

Active Transportation Plan Refinement

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.

Active Transportation Plan Refinement

Pre-Proposal Meeting
November 20
2PM to 3PM



NJTPA

**NORTH JERSEY
TRANSPORTATION
PLANNING AUTHORITY**

Peter Zambito, Principal Planner, Corridor Studies

Maria A. Slump, Sr. Grants and Contracts Administrator

NJTPA Region

Bergen

Essex

Hudson

Hunterdon

Jersey City

Middlesex

Monmouth

Morris

Newark

Ocean

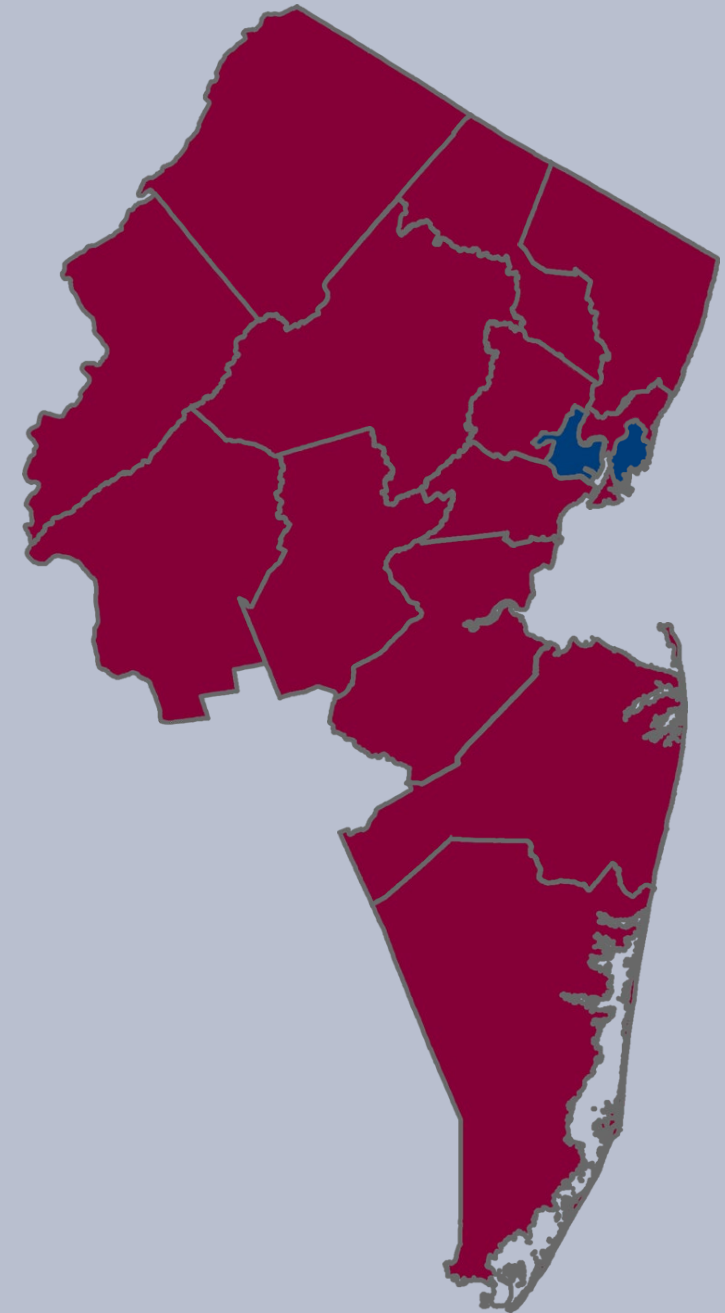
Passaic

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

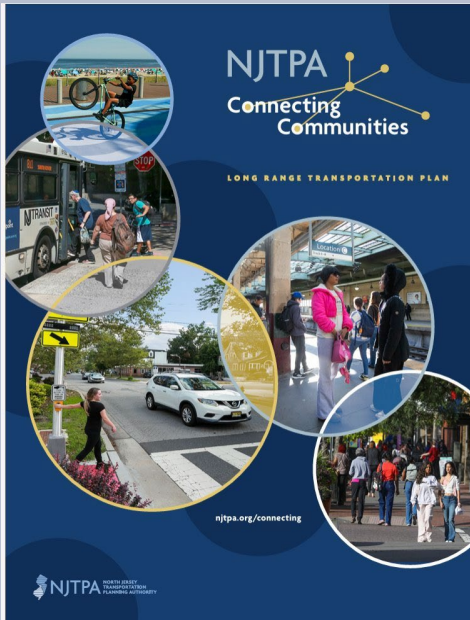
Warren County Commissioner **Jason Sarnoski**, Second Vice Chair

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

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

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

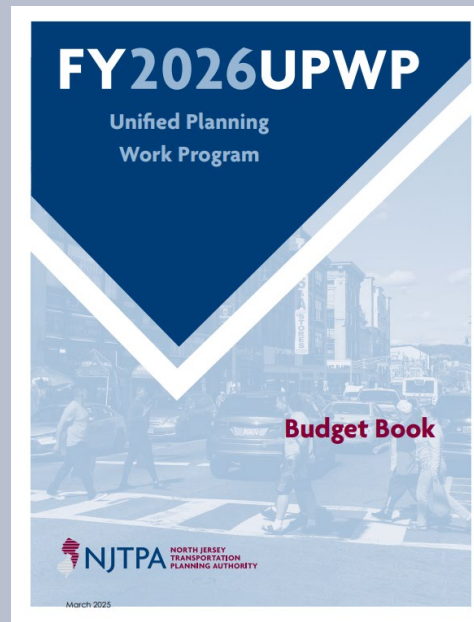
Key Products



**Long Range
Transportation Plan
(LRTP)**

Updated every four years

Planning



**Transportation
Improvement Program
(TIP)**

Updated every other year



Project Background

- The NJTPA supports active transportation through Connecting Communities, its Long Range Transportation Plan, programs, studies, and individual projects.
- The development of the Active Transportation Plan in 2023, and Active Transportation Plan Refinement (ATPR) are prime examples of this support.
- The ATPR seeks to advance the Active Transportation Plan.

Current RFP

The NJTPA is seeking consultant support to conduct a study focused on:

- Advancing the recommendations of the Active Transportation Plan, which identifies opportunities to effectively plan for and build out an active transportation network
- Advancing multiple active transportation corridors

Project Goal

- Advance the Active Transportation Plan by developing planning level recommendations for up to four corridors that are appropriately focused and detailed to enable future advancement into implementation through appropriate funding pipelines.

Project Schedule

- The consultant effort is expected to be started in March of 2026.
- Project to be completed June 30, 2027, within 16 months of commencement.
- The draft final report should be provided to the NJTPA for input no later than March 31, 2027, and a revised draft final report no later than May 30, 2027.

Scope of Work

- Task 1: Corridor Selection
- Task 2: Needs and Opportunities Assessment
- Task 3: Corridor Analysis and Development of Recommendations
- Task 4: Design Guidelines
- Task 5: Final plan
- Task 6: Project Management

Task 1: Corridor Selection

- Selection of corridors that the study will be focused on
- Number of corridors based on level of effort required to complete the studies, based on the geographic extent, complexity, and other factors.
- Selection made in coordination with the consultant

Deliverables for Task 1:

- Technical memorandum summarizing the selected trail corridors and the selection process

Task 2: Needs and Opportunities Assessment

- Data collection focused on existing conditions and planned investments within the corridors
- Review of relevant studies, plans, regulations, and best practices
- Outreach to engage stakeholders and the wider public
- Provides foundation for Tasks 3 and 4 focused on assessment of the selected corridors and development of recommendations

Task 2: Needs and Opportunities Assessment (continued)

Deliverables for Task 2:

- Public and Stakeholder Engagement Plan (PSEP)
- Public and stakeholder outreach events and an online survey and interactive mapping
- Technical Memorandum summarizing the review of relevant studies, plans, regulations, and best practices
- Technical memorandum summarizing the process and results of all public and stakeholder outreach

Task 3: Corridor Analysis and Development of Recommendations

- Corridor Analysis focused on existing conditions and identifying areas where trail development is broadly feasible
- Identification and assessment of preliminary alignments and potential alternatives
- Development of planning level recommendations and guidance that can be effectively advanced towards implementation

Task 3: Corridor Analysis and Development of Recommendations (continued)

Deliverables for Task 3:

- Technical Memorandum that documents the assessment of existing conditions
- Technical memorandum that documents the development of potential preliminary alignments and recommended alignments and associated improvements

Task 4: Design Guidelines

- Trail Design Guidelines for the selected corridors to provide a consistent framework across the corridors to guide design, development, and maintenance

Deliverables for Task 4:

- Technical Memorandum focused on trail design guidelines

Task 5: Final Report

- Final report that present the work completed, a compilation of the deliverables for the previous tasks, methodologies used, and the project's results or findings, including an executive summary and final versions of appendices

Deliverables for Task 5:

- Draft and final versions of the report including an executive summary, and final versions of all previously submitted appendices

Task 6: Project Management

- Coordination with the NJTPA throughout the course of the project to ensure the ATPR is completed on schedule and within budget

Deliverables for Task 6:

- Kickoff meeting with the NJTPA
- A detailed project schedule to be submitted at the kick-off meeting for the NJTPA's review and approval
- A minimum of three (3) virtual project management meetings
- Bi-weekly updates between the NJTPA project manager and the consultant project manager

Task 6: Project Management (continued)

Deliverables for Task 6:

- 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
- Monthly progress reports and progress schedules, and invoice
- A final progress report and invoice

Consultant Selection Criteria

- Understanding of scope and technical approach
- Professional qualifications/Demonstrated experience
- Demonstrated knowledge of the NJTPA region
- Demonstrated ability to successfully perform work
- Quality, clarity, content, and 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 **December 17, 2025** 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**.

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 **December 3, 2025** may not be reviewed or considered
- Questions and formal responses, including those from today's meeting, to be posted on our website by **December 8, 2025**
- <http://www.njtpa.org/Get-Involved/RFPs.aspx>

Important Dates

- Deadline for Consultant Inquires:
December 3, 2025
- Deadline for Submission of Proposals:
December 17, 2025 at 2:00 PM (ET)
- Consultant Interviews (if needed) week of:
February 2, 2026
- Contract Award Date:
March 2026

Questions?

