTPA. The contract award will be made to the most qualified firm whose cost proposal is fair and reasonable and meets all of the mandatory eligibility requirements. All respondents will be notified at the completion of the review process, at the time of the contract award, regarding their status.

FOLLOW UP QUESTIONS

Questions about the Request for Proposals ***must be submitted in writing*** to the NJTPA to the attention of Megan Kelly, by e-mail at mkelly@njtpa.org (with a copy to Angellita Young at young@njtpa.org), or by fax at (973) 639-1953. Inquiries should reference “Questions to RFP for Morris Canal Greenway Corridor Study”. Copies of these questions, and any replies, will be made available on the NJTPA Website in the “RFP” area, at

<http://www.njtpa.org/Get-Involved/RFPs/Current-RFPs.aspx>.

The deadline for inquiries is March 1, 2017. Late inquiries may not be reviewed or considered.

From the date on which the RFP is released and during the period up to and including the date on which a notice of award is issued, prospective respondents shall contact only the individuals indicated above, in writing, with respect to this procurement. Direct or indirect attempts by a prospective firm, its employees, agents or representatives, to contact other representatives of NJTPA or its partnering agencies to obtain information, or for other purposes regarding the RFP or the procurement process, may result in disqualification of a respondent’s proposal.

CONSULTANT ELIGIBILITY & DOCUMENTATION REQUIREMENTS

CONSULTANT QUALIFICATIONS

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 (P.L. 1975, C.127), N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2.**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at http://www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

DISADVANTAGED BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ENTERPRISE PARTICIPATION

A federal requirement that must be addressed on projects financed in whole or in part through the U.S. Department of Transportation (DOT) is the mandated Disadvantaged Business Enterprise participation program.

Consultant contracts awarded with U.S. DOT financial assistance are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In order to ensure the NJDOT achieves its federally mandated statewide overall DBE goal, the NJTPA encourages the participation of Disadvantaged Business Enterprises (DBE) or Emerging Small Business Enterprises (ESBE), as defined below, in the performance of consultant contracts financed in whole or in part with U.S. DOT funding. ***For this study drawing on U.S. DOT funding under a NJTPA grant, the DBE/ESBE participation goal shall be at minimum 12.44%.***

The NJTPA has a long-standing commitment to maximize business opportunities available to DBEs and ESBEs. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBEs and ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with U.S. DOT funding. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms.

Disadvantaged Business Enterprise

A Disadvantaged Business Enterprise (DBE) is defined in 49 CFR Part 26 and FTA C 4716.1A, as "a small business concern (from Section 3 of the Small Business Act), which has met the following criteria and has obtained certification as a DBE by NJDOT, NJ TRANSIT or PANYNJ:

1. at least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals; and
2. whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

'Socially and economically disadvantaged' is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: "Black Americans," "Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" (disadvantaged pursuant to Section 8 of the Small Business Act).

A database of DBEs certified under the State of New Jersey's Unified Certification Program (UCP) may be found using the following webpage link:

<http://www.njucp.net/>

Emerging Small Business Enterprise

The Emerging Small Business Enterprise (ESBE) referred to herein is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by NJDOT:

1. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which

equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.

2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000.

All appropriately certified DBEs fall into this definition due to their size.

The NJDOT's directory of certified ESBEs may be found on the following webpage:

http://50.62.131.238/Productions/NJDOT_ESBE/biz_esbe/

DBE/ESBE Participation Documentation

Disadvantaged Business Enterprise/Emerging Small Business Enterprise (DBE/ESBE) participation is an important goal of the NJTPA. The Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals as identified herein. Consultants can meet this requirement in either of two ways. First the prime consultant can meet the goal, documenting commitments of participation by DBE/ESBE firms sufficient for this purpose. Second, if a consultant does not meet this goal, they must document and demonstrate to the NJTPA's satisfaction that they made adequate good faith efforts to do so as further described below.

To demonstrate compliance with the goal in their proposals consultants should include:

1. the names and addresses of each DBE/ESBE that will participate in the contract;
2. the description and estimated fee or dollar amount of the work each DBE/ESBE will perform (to be included in the Cost Proposal, no cost information is to be provided in the Technical Proposal);
3. written documentation of the prime consultant's commitment to use each DBE/ESBE in the contract whose participation it submits to meet the goal; and
4. written confirmation from each DBE/ESBE that it is participating in the contract as provided in the prime consultant's commitment.

Evidence of DBE/ESBE certification issued by the NJDOT, NJ TRANSIT or PANYNJ may be requested prior to award of contract.

Note: Although the NJTPA encourages the use of small businesses, minority-owned firms and women's business enterprises on all of our projects, the State of New Jersey's MBE/WBE or SBE Certifications issued by the Department of Treasury ***do not*** satisfy this federal requirement for DBE certification – nor do firms certified as a DBE by other states. ***Firms certified as a SBE, MBE or WBE by other agencies - or as a DBE by other states - are encouraged to apply for certification as an ESBE by the NJDOT, or as a DBE by the NJDOT, NJ TRANSIT, or PANYNJ.***

The prime consultant must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s).

Good Faith Efforts

If the contract goal is not met by the apparent successful firm, evidence of good faith efforts must be presented to the NJTPA for consideration.

To demonstrate sufficient reasonable efforts to meet the DBE or ESBE contract goals, a respondent shall document the steps it has taken to obtain DBE or ESBE participation, including but not limited to the following efforts.

1. Attendance at an information meeting, if any, to inform the DBEs or ESBEs of prime contracting and subcontracting opportunities under a given solicitation.
2. Advertisement in general circulation media, trade association publications, and small business publications for at least 20 days before proposals are due. If 20 days are not available, publication for a shorter reasonable time may be acceptable.
3. Written notification to DBEs or ESBEs that their interest in the contract is solicited.
4. Efforts made to select portions of work proposed to be performed by DBEs or ESBEs in order to increase the likelihood of achieving the stated goal.
5. Efforts made to negotiate with DBEs or ESBEs for specific proposals including at a minimum:
 - A. The names, addresses and telephone numbers of DBEs or ESBEs that were contacted;
 - B. A description of the information provided to DBEs or ESBEs regarding the scope of work for the specified solicitation; and
 - C. A statement of why additional agreements with DBEs or ESBEs were not reached.
6. Information regarding each DBE or ESBE the contractor contacted and rejected as unqualified and the reasons for the contractor's conclusion.
7. Efforts made to assist the DBE or ESBE in obtaining bonding or insurance required by the contractor.

Note: If the NJTPA determines that the apparent successful firm has failed to meet the requirements of this section, the consultant will be afforded the opportunity for an administrative reconsideration of that determination prior to the award or rejection of the contract. As part of the administrative reconsideration process, the consultant will have the opportunity to provide additional written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The NJTPA will send the consultant a written decision on reconsideration, explaining the basis for the finding that the consultant did or did not meet the goal or make adequate good faith efforts to do so.

INSURANCE AND LIABILITY

The prime consultant and any sub-consultants will be independent contractors. The consultant, any sub-consultant, and their employees and agents shall in no way be construed to be employees of the NJTPA.

The prime consultant and any sub-consultants shall assume any and all liability (including attorney's fees and court costs) for their and their employees' or agents' acts or omissions. The Consultant and any sub consultants shall hold harmless and indemnify the NJTPA and NJIT, the NJTPA's host agency, for any claims to the extent arising as a result of Consultants or sub-consultants' negligent performance or nonperformance under the proposed contract.

The consultant and any sub-consultant shall carry the following insurance:

- Workers Compensation in statutory amounts and Employers Liability Insurance of not less than \$1 million.
- Commercial General Liability with combined single limits for bodily injury and property damage of not less than \$1 million per occurrence and \$3 million aggregate. NJTPA and NJIT must be named as additional insured on such policy.
- Automobile Liability with bodily injury limits of at least \$500,000 per person and \$1 million per accident and property damage limit of at least \$500,000 per accident. NJTPA and NJIT must be named as additional insured on such policy.

- Consultants' Errors and Omissions, endorsed to include the scope of work contemplated by this RFP, in amount of not less than \$1 million per claim. Such insurance may be required to be renewed for five years following the completion of the project.

Certificates of Insurance evidencing the above coverages must be submitted to the NJTPA in advance of the commencement of any work, and coverages must be maintained in force throughout the term of the project.

NEW JERSEY BUSINESS REGISTRATION REQUIREMENT

Pursuant to P.L. 2004, c.57, all consultants (both in-state and out-of-state) must obtain a Business Registration Certificate (BRC) from the New Jersey Department of the Treasury, Division of Revenue prior to conducting business with the NJTPA. ***A copy of the prime consultant's BRC should be provided with the respondent's proposal. The successful consultant will be required to submit a copy of its BRC and that of any named sub-consultant prior to any contract execution.*** A consultant or sub-consultant who fails to submit a copy of a valid BRC in accordance with the statute will be held liable for monetary penalties in accordance with N.J.S.A. 54-49-4.1. Questions regarding how to obtain a BRC can be directed to the New Jersey Division of Revenue at (609) 292-1730. The business registration form (Form NJ-REG) can be found online at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>, or

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Pursuant to P.L. 2012, c. 25, any person or entity that submits a proposal to enter into a contract is required to certify, at the time the proposal is submitted, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. ***Respondents (the prime consultant and any named subconsultant) must review this list and submit a completed "Disclosure of Investment Activities in Iran" form with their technical proposal.*** The form is attached herewith in ***Appendix B*** and is available for download at <http://www.njtpa.org/Get-Involved/RFPs/Current-RFPs.aspx>. ***Failure to complete the certification and submit it to the NJTPA with their proposal will render a respondent's proposal as non-responsive.***

BUDGET PORTION

The contract, if awarded, will be a cost reimbursement agreement subject to all federal and state laws, rules and regulations; and it shall performed in conformance with the cost principles contained in the Federal Acquisition Regulations (FAR), Subpart 31.2 Contracts with Commercial Organizations (48 CFR. Part 31.201 et. seq.). The basis for compensation for the contract will be cost plus fixed fee, up to an agreed maximum project amount. The proposed consultant must have a job cost accounting system that segregates and accumulates direct project costs and indirect costs, and supports the development of an overhead rate in accordance with the FAR.

Cost proposals should be submitted in a format consistent with the NJTPA's Sample Budget Form provided in ***Appendix C*** (which is also included in the Cost Proposal form available for download at <http://www.njtpa.org/Get-Involved/RFPs/Current-RFPs.aspx>), and should include a consultant summary budget for the prime consultant and detailed budget sheets for each firm on the project team. The cost proposal or budget portion of the proposal should be developed by calculating the total hours required to complete each task in the RFP. Each task identified in the Scope of Work should be budgeted separately. The

hours should then be multiplied by the wage rate for each person working on each task. The final summary budget for the prime consultant should be in the form of the following suggested format:

Budget Period

Indicate the period covered by the budget.

Salary/Wages

Using the attached sample detail budget as a guide, indicate how figure is computed. This is usually shown through person-hours by task. Staff time must be calculated ***in hours***, rather than days. Data to be included in the detailed budget schedule are:

- the firm's name and the project name for which you are applying;
- date of submission; names of all employees who will work on the project, including their job title and grade; and
- the requested hourly wage rates for each employee listed above.

Overhead (a percentage of direct salary only)

Identify method used to determine overhead rates, subject to approval by the NJTPA staff.

Direct Non-Salary Expenses

These expenses must be itemized in the budget.

Fixed Fee (or profit)

This is a negotiated percentage of the sum of direct salary plus overhead. Generally, the fee ranges from 10-12%. The NJTPA staff will evaluate the basis of the fee derivation and will recommend whether the fee is considered reasonable and acceptable.

HOW TO RESPOND

To be considered for these services, respondents must submit their proposals to:

North Jersey Transportation Planning Authority
One Newark Center, 17th Floor
Newark, NJ 07102-1982
Attn: Megan Kelly, Principal Planner

The deadline for these proposals is *March 8, 2017 at 2:00 PM (ET)*. Proposals received after this deadline ***will not*** be considered for review. Respondents assume the risk of the method of delivery chosen. The NJTPA assumes no responsibility for delays caused by any delivery service, or for lost or misdirected documents. E-mailed and/or faxed proposals will not be accepted under any circumstances. The NJTPA reserves the right to accept or reject any and all proposals as the agency deems in its own best interest.

Should interviews be required applicants will be expected to be available the week of ***April 3, 2017***. Firms selected for interviews are typically notified one-week in advanced.

A pre-proposal informational meeting, which is strongly recommended for all interested firms, will be held at the NJTPA offices in Newark on February 16, 2017 at 2:00 PM (ET). Please RSVP if you plan to attend this meeting by contacting NJTPA by email at mkelly@njtpa.org and young@njtpa.org, or by fax at (973) 639-1953.

Proposal Submission Requirements

Proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified above, and (ii) labeled as Proposal, showing the time and date specified for receipt, the project's title, and the name and address of the respondent. Respondents using commercial carriers should ensure that this proposal information is marked on the outermost wrapper.

Each proposal submission shall include a cover letter identifying the document as a "Proposal to provide consulting services for the Morris Canal Greenway Corridor Study in response to RFP dated February 1, 2017", which shall be signed by the owner or chief executive officer of the firm. The letter shall identify the prime consultant - including the names, titles and complete contact information of the project manager and person(s) authorized to negotiate on the respondent's behalf with the NJTPA in connection with this solicitation - and any proposed subcontract arrangements. Certified DBE\ESBE firms on the proposed project team should also be identified.

The letter shall also include a statement from the respondent certifying its eligibility and commitment to the project. Respondents shall certify that the staff proposed in their proposal will be used in the performance of the contract and will be available for assignment to the contract as of the anticipated contract start date through its anticipated completion. Respondents should further certify that their firm is not ineligible to receive award of a contract due to the firm's inclusion on any federal or New Jersey State lists of debarred contractors, or otherwise ineligible to be awarded a contract using federal or state funds.

The technical portions of the proposal shall be submitted in separately bound reports from the cost proposals, and the cost proposal shall be submitted in a separately sealed package.

Ten (10) separately bound copies, double-sided as appropriate, of the technical proposal section shall be submitted, with one marked "Original". Each copy and the package shall identify the firm's name and be labeled as follows:

"Technical Proposal for the Morris Canal Greenway Corridor Study".

Three (3) separately bound copies, double-sided as appropriate, of the cost proposal, with one marked "Original", shall be submitted in a separately sealed envelope. Each copy and the sealed envelope shall identify the firm's name and be labeled as follows:

"Cost Proposal for the Morris Canal Greenway Corridor Study".

An electronic copy of the proposal (Adobe pdf format for the technical and cost proposal, and a MS Excel format for the cost proposal) should also be submitted on a CD or an USB flash drive, which shall be included with the sealed Cost Proposal envelope.

The technical portion of the proposal shall be prepared in accordance with the provisions of this request. Each technical proposal should outline the delivery team's approach to carrying out the tasks and executing on the deliverables outlined in the detailed scope of work provided on pages 2-9. As a minimum the technical proposal should include or demonstrate the following:

- firm's relevant experience and ability to complete work, including project references;

- detailed work plan with detailed descriptions of the deliverable(s) in each task, and task schedule with proposed time frames, critical milestones and deadlines for each deliverable;
- staff plan, including a detailed staff plan table with the level of effort for each task and in total (a similar table shall also be included in the Cost Proposal), staff organization chart identifying the roles and responsibilities of the key staff, and qualifications and resumes of the Project Manager and key staff to be assigned to the project (including the key staff of the prime consultant and any subconsultants);
- DBE/ESBE Participation Documentation or documentation of good faith efforts;
- New Jersey Business Registration Certificate(s), for the Prime;
- Disclosure Form(s) of Investment Activities in Iran, for the Prime and each named sub-consultant; and
- firm's commitment to quality management (QA/QC).

The cost proposal shall be prepared according to the budget guidelines provided on pages 16-17 and the sample budget form provided in **Appendix C**.

After notification of award but prior to execution of a contract, the successful consultant will also be required to submit proof of insurance and one of the three Affirmative Action documents specified on pages 12 of the RFP for their firm, and New Jersey Business Registration Certificates and signed W-9 forms for their firm and each sub consultant.

APPENDICES

Appendix A – Sample Staffing Plan

Appendix B - Disclosure Form of Investment Activities in Iran

Appendix C – Sample Budget Form

Appendix D – Selected Studies, Plans and Documents Potentially Relevant to Morris Canal Greenway
Planning

Appendix E – NJDOT Regional Transportation Enhancements Program Eligibility Criteria

Appendix F - RFP & Consultant Selection Process Schedule

APPENDIX A – SAMPLE STAFFING PLAN

Project Title:									
Prime Consultant's Name:									
Employee	Title	Estimated Hours per Task							Total Hours
		1	2	3	4	5	6	7	
Name	Vice President (P14)	0	0	0	0	0	0	0	0
Name	Sr Engineering Manager (P14)	0	0	0	0	0	0	0	0
Name	Sr. Supervising Engineer (P13)	0	0	0	0	0	0	0	0
Name	Supervising Engineer (P12)	0	0	0	0	0	0	0	0
Name	Lead Engineer (P11)	0	0	0	0	0	0	0	0
Name	Senior Engineer (P10)	0	0	0	0	0	0	0	0
Name	Engineer II (P9)	0	0	0	0	0	0	0	0
Name	Engineer I (P8)	0	0	0	0	0	0	0	0
Name	Engineering Aide III	0	0	0	0	0	0	0	0
Name	(P14)	0	0	0	0	0	0	0	0
Name	(P10)	0	0	0	0	0	0	0	0
Subtotal, Prime Consultant's Hours:		0	0	0	0	0	0	0	0
Subconsultant's Name:									
Employee	Title	Estimated Hours per Task							Total Hours
		1	2	3	4	5	6	7	
Name	Vice President (P14)	0	0	0	0	0	0	0	0
Name	Sr Engineering Manager (P14)	0	0	0	0	0	0	0	0
Name	Sr. Supervising Engineer (P13)	0	0	0	0	0	0	0	0
Name	Supervising Engineer (P12)	0	0	0	0	0	0	0	0
Name	Lead Engineer (P11)	0	0	0	0	0	0	0	0
Name	Senior Engineer (P10)	0	0	0	0	0	0	0	0
Name	Engineer II (P9)	0	0	0	0	0	0	0	0
Name	Engineer I (P8)	0	0	0	0	0	0	0	0
Name	Engineering Aide III	0	0	0	0	0	0	0	0
Name	(P14)	0	0	0	0	0	0	0	0
Name	(P10)	0	0	0	0	0	0	0	0
Subtotal, Subconsultant's Hours:		0	0	0	0	0	0	0	0
Total Hours for Project:		0	0	0	0	0	0	0	0

APPENDIX B – DISCLOSURE FORM OF INVESTMENT ACTIVITIES IN IRAN

**NJTPA
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

RFP Title: _____ Proposer: _____

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the NJTPA under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

APPENDIX C - SAMPLE BUDGET FORM

Consultant Summary Budget Form

<i>Labor Costs (prime only)</i>	
Direct Labor*	\$
Overhead at %	\$
Subtotal Labor.....	\$
 <i>Non-Salary Direct Expenses (prime only)</i>	
Printing and Reproduction	\$
Travel and/or Per Diem.....	\$
Telephone.....	\$
Postage	\$
Computer Services\Graphics.....	\$
Subtotal Non-Salary Direct Expenses	\$
 <i>Subconsultant Fees</i>	
Sub consultant A **	\$
Sub consultant B **	\$
DBE/ESBE Participant **	\$
Subtotal Subconsultant Fees	\$
 Fixed Fee (<i>prime only</i>).....	 \$
 TOTAL	 \$

* The consultant and their subconsultants must keep on file, and submit with invoice, the data used to generate the direct labor cost item.

** Total subconsultant fee, including their direct labor, overhead, direct expenses and fixed fee.

Sample Detailed Budget Form - A separate table should be submitted for the prime consultant and each subconsultant firm on the project team.

Firms Name:														
Employee Name	Title	Hourly Rate	Hours per Task							Total Hours	Direct Labor	Overhead %	Overhead Cost	Total Labor
			1	2	3	4	5	6	7					
Name	Vice President (P14)	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Name	Sr Engg Manager (P14)	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Name	Sr. Supervising Engr (P13)	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Name	Supervising Engineer (P12)	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Name	Lead Engineer (P11)	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Name	Senior Engineer (P10)	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Name	Engineer II (P9)	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Name	Engineer I (P8)	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Name	Engineering Aide III	\$0.00	0	0	0	0	0	0	0	0	\$0.00	0.0%	\$0.00	\$0.00
Sub-Total Hours			0	0	0	0	0	0	0	0	\$0.00		\$0.00	\$0.00
											Subtotal Labor:		\$0.00	
											Fee:		% \$0.00	
											Direct Expenses:			
											Printing/Reproduction		\$0.00	
											Travel/Per Diem		\$0.00	
											Telephone		\$0.00	
											Postage		\$0.00	
											Computer Services/Graphics		\$0.00	
											Subtotal Direct Expenses		\$0.00	
											Subconsultant Fees:			
											Subconsultant A		\$0.00	
											Subconsultant B		\$0.00	
											DBE/ESBE Participant		\$0.00	
											Subtotal Subconsultant Fees		\$0.00	
													Total:	\$0.00

**APPENDIX D – SELECTED STUDIES, PLANS AND DOCUMENTS POTENTIALLY
RELEVANT TO MORRIS CANAL GREENWAY PLANNING**

Regional Plans/Resources:

- Field Guide to the Morris Canal of New Jersey by Jakob Franke, Bob Barth, Linda Barth, John Drennan, Ron Rice and Gary Kleinedler (2015) <http://www.morriscanalgreenway.org/plans-and-studies>
- Weir Maps: c. 1890 Original transit survey map of the Morris Canal alignment across New Jersey commissioned by the Morris Canal & Banking Company. On file, New Jersey State Archives.
- 2012 NJ Draft State Strategic Plan <http://nj.gov/state/planning/spc-state-plan-draft-final.html>
- 2013-2017 NJ Statewide Comprehensive Outdoor Recreation Plan
- NJTPA RTP Long-Range Plan 2040 <http://njtpa.org/planning/plan-update-to-2040.aspx>
- Together North Jersey's Regional Plan for Sustainable Development http://togethernorthjersey.com/?page_id=1814
- New Jersey Register of Historic Places Act (N.J.S.A. 13:1B-15.128 et seq.)

Subregional Plans (West to East):

Warren County:

- Warren County Morris Canal Greenway 25-Year Action Plan <http://www.morriscanalgreenway.org/plans-and-studies>
- (11) Municipal Master Plans
- Warren County Open Space, Transportation, & Strategic Growth Plans
- Tax Maps
- Zoning Ordinances
- Existing Land Use Maps
- Existing Cultural and Historic Preservation Plans for Inclined Plane 9W, and Lock 7
- Warren County Historic Sites Survey
- Existing Capital Improvement Plans
- NJDOT, Warren County, municipal transportation plans
- Trail Plans

- Digital Aerials (orthophotos)
- The Historic Preservation Survey of the Morris Canal in Warren County by Brian Morrell
<http://www.njtpa.org/getmedia/55dcee1a-1a6f-43f1-8376-10fc0c2307e3/MCWG-Brian-Morrell-Book-Single-File>
- Restoration Plans between CR 519 and Stryker's Road

Sussex County:

- Sussex County Outdoor and Recreation Plan
<http://www.sussex.nj.us/Cit-e-Access/webpage.cfm?TID=7&TPID=10037>
- Historic Preservation Plan for Waterloo Village (NJDEP 2009)
- Waterloo Village Historic Site Draft Strategic Plan (2014)

Morris County:

- Morris Canal Greenway in Morris County Strategic Preservation Plan (2005)
http://www.njtpa.org/getmedia/1d71725e-d0b7-413f-a6c7-1bdfca8b0752/Morris-Canal-Greenway-in-Morris-County-Strategic-Preservation-Plan_2005
- Municipal and County legislation regarding Open Space Preservation;
- Historic Site Master Plan & Feasibility Study Lock 2 East of the Morris Canal (Robert Street, Hugh Force Park, Wharton, Morris County, NJ) February 2008
<http://www.canalday.org/masterplanWCa.pdf>
- Morris County Circulation Element (1992 & in process)
<http://www.scribd.com/doc/87233782/Morris-County-Master-Plan-Circulation-Element>

Passaic County:

- Passaic County: Morris Canal Greenway Feasibility Study (2011)
<http://www.morriscanalgreenway.org/plans-and-studies>
- Passaic County: Moving Passaic County -Transportation Element of the Passaic County Master Plan (2012) http://www.njtpa.org/getattachment/Planning/Subregional-Planning/2010-2012-Studies/PassaicCountyTransportationElementFinal10_2012.pdf.aspx
- Passaic County: Heritage Tourism Plan (2013)
http://www.njtpa.org/getattachment/Planning/Subregional-Planning/2012-2013-Subregional-Studies/Passaic-County-Heritage-Tourism-Plan/Heritage-Tourism-Element-Passaic-CMP/History-Tourism_Final-Plan_062713.pdf.aspx
- Passaic County Open Space Master Plan; <http://www.passaiccountynj.org/index.aspx?nid=296>
- Passaic County Farmland Preservation Plan;

Essex County:

- Mapping the Morris Canal in Essex County (2014) www.njtpa.org/getmedia/1551781b-ef79-4082-8670-d3eaaf780607/Mapping-the-Morris-Canal-in-Essex-County.pdf.aspx
- Essex County Comprehensive Transportation Plan (2013) <http://www.njtpa.org/Planning/Subregional-Planning/2012-2013-Subregional-Studies/Essex-County-Comprehensive-Transportation-Plan/Essex-County-Comprehensive-Transportation-Plan.aspx>

City of Newark:

- City of Newark Master Plan, Mobility Element (2012) <http://www.njtpa.org/planning/subregional-planning/2010-2012-studies.aspx>
- NJDOT Local Bicycle/ Pedestrian Planning Assistance Program, City of Newark Ironbound District Bicycle Circulation Plan

Hudson County:

- Hudson County Open Space & Recreation Plan
- Hudson County: Update to Land Development Regulations <http://www.njtpa.org/planning/subregional-planning/fy-2015-2016-studies.aspx>

City of Jersey City:

- Morris Canal Greenway Plan (2013), <http://www.morriscanalgreenway.org/plans-and-studies>
- City of Jersey City: Master Plan Circulation Element Update (2009) <http://www.njtpa.org/planning/subregional-planning/2008-2009-studies.aspx>
- Route 440/Route 1 & 9T Multi-Use Urban Boulevard and Through Truck Diversion Concept Development Study <http://www.cityofjerseycity.com/hedc.aspx?id=8314>

**APPENDIX E – NJDOT REGIONAL TRANSPORTATION ENHANCEMENTS
PROGRAM ELIGIBILITY CRITERIA**



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

CHRIS CHRISTIE
Governor

JAMIE FOX
Commissioner

KIM GUADAGNO
Lt. Governor

October 2, 2015

Mary K. Murphy
Executive Director
North Jersey Transportation Planning Authority
One Newark Center
17th Floor
Newark, New Jersey 07102

Dear Ms. Murphy:

I am pleased to inform you the New Jersey Department of Transportation is accepting proposals from the State's Metropolitan Planning Organizations for regionally significant TAP eligible projects. Candidate projects will be assessed by the Transportation Alternatives Program Selection Committee comprised of representative from the NJDOT, Delaware Valley Regional Planning Commission, North Jersey Transportation Planning Authority, and the South Jersey Transportation Planning Organization. Recommendations will be made by the Committee to the Commissioner of Transportation for final approval. The program will be funded using unobligated SAFETEA-LU funds.

Each selected project should satisfy the following program goals.

- Project will have a significant impact on the region and benefit multiple counties and municipalities. The benefits of the project should go well beyond the immediate limits of the project area.
- Project cost is greater than \$1.0 million. The project would have difficulty securing funds through other NJDOT grant programs.
- Project will be authorized for Design, ROW, or Construction by September 30, 2016. Preference will be given to projects ready for an FY 2016 Construction authorization.

The following requirements must be met for a project to be considered for funding under this program.

- Project is surface transportation related.
- Project corresponds to one of the Transportation Alternatives Program qualifying activities.

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- Project must have a sub-regional sponsor certified by the NJDOT for the receipt of federal aid funds.
 - Project sponsor must have a full time employee in Responsible Charge of the project.
 - Project has undergone a public involvement process and has documented public support.
 - Projects has no significant environmental impediments.
 - Project has no significant right of way impediments.
 - Project sponsor has provided a commitment for the continual ownership and maintenance of the project for the useful life of the project.

The following will be considered by the Selection Committee in the assessment of each project. The overall assessment will be used by the Selection Committee to generate a list of recommended projects. Other factors such as the project sponsor's past performance in delivering other federal aid projects will also be considered.

- The extent to which the proposed project meets the intent of the TAP category identified.
- Project benefits the quality of life of communities in the region.
- Project provides connectivity between people, centers of employment, services, and public facilities.
- Project links to other modes of transportation.
- Project has the potential to benefit the regional economy.
- Project is consistent with the goals of the MPO's Regional Transportation Plan.
- Proposal includes project schedule for all phases of work with anticipated authorization dates for each phase and an anticipated advertisement date for construction.
- A detailed cost estimate for each phase of work.
- Project will be authorized for Design, ROW, or Construction by September 30, 2016. Preference will be given to projects ready for Construction authorization in FY 2016.
- The sponsor has demonstrated the capacity to successfully administer a federal aid project based on the performance of prior federal aid projects.

Project proposals including detailed project descriptions, project schedule and other information supporting the requirements identified above should be submitted to the Local Aid Division Office by Friday, October 23, 2015.

Please contact me if you have any questions regarding this matter.

Sincerely,



Michael Russo
Director
Local Aid and Economic Development

cc: D. Kuhn, A. Swords, J. Case

APPENDIX F - RFP & CONSULTANT SELECTION PROCESS SCHEDULE

1. RFP Issued *February 1, 2017*
2. Pre-Proposal Meeting.....*February 16, 2017 at 2:00 PM*
3. Deadline for Consultant Inquiries..... *March 1, 2017*
4. Deadline for Submission of Proposals *March 8, 2017*
5. Consultant Interviews, tentatively week of*April 3, 2017*
6. Tentative Contract Award Date *May 15, 2017*