

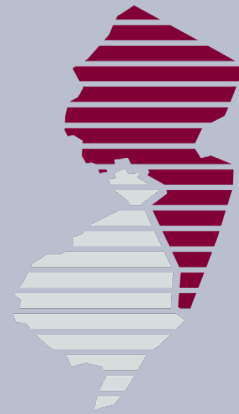
# FY 2026 Planning for Emerging Centers

## 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.

# FY 2026 Planning for Emerging Centers

Pre-Proposal Meeting  
January 29, 2026 | 2 pm



# NJTPA

**NORTH JERSEY  
TRANSPORTATION  
PLANNING AUTHORITY**

**Jasmine Lawrence**, Principal Planner, TMA & Mobility Programs  
**Maria A. Slump**, Sr. Grants and Contracts Administrator

# NJTPA Region

**Bergen**

**Essex**

**Hudson**

**Hunterdon**

**Jersey City**

**Middlesex**

**Monmouth**

**Morris**

**Newark**

**Ocean**

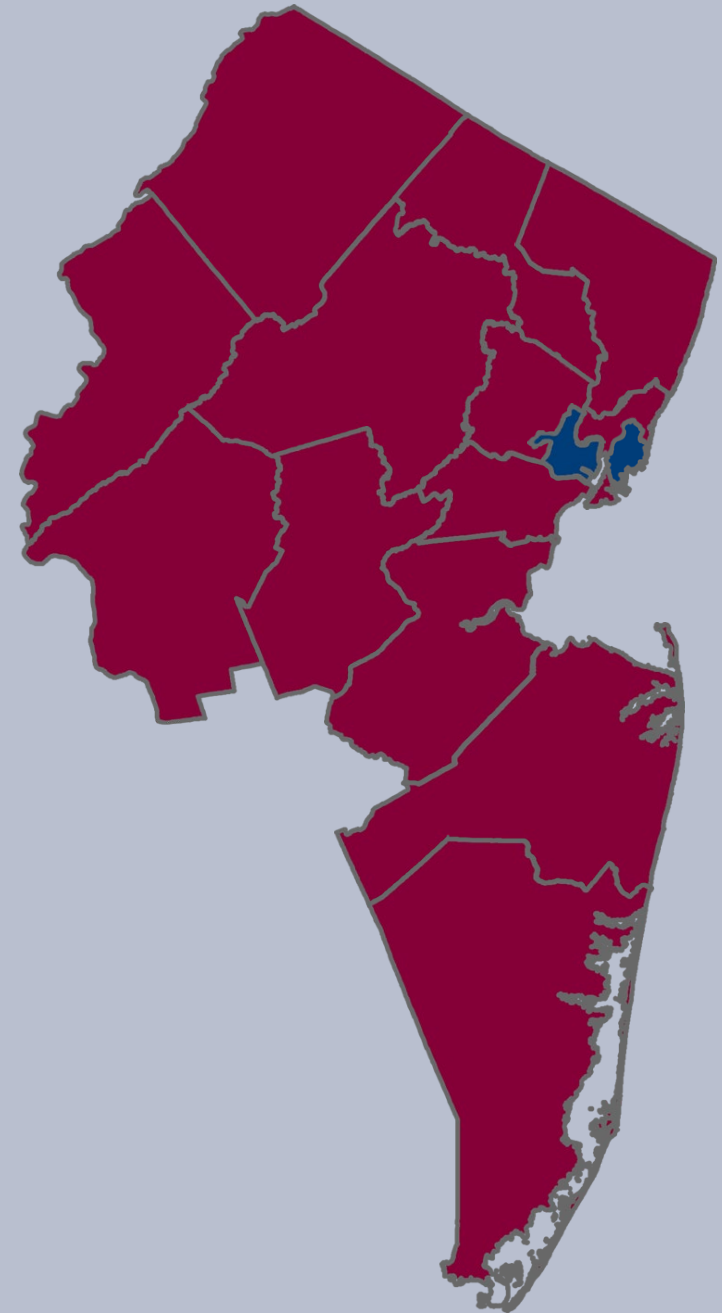
**Passaic**

**Somerset**

**Sussex**

**Union**

**Warren**



# NJTPA Board and Committees

Bergen Essex Hudson Hunterdon Jersey City Middlesex Monmouth

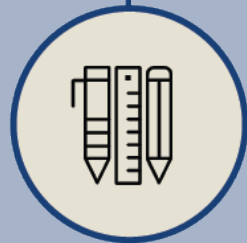
Morris Newark Ocean Passaic Somerset Sussex Union Warren

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**, Third Vice Chair

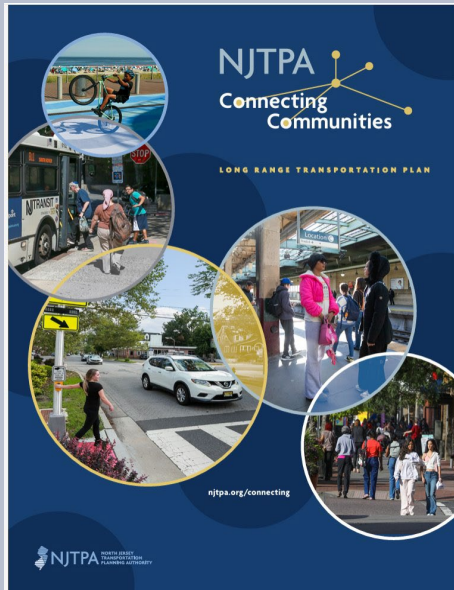
Union County Commissioner **Michèle S. Delisfort**, Second Vice Chair

Middlesex County Commissioner **Charles Kenny**, Chair

Warren County Commissioner **Jason J. Sarnoski**, First Vice Chair

Passaic County Commissioner **John W. Bartlett**, Secretary

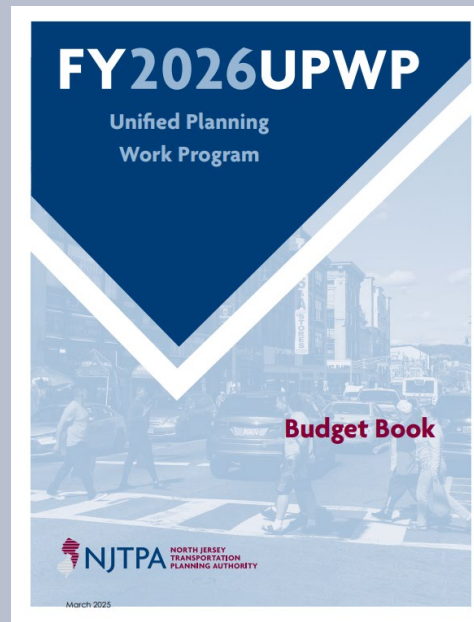
# Key Products



## Long Range Transportation Plan (LRTP)

*Updated every four years*

*Planning*



## Transportation Improvement Program (TIP)

*Updated every other year*



# Planning for Emerging Centers

Supports municipalities seeking to coordinate their planning efforts related to transportation and land use.

## PRODUCTS AND POSSIBLE INITIATIVES

*Integrated Land Use/  
Accessibility Plans*

*Transit Village Initiative  
Planning*

*CS Policy or Design &  
Implementation Plan*

# Example PECs

## DOWNTOWN BOONTON VISION PLAN

DRAFT 07/18/18



## DOWNTOWN FREEHOLD VISION PLAN (2018)



JULY 18, 2018

## COMPLETE STREETS IMPLEMENTATION GUIDE

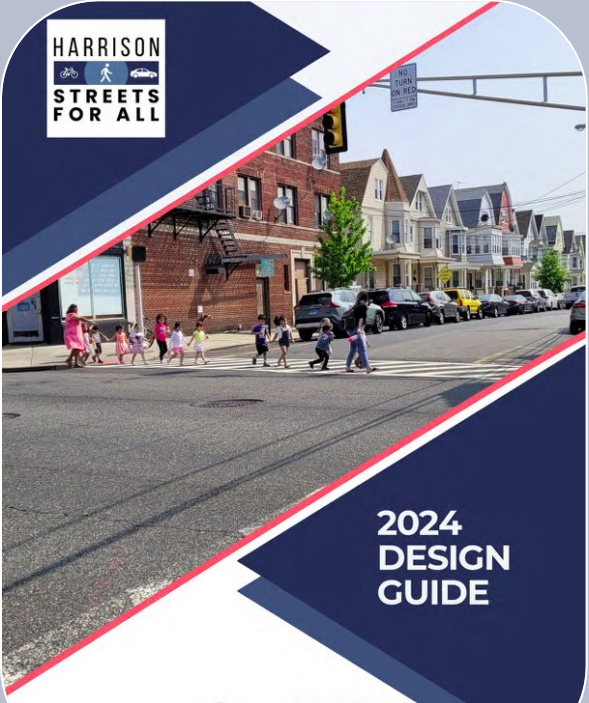
JULY 1, 2021



AN ELEMENT OF THE KEYPORT COMPLETE STREETS DESIGN AND IMPLEMENTATION PLAN



## HARRISON STREETS FOR ALL



## 2024 DESIGN GUIDE



# Current RFP

The NJTPA is seeking consultant support for two distinct planning studies to be undertaken under one contract:

01

**Comprehensive  
Transit-Oriented  
Development Study**


*Borough of Fair Lawn,  
Bergen County*

02

**Complete Streets  
Implementation Plan**



*City of New Brunswick,  
Middlesex County*

# Recent Municipal Studies



**Master Plan**  
Borough of Fair Lawn • Bergen County, New Jersey  
*Adopted June 23, 2014*

**BROADWAY CAPITAL IMPROVEMENTS PLAN**  
Fair Lawn, NJ  
January 27, 2025


**Linking People and Places**  
Downtown New Brunswick and the French Street Corridor  
September 2025



**City of New Brunswick Complete Streets Policy**

**Complete Streets Policy Adopted 2012**

**I. PURPOSE**  
To create and implement a Complete Streets Policy in New Brunswick through the planning, design, construction, maintenance, and operation of transportation facilities within public rights-of-way, including public streets, roads, and transitways through the City's Capital Program.

**II. DEFINITIONS**  
A Complete Street is defined as means to provide safe access for all users by designing and operating a comprehensive, integrated, connected multi-modal network of transportation options.

**III. BACKGROUND**  
The benefits of Complete Streets are many and varied:

- Complete Streets improve safety for pedestrians, bicyclists, children, older citizens, non drivers and the mobility challenged as well as those that cannot afford a car or choose to live car free.
- Provide connections to bicycling and walking trip generators such as employment, education, residential, recreational and public facilities.
- Promote healthy lifestyles.
- Create more livable communities.
- Reduce traffic congestion and reliance on carbon fuels thereby reducing greenhouse gas emissions.
- Complete Streets make fiscal sense by incorporating sidewalks, bike lanes, safe crossings and transit facilities into the planning and construction of transportation facilities through the use of retrofits later.

**IV. POLICY**  
The New Brunswick Department of Engineering will implement a Complete Streets policy through the planning, design, construction, maintenance and operation of new and retrofit transportation facilities, enabling access and mobility of pedestrians, bicyclists, transit users of all ages and abilities, and all modes of transportation through the Department's Capital Program. The Department strongly encourages the adoption of similar policies by the County and State when they are funding and/or awarding the retrofit construction of transportation facilities in New Brunswick.

1. Create a comprehensive, integrated, connected multi-modal network by providing connections to bicycling and walking trip generators such as employment, education, residential, recreational and public facilities, as well as retail and transit centers.
2. Provide safe and accessible accommodations for existing and future pedestrian, bicycle and transit facilities.

# Project Information

## FAIR LAWN

**Develop a Comprehensive Transit-Oriented Development (TOD) Plan for the Broadway Train Station on the border of Fair Lawn/Elmwood Park**

- *Land use and transportation network assessment*
- *Transit Village Readiness*

## NEW BRUNSWICK

**Develop a Complete Streets Implementation Plan for the area around the New Brunswick Train Station, the downtown, and the French Street corridor.**

- *Identify strategies and projects for incorporating multimodal accommodations into the planning, design, maintenance and operations of the street network*

**PROJECT START DATE: MAY 2026**

**PROJECT END DATE: JUNE 2027**



# Scope of Work

- **TASK 1:** Literature Review, Existing Conditions Inventory, and Needs Assessment
- **TASK 2:** Stakeholder Outreach, Public Engagement, and Visioning
- **TASK 3:** Fair Lawn Comprehensive Transit-Oriented Development Plan
- **TASK 4:** New Brunswick Complete Streets Implementation Plan
- **TASK 5:** Final Report
- **TASK 6:** Project Management

# Task 1: Literature Review, Existing Conditions Inventory, and Needs Assessment

Develop a comprehensive, up-to-date, and accurate base of information for *Fair Lawn* and *New Brunswick* on which to frame the outreach efforts, needs assessment, and subsequent recommendations.

## *Deliverables for Task 1:*

- Two technical memoranda

# Task 2: Stakeholder Outreach, Public Engagement, and Visioning

## ***Task 2.1 Public Engagement Plan***

- Identify stakeholders and public outreach, website, and prepare social media
- Public and targeted stakeholder outreach and input plan

## ***Task 2.2 Fair Lawn Stakeholder Outreach And Public Engagement***

- Establish a SAC (meet at least 3 times during the study)
- At least three municipal check-ins\*
- Public outreach meetings and community pop-up engagement events

## ***Task 2.3 New Brunswick Stakeholder Outreach And Public Engagement***

- Establish a SAC
- Public outreach meetings and community pop-up engagement events

## ***Task 2.4 Visioning***

- Develop a vision and goals for each municipality

# Task 2: Stakeholder Outreach, Public Engagement, and Visioning

## *Deliverables for Task 2:*

- **Two Public Engagement Plans**
- **Project Website**
- **Public Outreach Memoranda**
- **Vision and goals statements**

# Task 3: Fair Lawn Comprehensive Transit-Oriented Development Plan

- *Task 3.1 Land Use and Zoning Analysis*
- *Task 3.2 Transit-Oriented Development Recommendations*
- *Task 3.3 Regulation and Policy Recommendations*
- *Task 3.4 Fair Lawn Transit Village Readiness Analysis – Broadway and Radburn Stations*

## ***Deliverables for Task 3:***

- Land Use and Zoning Technical Memorandum
- TOD and Policy Recommendations Technical Memorandum
- Transit Village Readiness Analysis Technical Memorandum

# Task 4: New Brunswick Complete Streets Implementation Plan

- **Task 4.1** *Infrastructure Analysis*
- **Task 4.2** *Complete Streets Policy*
- **Task 4.3** *Complete Streets Improvements*

## ***Deliverables for Task 4:***

- Infrastructure Analysis Technical Memorandum
- Updated Complete Streets Policy
- Initial Complete Street Improvement Illustrations
- Final Complete Streets Improvement Illustrations and Recommendations Memorandum

# Task 5: Final Report

- The consultant shall produce a final report for each study area, 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 submit electronic copies of the final report.
- The consultant shall also produce and deliver to NJTPA a PowerPoint presentation with an accompanying narrative that effectively presents the complete elements of the study along with project findings, results, challenges, solutions, and/or recommendations of the next steps.

## ***Deliverables for Task 5:***

- Draft Final Reports (2)
- Final reports (2)
- Final Report Slide Deck

# Task 6: 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

## ***Deliverables for Task 6:***

- Detailed Project Schedule
- Bi-weekly project management meetings and updates
- Web-based Project Collaboration Site
- Monthly progress reports and progress schedules
- A final progress report and invoice with a final release clause

# Consultant Selection Criteria

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Understanding of scope and technical approach

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Professional qualifications

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Relevant experience and technical competence

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Demonstrated knowledge of NJTPA region

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Ability to successfully perform work

---

Clarity/thoroughness of proposal

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# 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 18, 2026**  
at **2:00 PM (ET)** (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, with a copy to the Senior Director of Finance and Administration
- Inquiries received after **February 5, 2026** may not be reviewed or considered
- Questions and formal responses, including those from today's meeting, to be posted on our website by **February 11, 2026**

<https://www.njtpa.org/rfp.aspx>



# Important Dates

- Deadline for Consultant Inquires:  
February 5, 2026
- Deadline for Submission of Proposals:  
February 18, 2026, at 2:00 PM (ET)
- Consultant Interviews (if needed) week of:  
March 30, 2026
- Contract Award Date:  
April 2026 (Tentative)

# Questions?



**NJTPA** NORTH JERSEY  
TRANSPORTATION  
PLANNING AUTHORITY

Defining the Vision. Shaping the Future.