

# Safe Streets and Roads for All (SS4A) Advancement Program

## 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).
- Please note that this session will be recorded for internal use only to allow staff to review questions presented at today meeting.

# (SS4A) Advancement Program

Pre-Proposal Meeting  
January 8, 2026  
2:00 p.m.



Keith Hamas, Principal Planner: Safety Planning  
Maria A. Slump, Sr. Grants and Contracts Administrator

# NJTPA Region

Bergen

Essex

Hudson

Hunterdon

Jersey City

Middlesex

Monmouth

Morris

Newark

Ocean

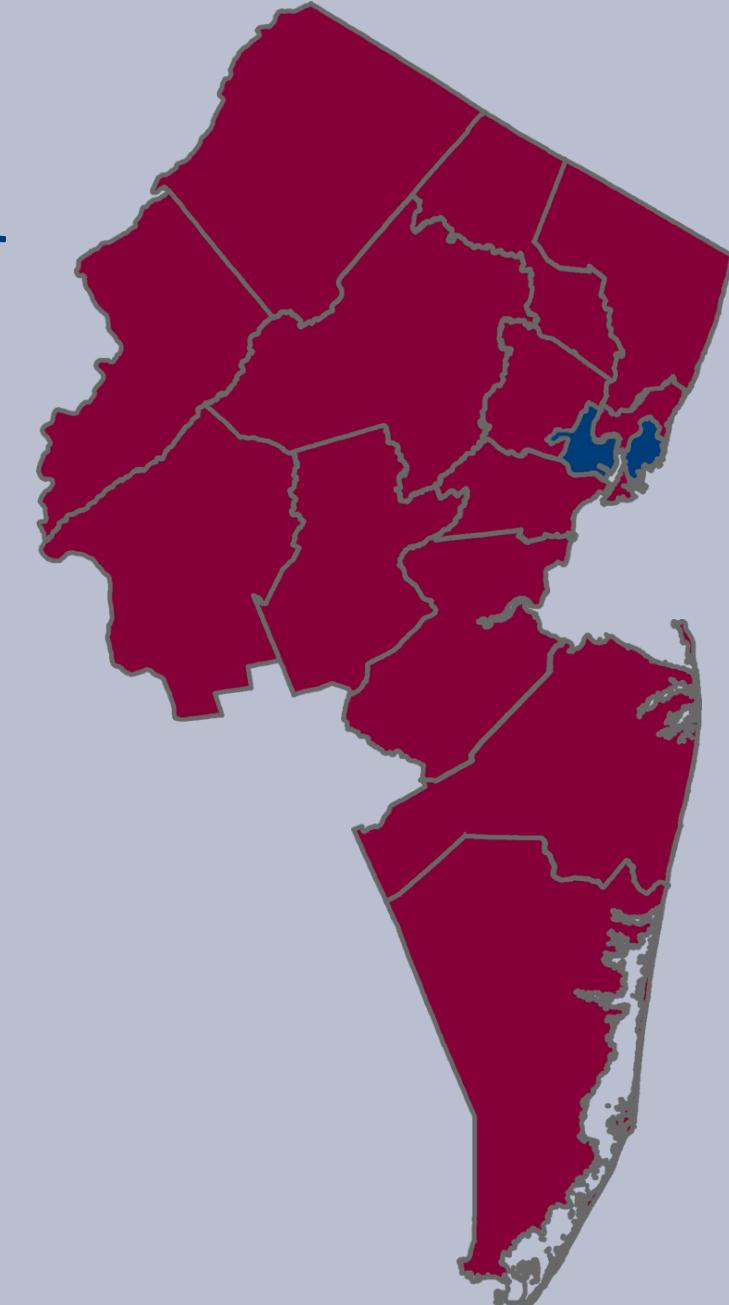
Passaic

Somerset

Sussex

Union

Warren



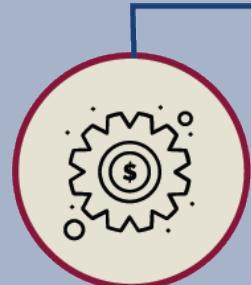
# NJTPA Board and Committees

Bergen Essex Hudson Hunterdon Jersey City Middlesex Monmouth

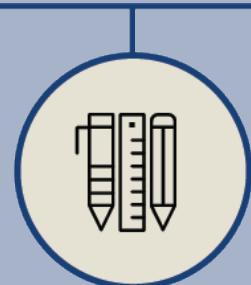
Morris Newark Ocean Passaic Somerset Sussex Union Warren

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

## Standing Committees



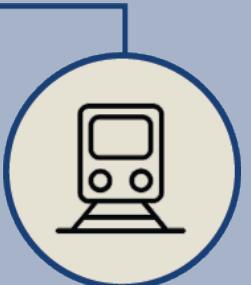
Planning & Economic  
Development Committee



Project Prioritization  
Committee

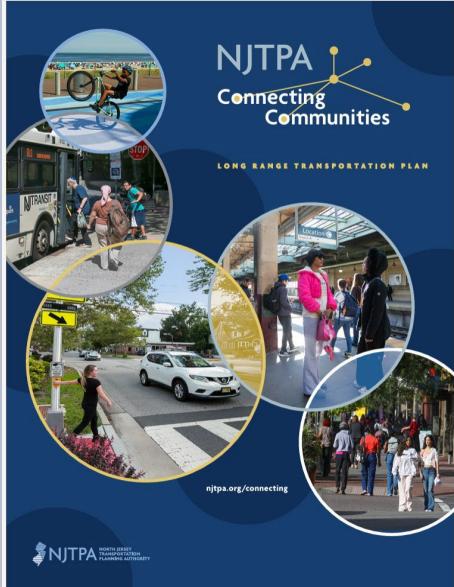


Freight Initiatives  
Committee



Regional Transportation  
Advisory Committee

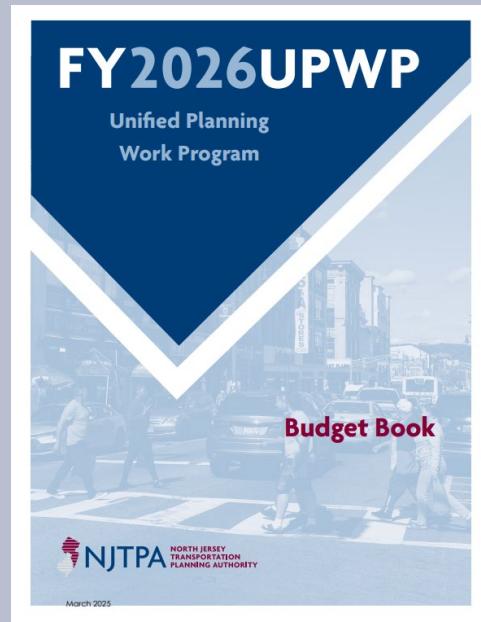
# Key Products



## Long Range Transportation Plan (LRTP)

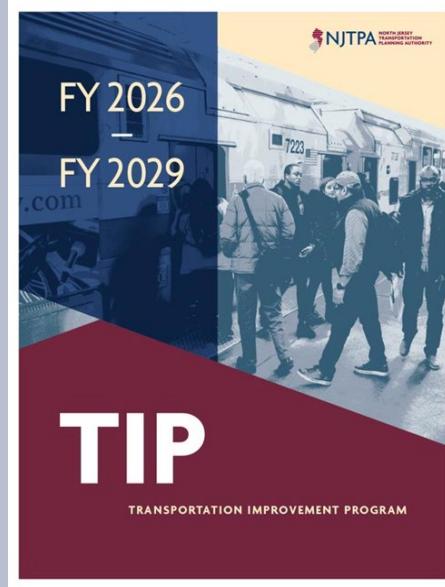
*Updated every four years*

*Planning*



## Transportation Improvement Program (TIP)

*Updated every other year*

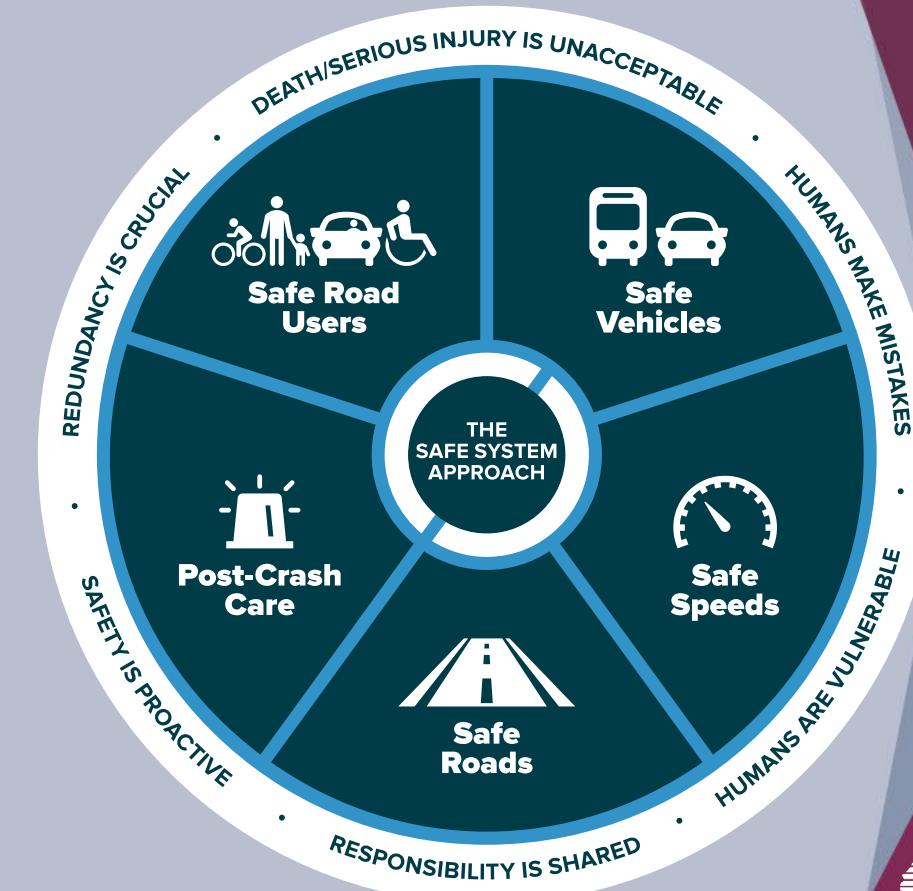


# Project Background

## A Safe System Approach

- Safer People
- Safer Roads
- Safer Vehicles
- Safer Speeds
- Post-Crash Care

Local Safety Action Plans  
Target Zero Action Plans  
Vision Zero



# Current RFP

- The NJTPA is seeking consultant support to advance priorities identified in LSAPs and to advance the principles of the Safe System Approach and NJ's Target Zero Commission.
- This initiative will focus primarily on the consultant team's technical assistance for select municipalities in the NJTPA region.
- Additional support will also be provided for county planning partners with adopted LSAP or VZ plans.

# Project Goal

- The purpose of this initiative is to advance objectives of the TZC, the Strategic Highway Safety Plan (SHSP), Connecting Communities, and LSAP strategies at the municipal level.
- The initiative will contribute to state, regional and local zero fatality-based safety goals through guided coordination of local safety implementation efforts.

# Project Schedule

- The consultant effort is expected to start in early Spring of 2026.
- Project to be completed within 14 months of commencement.

# Scope of Work

- **Task 1:** Local Safety Action Plan Implementation Training Workshop
- **Task 2:** Local Implementation Committee Support
- **Task 3:** Municipal-focused Direct Technical Assistance
- **Task 4:** Final Report
- **Task 5:** Project Management

# Task 1: Local Safety Action Plan Implementation Training Workshop

- Develop and conduct training workshop(s) for county and municipal leaders, safety-related staff and advocates to provide guidance for advancing safety recommendations, using Safe System Approach principles.

## *Deliverables for Task 1:*

- Prepare marketing and engagement plan
- Develop workshop materials
- Deliver up to four workshop events (virtual or in-person)
- Tech memo summarizing the process and results

# Task 2: Local Implementation Committee (LIC) Support

- Provide capacity-building support for up to four existing LICs, including determining strategic planning needs, enhancing diverse representation, or coordinating roles, responsibilities and performance metrics.

## *Deliverables for Task 2:*

- Delivering technical assistance support for up to four LICs, as determined by LIC engagement
- Tech memo for each participating LIC, summarizing the process, results and recommendations



# Task 3: Municipal-focused Direct Technical Assistance

- Provide support for three to five municipalities to establish their own LICs (see Task 2), develop municipal LSAPs, or coordinate the implementation of municipal-specific LSAP strategies and actions.
- Facilitate community outreach related to safety activities, including creating contacts lists, community engagement materials (flyers, surveys, etc.), language translations

# Task 3: Municipal-focused Direct Technical Assistance

## *Deliverables for Task 3:*

- LSAPs for participating municipalities, following framework of SS4A
- Advancement of local safety strategies as determined by participating municipalities
- Tech memo for each participating municipality to summarize technical assistance efforts and next steps for LSAP implementation

# Task 4: Final Report

- 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.

## *Deliverables for Task 4:*

- Final report incorporating all tech memos, executive summary.
- Presentation of final report to NJTPA committees, including summary handouts.

# Task 5: Project Management

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
- Project is completed on time and within budget

# Task 5: Project Management

## *Deliverables for Task 5:*

- Detailed project schedule
- Web-based project collaboration site
- Minimum of 3 face to face project management meetings & bi-weekly updates
- Meeting agendas & minutes
- Monthly invoices & progress reports

# Consultant Selection Criteria

- Understanding of scope and technical approach
- Experience and technical competence
- Demonstrated knowledge of NJTPA region
- Ability to successfully perform work
- Clarity/thoroughness of proposal

# 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

## 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

*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

## *Insurance & Liability (Other Coverage if Applicable)*

- Cyber Liability \$2M
- 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 the award of the 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 **February 4, 2026 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](mailto: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.
- 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
- Staff plan table, organization chart, qualifications & resumes of key staff
- 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

# 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 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, and to Lois Goldman (lgoldman@njtpa.org) and with a copy to the Senior Director of Finance and Administration
- Inquiries received after **January 15, 2026** may not be reviewed or considered
- Questions and formal responses, including those from today's meeting, to be posted on our website by **January 21, 2026**
- <http://www.njtpa.org/Get-Involved/RFPs.aspx>

# Important Dates

- Deadline for Consultant Inquiries:  
January 15, 2026
- Deadline for Submission of Proposals:  
February 4, 2026 at 2:00 PM
- Consultant Interviews (if needed):  
Week of March 9, 2026
- Contract Award Date:  
April 2026

# Questions?

