

# FY 2026 Essex & Bergen Counties Local Concept Development 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).
- Please note that this session will be recorded for internal use only to allow staff to review questions presented at today meeting.

# FY 2026 Essex & Bergen Counties Local Concept Development Studies

**Pre-Proposal Meeting**  
**March 5, 2026**  
**2:00 PM**



# NJTPA

**NORTH JERSEY  
TRANSPORTATION  
PLANNING AUTHORITY**

Sarbjit Kahlon, Manager, LCPD Program

Maria A. Slump, Sr. Grants and Contracts Administrator

# NJTPA Region

Bergen

Essex

Hudson

Hunterdon

Jersey City

Middlesex

Monmouth

Morris

Newark

Ocean

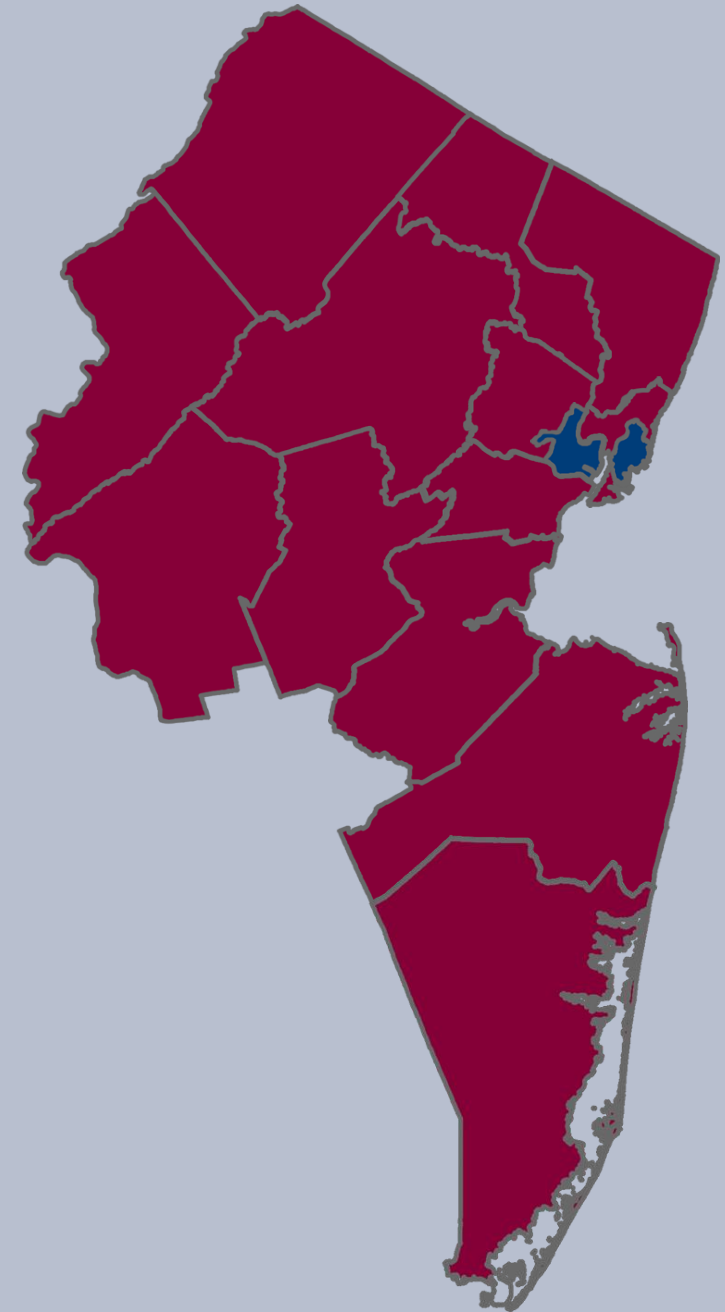
Passaic

Somerset

Sussex

Union

Warren



# NJTPA Board and Committees

Bergen Essex Hudson Hunterdon Jersey City Middlesex Monmouth

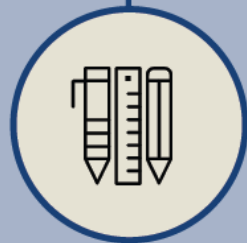
Morris Newark Ocean Passaic Somerset Sussex Union Warren

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

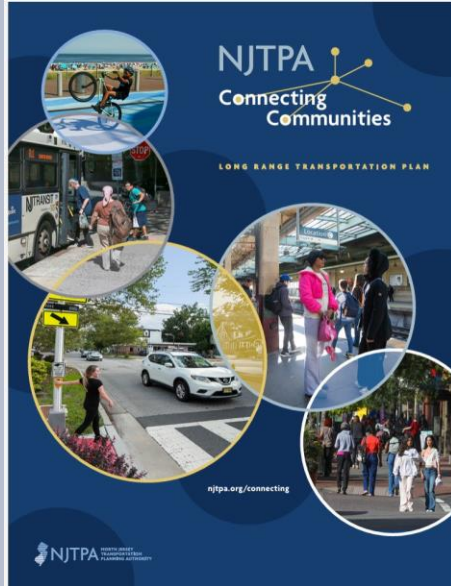
Union County Commissioner **Michèle S. Delisfort**, Second Vice Chair

Middlesex County Commissioner **Charles Kenny**, Chair

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

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

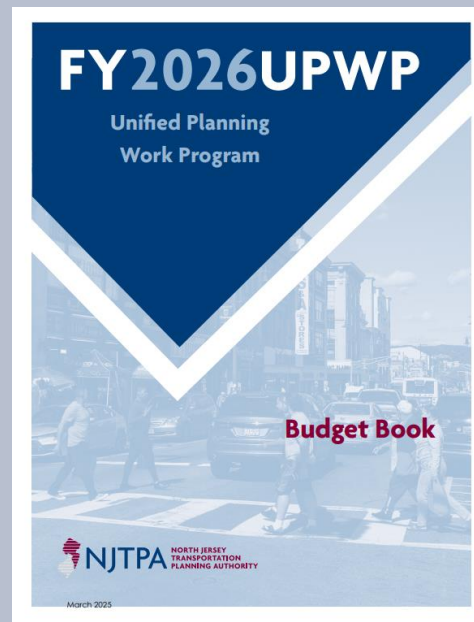
# Key Products



## Long Range Transportation Plan (LRTP)

*Updated every four years*

*Planning*



## Transportation Improvement Program (TIP)

*Updated every other year*



# Project Background

## Local Capital Project Delivery Process

### Project Intake Process

- Solicitation for projects
- Application Assessment
- Field visits
- Application Assessment Review with Subregions
- Shortlist of projects
- PPC Committee endorsement and Board approval of project list
- Notification letters sent to Subregions

### Local Concept Development

- Data Collection and Environmental Screening Report
- Purpose and Need Statement
- Selection of Preliminary Preferred Alternative
- NEPA Classification
- Concept Development Report
- Design Communications Report

### Local Preliminary Engineering

- Approved Design Exception Report
- Cost Estimates (Final Design, ROW and Construction)
- Approved Environmental Document
- Approved Project Plan
- Preliminary Engineering Report
- Design Communications Report

### Final Design / Right-of-Way Acquisition

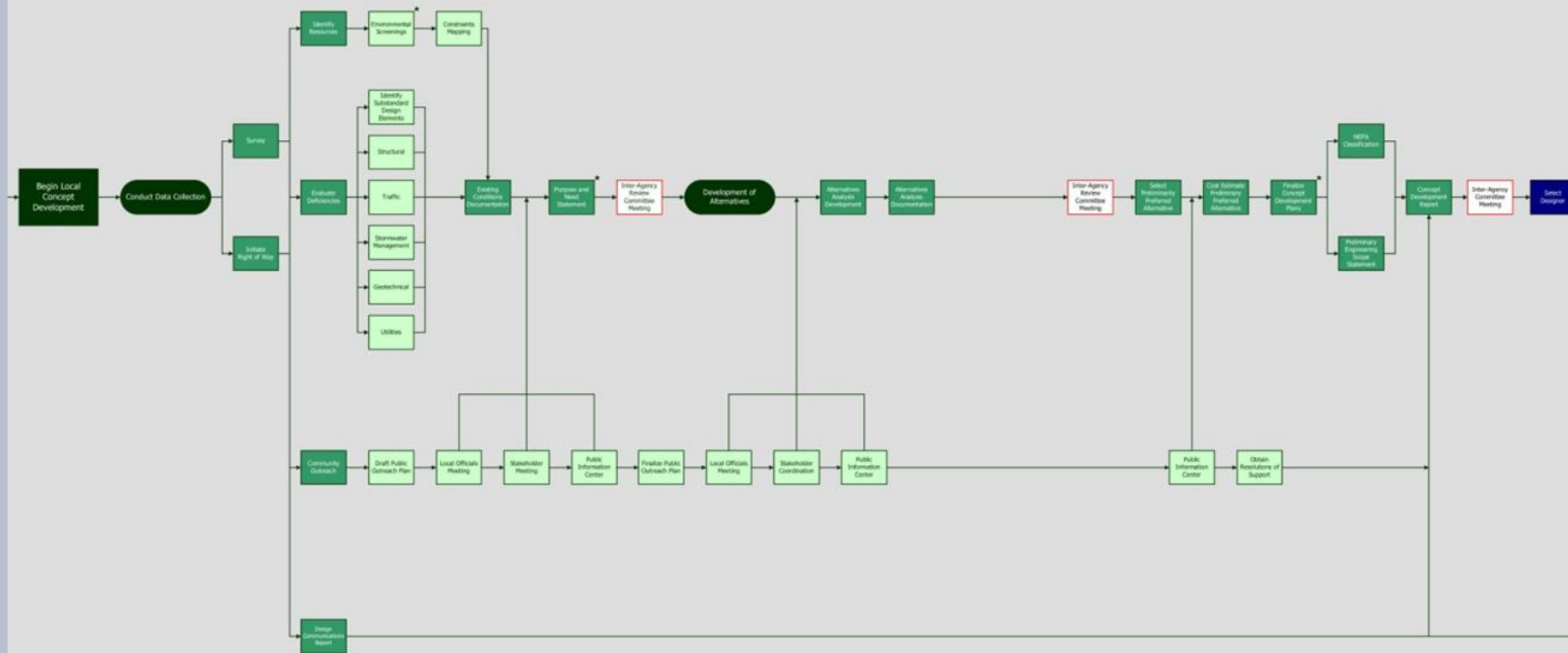
- Construction Contract Documents and PS&E package
- Environmental Reevaluations and
- Permits
- Acquisition of ROW
- Design Communications Report

### Construction

- Completed construction
- As-Builts
- Design Communications Report
- Close-Out Documentation

# Project Background

## Local Concept Development



# Current RFP

- The purpose of this solicitation is to **retain one Consultant** to conduct Concept Development Studies for **two separate projects** that are a part of the NJTPA's FY 2026 LCPD Program.
- This contract will include:
  - Essex/Hudson County: Jackson Street Bridge over the Passaic River in City of Newark and Township of Harrison;
  - Bergen County: Passaic Street Bridge over the Passaic River in Cities of Garfield and Passaic

# Current RFP

The NJTPA is seeking consultant support to conduct:

- Data Collection
- Environmental Screening
- Evaluate Deficiencies and Identify Fatal Flaws
- Coordinate with Public and Stakeholders
- Develop a Purpose and Need Statement
- Develop and Evaluate Alternatives
- Risk Management

# Project Goal

- Selection of a Preliminary Preferred Alternative that meets the project's and stakeholder's needs
- Determination of the NEPA Classification
- Compilation of sufficient data to present to the Interagency Review Committee, to determine if the project can successfully be advanced to the next phases

# Project Schedule

- The consultant effort is expected to be started in June 2026.
- 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 1: Project Management

- Project Controls
- Meetings and Coordination
- Program Compliance Review (PCR) Meeting
- Interagency Review Committee (IRC) Meeting
- Design Communication Report

# Task 1: Project Management

## *Deliverables for Task 1 (for each project):*

- Detailed project schedule
- Bi-weekly conference calls, monthly in-person status meetings as needed
- Two (2) PCR meetings
- One (1) IRC meeting
- Design Communications Report
- Web-based project collaboration site
- Monthly progress reports/invoices

# Task 2: Public Outreach

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

# Task 2: Public Outreach

## *Deliverables for Task 2 (for each project):*

- Public Involvement Action Plan (PIAP)
- Minimum of Three (3) Stakeholder meetings
- Minimum of Three (3) Local Officials Meeting
- Minimum of Two (2) Public Information Centers (PICs)
- Resolutions of Support
- Public Outreach Summary
- Project Website Account
- Monthly website activity reports

# Task 3: Data Collection

- Collect & Review Existing Documentation
- Project Mapping and Survey
- Identify Site Resources
- Evaluate Site Deficiencies
- Existing Conditions Documentation
- Navigational Impact Report (*only for Jackson St. Bridge*)
- Purpose and Need Statement

# Task 3: Data Collection

*Deliverables for Task 3 (for each project):*

- Project Mapping
- Project Fact Sheet
- Constraints Map
- Existing Conditions Document
- Environmental Screening Report
- Navigational Impact Report (*only for Jackson St. Bridge*)
- Purpose and Need Statement
- Area of Potential Effects
- GIS Data and Map files

# Task 4: Alternative Analysis

- Develop Engineering Alternatives
- Alternative Impact Assessment
- Selection of Preliminary Preferred Alternative
- Alternatives Analysis Documentation
- Value Engineering (*only for Jackson St. Bridge*)
- Risk Management Review and Documentation

# Task 4: Alternative Analysis

*Deliverables for Task 4 (for each project):*

- Alternatives Analysis Matrix
- Description of the Alternatives for PIC
- Utility Risk Assessment Plan
- Complete Streets Checklist
- Alternatives Risk Analysis
- Risk Management Summary Report
- Value Engineering Report (*only for Jackson St. Bridge*)
- Alternative Analysis Document

# Task 5: Documentation

- Concept Development Plans
- Prepare Cost Estimates
- NEPA Classification and Documentation
- Concept Development Report

# Task 5: Documentation

*Deliverables for Task 5 (for each project):*

- Concept Development Plans
- Cost Estimates
- Concept Development Report
- PowerPoint Presentation for the project

# Consultant Selection Criteria

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

# Consultant Eligibility & Documentation

## Consultant Qualifications - NJDOT Prequalification

- B-4: Bridge Design – Movable Structures (Prime & Subconsultant)
- G-2: Geotechnical Design (Prime or Subconsultant)
- H-1: Highway Design – Level A (Prime)
- S-1: Surveying Level A (Prime or Subconsultant)
- T-1: Traffic Engineering (Prime or Subconsultant)
- T-7: Transportation Planning (Prime)

# 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 **April 1, 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
- 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
- Firm's 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 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 **March 12, 2026** may not be reviewed or considered
- Questions and formal responses, including those from today's meeting, to be posted on our website by **March 19, 2026**

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

# Important Dates

- Deadline for Consultant Inquires:  
March 12, 2026
- Deadline for Submission of Proposals:  
April 1, 2026
- Consultant Interviews (if needed):  
Week of May 11, 2026 (Tentative)
- Contract Award Date:  
June 2026 (Tentative)

# Questions?

