

FY 2025 Freight Concept Development Program Studies

Pre-Proposal Meeting

- Welcome, the meeting will begin shortly.
- We respectfully request the following:
- Please mute your microphones.
- Please enter your contact information in the chat box (Name, Firm, Email, indicate DBE/ESBE status).
- Please note that this session will be recorded for internal use only to allow staff to review questions presented at today's meeting.

FY 2025 Freight Concept Development Program Studies

Pre-Proposal Meeting
June 27, 2024
2:00 PM



Jakub Rowinski, Manager, Freight Planning

Maria A. Slump, Sr. Grants and Contracts Administrator

NJTPA Region

Bergen

Essex

Hudson

Hunterdon

Jersey City

Middlesex

Monmouth

Morris

Newark

Ocean

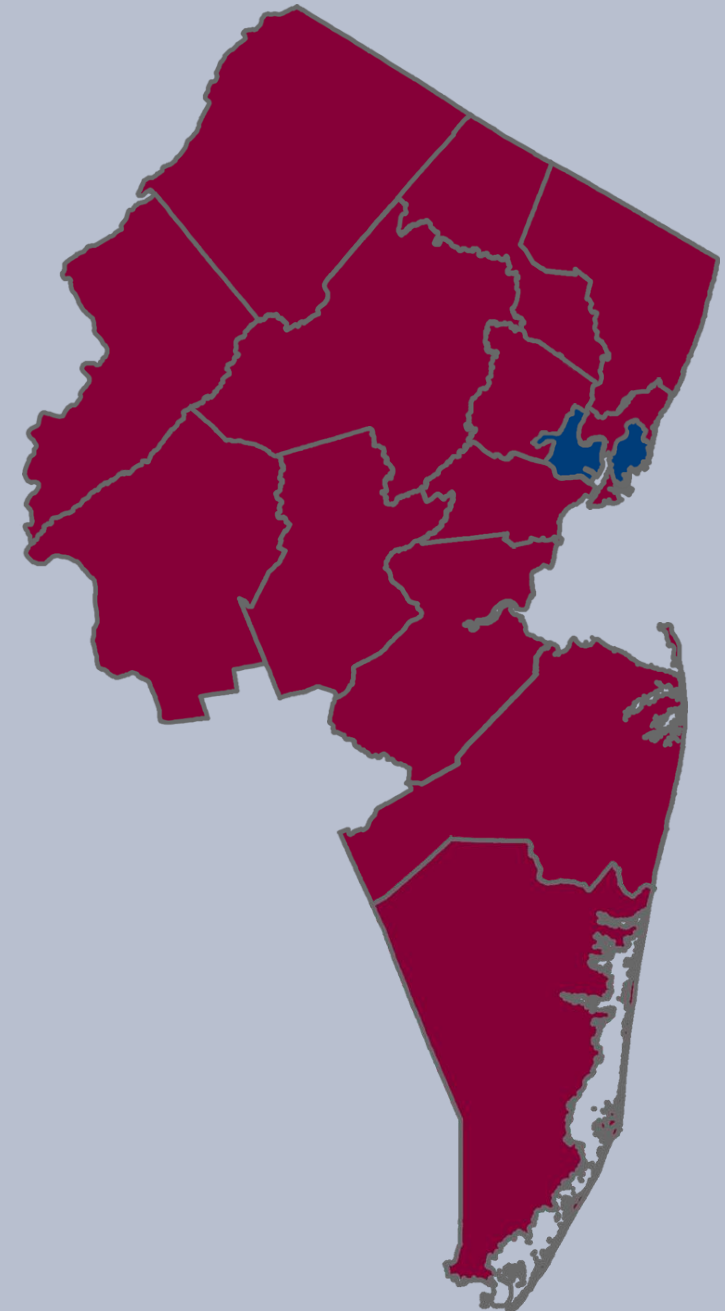
Passaic

Somerset

Sussex

Union

Warren



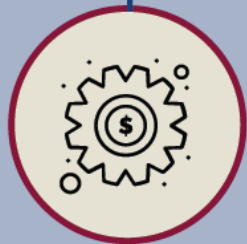
NJTPA Board and Committees

Bergen Essex Hudson Hunterdon Jersey City Middlesex Monmouth

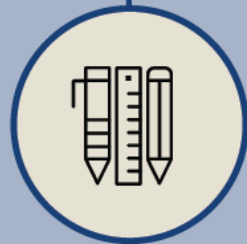
Morris Newark Ocean Passaic Somerset Sussex Union Warren

NJDOT NJ TRANSIT Port Authority Governor's Rep. Citizens' Rep.

Standing Committees



Planning & Economic
Development Committee



Project Prioritization
Committee



Freight Initiatives
Committee



Regional Transportation
Advisory Committee



NJTPA Board Executive Committee

From left to right: Morris County Commissioner **Stephen Shaw, Secretary**

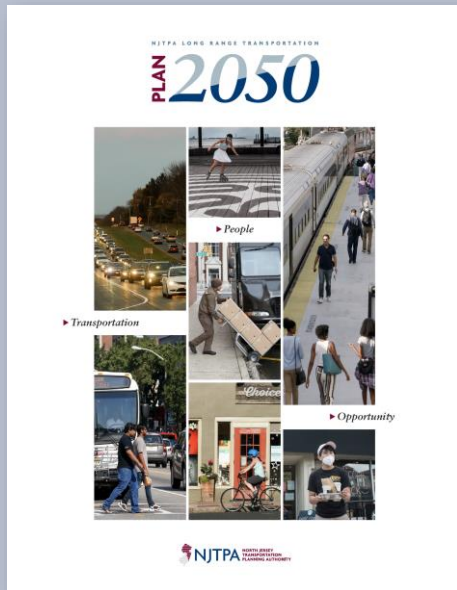
Warren County Commissioner **Jason Sarnoski, Second Vice Chair**

Ocean County Commissioner **John P. Kelly, Chair**

Middlesex County Commissioner **Charles Kenny, First Vice Chair**

Union County Commissioner **Bette Jane Kowalski, Third Vice Chair**

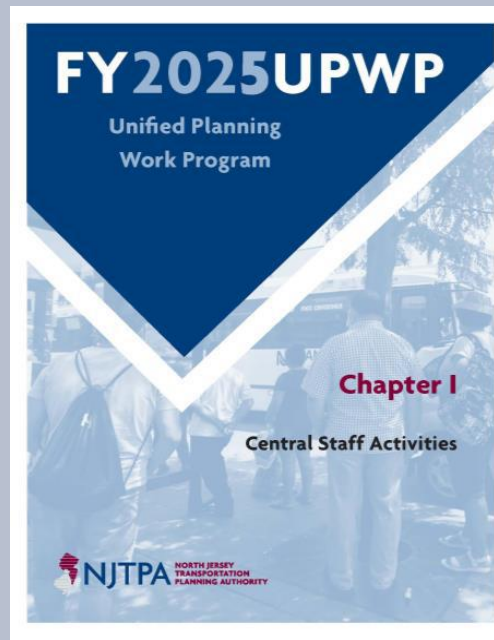
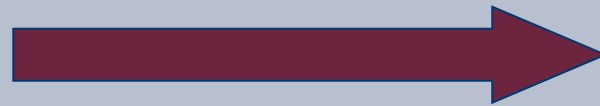
Key Products



Long Range Transportation Plan (LRTP)

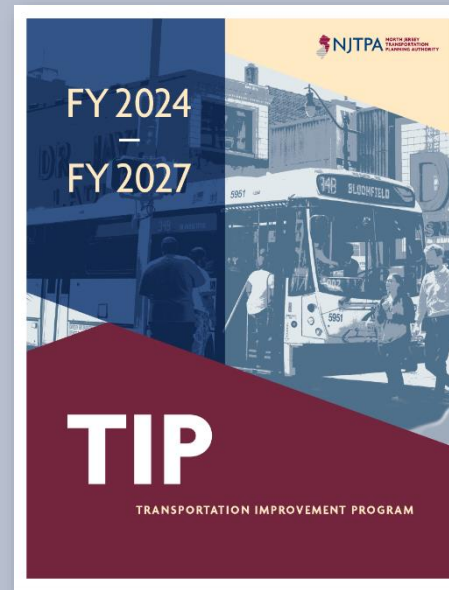
Updated every four years

Planning



Transportation Improvement Program (TIP)

Updated every other year



Project Background

- Freight planning studies identified infrastructure needs to be addressed in order to provide for a safe and efficient movement of goods into, out of and within northern New Jersey.
- The NJTPA Freight Concept Development Program was developed to advance these freight specific projects towards implementation.

Current RFP

- The NJTPA is seeking consultant support for the preparation of two Concept Development studies being advanced through its Freight Concept Development Program (FCDP).
- The NJTPA is seeking to engage one firm to provide professional consultant services for two separate studies.
- In addition to the two Concept Development studies, the consultant shall perform a Preliminary Screening for Plate F vertical rail clearance along the NJ TRANSIT North Jersey Coast Line in Perth Amboy as well as general support for the FCDP.

Project Goal

- Concept Development Study for the Southern Middlesex County North-South Truck Corridor Project in Cranbury and Monroe, Middlesex County
- Concept Development Study for the East Hanover Avenue Bridge Catenary Rail Clearance Project in Morris Plains and Morris Township, Morris County
- Preliminary Screening for Plate F vertical rail clearance along the NJ TRANSIT North Jersey Coast Line in Perth Amboy
- General FCDP Support

Project Schedule

- The consultant effort is expected to be started in October 2024.
- Project to be completed within 24 months of commencement.

Scope of Work

- Task 1: Project Management
- Task 2: Public Outreach
- Task 3: Data Collection
- Task 4: Alternatives Analysis
- Task 5: Documentation
- Task 6: Preliminary Screening for Plate F Vertical Rail Clearance in Perth Amboy
- Task 7: Freight Concept Development Program Support

Task 1: Project Management

- This task shall include performing project management duties and responsibilities necessary to advance the project through the FCD Phase. Work efforts associated with this task shall include budgeting, scheduling, reporting, meetings, coordination and reviews.

Task 1: Project Management

Deliverables for Task 1:

- Detailed project schedule
- Project team meetings/calls for each study
- Regulatory agency meetings for each study
- Two PCR reviews for each study
- One IRC meeting for each study
- DCR for each study
- Meeting agendas and minutes
- Web-based project collaboration site
- Monthly progress reports and invoices

Task 2: Public Outreach

This phase of work includes:

- Public Involvement Action Plan (PIAP)
- Local Officials Meetings
- Stakeholder Coordination
- Public Meetings
- Resolutions of Support
- Public Outreach Summary
- Project Website

Task 2: Public Outreach

Deliverables for Task 2:

- PIAP for each of the two projects
- Two local officials' meetings per study
- Two stakeholders' meetings per study
- Two public meetings per study
- Resolutions of support for each of the two projects
- Public outreach summary for each of the two projects
- Public project website for each of the two projects
- Monthly website activity reports for each of the two projects

Task 3: Data Collection

This phase of work includes:

- Obtaining and reviewing existing data of the project site from the various project stakeholders and other sources;
- Performing environmental screenings to identify areas of sensitivities and constraints;
- Conducting conceptual engineering assessments and investigations to identify deficiencies and defects to the transportation infrastructure;
- And formulating a purpose and need statement.

Task 3: Data Collection

Deliverables for Task 3:

- Project Mapping for each study
- Project Fact Sheet with Photo Inventory for each study
- Environmental Screening Report for each study
- Purpose and Need Statement for each study
- GIS Data and Map Files for each study

Task 4: Alternatives Analysis

This phase of the work includes identifying and assessing feasible alternatives that will attempt to address the project's Purpose and Need culminating in a recommendation of a Preliminary Preferred Alternative.

Task 4: Alternatives Analysis

Deliverables for Task 4:

- Alternatives Analysis Matrix for each study
- Description of the Alternatives for each study
- Value Engineering Report for each study
- Risk Register for each study
- Utility Risk Assessment Plan for each study
- Alternatives Risk Analysis for each study
- Risk Management Summary Report for each study

Task 5: Documentation

This phase of the work includes:

- Concept Development Plans
- Prepare Cost Estimates
- NEPA Classification and Documentation
- Develop Preliminary Engineering Next Steps/Tasks
- Concept Development Report
- PowerPoint Presentation

Task 5: Documentation

Deliverables for Task 5:

- Concept development plans for each study
- Cost estimate for each study
- Concept Development Report for each study
- PowerPoint presentation for each study

Task 6: Preliminary Screening for Plate F Vertical Rail Clearance in Perth Amboy

- Conduct a preliminary screening of Plate F vertical rail clearance along the NJ TRANSIT North Jersey Coast Line in Perth Amboy.
- Summarize all of the constraints to the movement of a Plate F railcar and other relevant factors
- Recommend whether this project should advance to a full Concept Development study.

Deliverables for Task 6:

- Preliminary Screening Summary Report

Task 7: Freight Concept Development Program Support

- Prepare the FCDP for the next round of the Project Intake Process
- Assist subregions that have previously completed an FCDP study with research on applicable grant programs and technical support for those grant applications that the subregions are developing.

Deliverables for Task 7:

- Project Intake Process Update
- Subregional Assistance for FCDP Completed Studies

Consultant Selection Criteria

- Understanding of scope and technical approach
- Public outreach strategies
- Professional qualifications
- Relevant experience and technical competence
- Demonstrated project knowledge
- Ability to successfully perform work
- Clarity/thoroughness of proposal

Consultant Eligibility & Documentation

Consultant Qualifications - NJDOT Prequalification

- B-1: Bridge Design – Non-Movable Structures – Level C
- H-1: Highway Design – Level A
- I-1: Bridge Inspection – Simple Bridges – Level A
- T-1: Traffic Engineering – Level A
- T-7: Transportation Planning – Level B

Only those firms who have been prequalified for the specified disciplines this consultant effort entails and who submit evidence of their prequalification with the NJDOT with their proposal will be considered. Prequalification can be met by the prime or their subconsultant

Consultant Eligibility & Documentation

- EEO/Affirmative Action
 - Letter of Federal Affirmative Action Plan Approval, or
 - Certificate of Employee Information Report issued by NJ Treasury, or
 - Copy of Employee Information Report Form AA302 submitted to NJ Treasury

Note: A Copy of Prime's Certificate of Employee Information Report is requested to be submitted with the Technical Proposal.

Consultant Eligibility & Documentation

- Federally Mandated DBE Participation Program
- DBE/ESBE 9.95% participation goal
- DBE Certification by NJDOT, NJ TRANSIT, or PANYNJ
- Or ESBE Certification by NJDOT

State of NJ MBE/WBE or SBE Certifications issued by the Treasury do not satisfy this requirement

Consultant Eligibility & Documentation

Insurance & Liability

- Commercial General Liability not less than \$1M and \$2M general aggregate
- Automobile Liability \$1M
- Workers Compensation \$1M
- Excess Liability \$3M
- Professional Liability/Errors & Omissions \$2M
- Railroad Protective Public Liability

Consultant Eligibility & Documentation

Insurance & Liability (Other Coverage if Applicable)

- Cyber Liability
- All-Risk Property
- Pollution Liability

Proof of insurance must be submitted by the Prime consultant with the Technical Proposal. All consultants will be required to submit proof of insurance prior to award of contract.

Consultant Eligibility & Documentation

NJ Business Registration

- Certificate must be submitted prior to contract execution, for prime and all subconsultants

Disclosure of Investment Activities in Iran and Certification of Non- Involvement in Prohibited Activities in Russia or Belarus

- Forms must be submitted with the proposal, for prime and all subconsultants

Consultant Eligibility & Documentation

Non-Disbarment for Receipt of Federal Awards

- Prime consultant and each subconsultant must have an active and publicly searchable registration in the Federal System for Award Management (SAM.gov) with a Unique Entity ID number and shall have no active exclusion records disbarring them from receiving federal awards.

How to Respond

Deadline for Proposal is **August 7, 2024 at 2:00 PM** sharp (online submission)

- All proposals and supporting documentation must be submitted electronically through the **Submit RFP Proposal Submission Form**
- Inquiries pertaining to submission of a proposal should be directed to Angellita Young at young@njtpa.org.

How to Respond

Transmittal Letter

- Identifying Prime, Project Manager, person(s) authorized to negotiate on the respondent's behalf, and any proposed subconsultants including DBE/ESBEs
- Certifying respondent's eligibility & commitment to the project
- Technical proposal in PDF Format
- Cost Proposal in both PDF and Excel Format.

Technical Proposal Submission Requirements

- Consultant team's approach to the project
- Firms' experience/ability to complete work
- Work plan and schedule
- Organization chart, qualifications & resumes of key staff
- DBE/ESBE Participation Documentation
- Certificate of Employee Information Report
 - Prime Consultant

Technical Proposal Submission Requirements

- New Jersey Business Registration Certificate
- Disclosure Forms: Investment Activities in Iran & Non-Involvement in Russia/Belarus Firms' commitment to quality management
- Proof of insurance- Prime Consultant
- NJDOT Prequalification Profile sheets

Cost Proposal Submission Requirements

- Cost reimbursement contract subject to Federal and State Laws, Policies and Procedures
- Cost plus fixed fee contract, up to an agreed ceiling
- Summary budget and detailed budget forms for each study and each firm on the project team using NJTPA's Sample Budget Form
 - Budget Period
 - Salary/wages, staff-hours by tasks
 - Overhead
 - Direct Expenses
 - Subconsultant Fees
 - Fixed Fee (or profit)

RFP Inquiries

- Follow-up questions must be submitted in writing to the Project Manager, with a copy to the Senior Director of Finance and Administration
- Inquiries received after **July 11, 2024** may not be reviewed or considered
- Questions and formal responses, including those from today's meeting, to be posted on our website by **July 22, 2024**
- <http://www.njtpa.org/Get-Involved/RFPs.aspx>

Important Dates

- **Deadline for Consultant Inquires:**
July 11, 2024
- **Deadline for Submission of Proposals:**
August 7, 2024
- **Consultant Interviews:**
Week of September 9, 2024 (Tentative)
- **Contract Award Date:**
October 2024 (Tentative)

Questions?

