

# PILOT SAFETY IMPROVEMENTS AT MORRIS COUNTY TRAIL CROSSINGS

## 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.

# PILOT SAFETY IMPROVEMENTS AT MORRIS COUNTY TRAIL CROSSINGS

**Pre-Proposal Meeting**  
**December 18, 2025**  
**10 am**



**NJTPA**

**NORTH JERSEY  
TRANSPORTATION  
PLANNING AUTHORITY**

Adam Iaccheo, Project Manager

Maria A. Slump, Sr. Grants and Contracts Administrator

# NJTPA Region

Bergen

Essex

Hudson

Hunterdon

Jersey City

Middlesex

Monmouth

Morris

Newark

Ocean

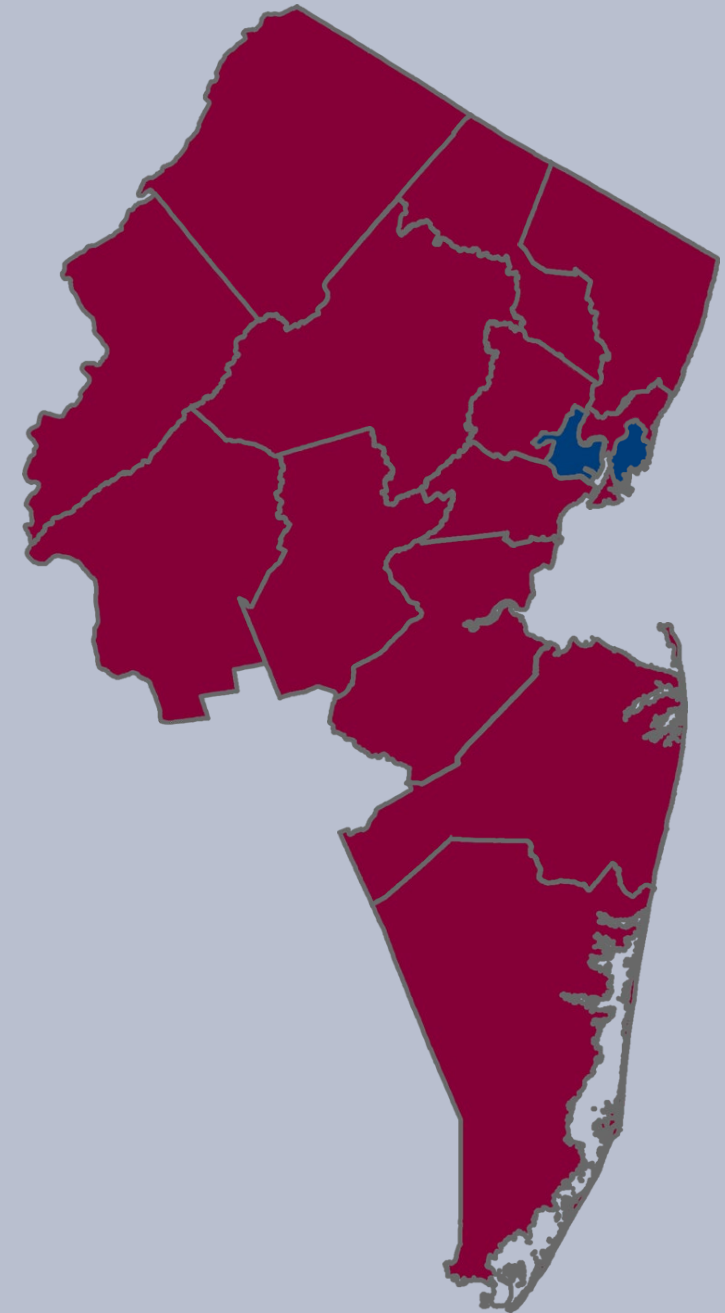
Passaic

Somerset

Sussex

Union

Warren



# NJTPA Board and Committees

Bergen Essex Hudson Hunterdon Jersey City Middlesex Monmouth

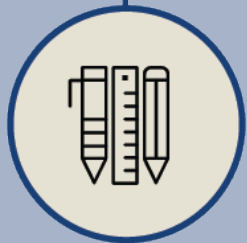
Morris Newark Ocean Passaic Somerset Sussex Union Warren

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

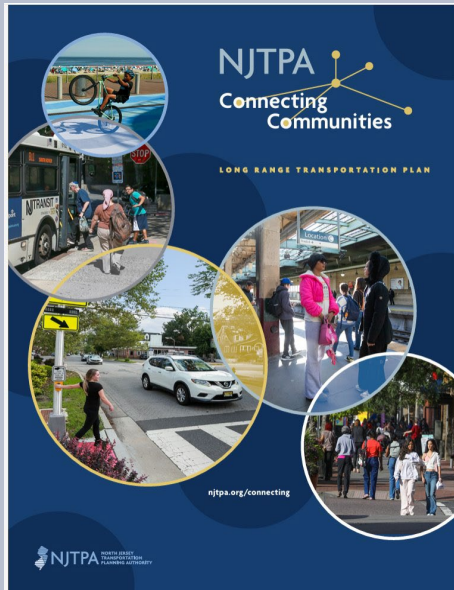
Warren County Commissioner **Jason Sarnoski**, Second Vice Chair

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

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

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

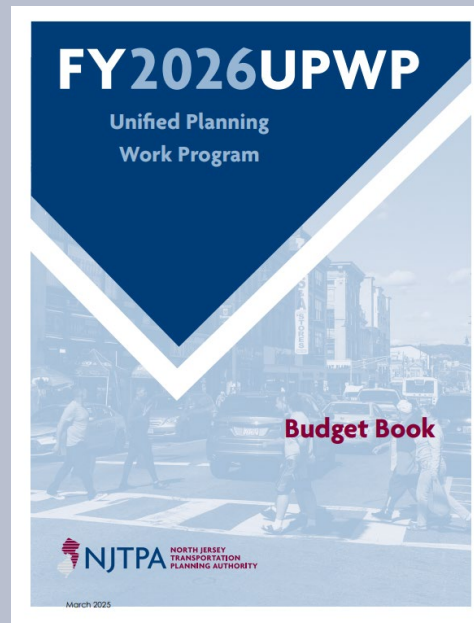
# Key Products



**Long Range  
Transportation Plan  
(LRTP)**

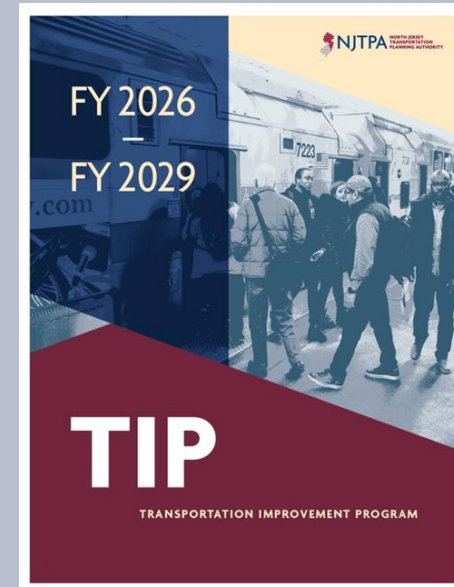
*Updated every four years*

*Planning*



**Transportation  
Improvement Program  
(TIP)**

*Updated every other year*



# Project Background

- Federal Highway Administration's (FHWA) Safe Systems approach includes a core objective of creating safe conditions and reducing conflicts
- 54 trails crossings in Morris County were identified and selected for this pilot project to improve safety
- Morris County recently completed 6 trail crossings including the installation of Rectangular Rapid Flashing Beacons (RRFBs)
- Consultant will be co-managed by the NJTPA and Morris County
- Morris County will provide technical direction
- NJTPA will manage the consultant contract and provide guidance on the federal process
- Federal process can take 4-5 years to complete

# Current RFP

- The intent of the project is to assist Morris County in the preparation of Plans, Specifications, and Estimates (PSE) for safety improvement at select at-grade trail crossings on county and local roads.
- The consultant will evaluate select at-grade trail crossings and prepare a set of plans, specifications, and a cost estimate for a construction authorization.
- The consultant shall provide professional surveying, engineering, design, environmental, Right of Way (ROW), and permitting services as necessary to prepare a PSE package.
- The work under this contract includes both preliminary engineering and final design. The initial consultant contract authorization will include funding for preliminary engineering phase work only.

# Project Goal

- The consultant will evaluate select at-grade trail crossings on county and local roadways in Morris County with the goal of improving safety including the driver's visibility of trail users.
- Improvements may include RRFBs, lighting, high visibility crosswalks, ADA compliant curb ramps, pavement markings, advanced warning signs, improved site lines, etc.

# Project Schedule

- The consultant effort is expected to start in September 2026.
- The project will be completed within 52 months of commencement.

# Scope of Work

- Task 1: Project Management & Coordination
- Task 2: Surveying/Base Mapping
- Task 3: Preliminary Engineering
- Task 4: Traffic and Lighting Analysis
- Task 5: Utility Coordination
- Task 6: Environmental Documentation/ Permitting
- Task 7: ROW Documentation
- Task 8: Final Design (Contract documents/PSEs)

# Task 1: Project Management & Coordination

- Effective means of coordination and reporting to NJTPA and Morris County throughout the project
- Monthly invoicing and progress reports in accordance with the terms of the standard contract agreement
- Engineering judgment and execution of technical decisions in coordination with Morris County
- Compliance with federal and state laws, statutes, ordinances, codes, rules, regulations and requirements of the governmental agencies that regulate or have jurisdiction
- Attend Meetings

# Task 1: Project Management & Coordination (Cont.)

## *Deliverables for Task 1:*

- Meeting agendas and minutes
- Public Outreach Plan
- PowerPoint presentation and all materials needed for Local officials, Stakeholders and at Public Information Center (PIC) meetings
- Property owner notification letters for the PIC
- Monthly invoices and progress reports
- A final progress report and invoice with a release clause to be submitted within thirty (30) days from construction authorization for contract closeout

# Task 2: Surveying/Base Mapping

- Field surveys of existing conditions including roadway geometry including, proximate horizontal and vertical curves, signs, pavement markings, curbs, curb ramps, bollards, objects/structures
- Prepare base mapping
- ROW survey with deed mosaic and parcel information

## *Deliverables for Task 2:*

- Basemap and ROW information for each location

# Task 3: Preliminary Engineering

- Evaluation of each location: crossing configuration, visibility, and trail context
- Consideration given to any and all appropriate FHWA proven safety countermeasures
- RRFB consideration at each location
- Initial preliminary design to review with Morris County/ NJTPA and with sufficient detail to review potential environmental issues with NJDOT Bureau of Environmental Program Resources (BEPR)
- Preliminary construction cost estimate
- Revisions to preliminary design following meetings with Morris County, Local Officials, Stakeholders and PIC

## *Deliverables for Task 3:*

- Preliminary Plans

# Task 4: Traffic and Lighting Analysis

- Traffic data collection (vehicles, pedestrians, bicycles and micromobility users)
- Install trail counters to capture a full week of data each month from April through November
- Lighting analysis
- Solar assessments reports for RRFBs

## *Deliverables for Task 4:*

- Traffic count data
- Solar assessment reports
- Lighting assessment memo

# Task 5: Utility Coordination

- Contact utility companies to mark out requests and coordination
- Identify overhead and underground utility conflicts
- Perform test pits, pavement cores
- Subsurface utility investigation/test pits
- Coordinate with utility companies regarding potential relocations and proposed lighting
- Prepare the Utility Agreement Plans as needed

## *Deliverables for Task 5:*

- Utility Agreement Plans

# Task 6: Environmental Documentation/ Permitting

Prepare all documentation needed for review and approve the CED including:

- Desktop analysis of potential ecological constraints
- Request US Fish & Wildlife Service (USFWS) official species list utilizing the Information for Planning and Consultant (IPaC) tool
- Identification of all required environmental permitting
- Environmental constraints mapping
- Cultural Resources analysis, including identification of all listed/eligible properties, preparation of Area of Potential Effects documentation for NJ State Historic Preservation Office (SHPO) and archeological investigations

# Task 6: Environmental Documentation/ Permitting (cont.)

Prepare all documentation needed for review and approve the CED including (cont.):

- Preparation of documentation for BEPR to complete a Section 106 consultation with SHPO
- Identification/review and analysis of impacts to Section 4(f) properties, potential hazardous materials and landfills analysis
- Prepare all necessary plans, notifications and documentation, applications
- Submit permit applications

## *Deliverables for Task 6:*

- CED package (CED form, preliminary plans, Section 106 consultation letter, USFWS reports, etc.)

# Task 7: ROW Documentation

- Identify all ROW impacts
- Perform deed searches and survey
- Prepare individual parcel maps and deed descriptions for properties with Right of Entry (ROE) construction easements or permanent easement agreements

## *Deliverables for Task 7:*

- Individual Parcel Maps and deed descriptions

# Task 8: Final Design (Contract documents/PSEs)

- Prepare construction plans showing geometry, ties, profiles, sections, signing, striping, drainage, guiderail, lighting, etc.
- Prepare plans for the construction of ramps, curbs, and RRFB
- Prepare traffic control and construction staging plans in accordance with the Manual on Uniform Traffic Control Devices (MUTCD)
- PSEs include schedule, specifications, construction cost estimates, design exception report, engineering certification, soil erosion, etc.

## *Deliverables for Task 8:*

- Preliminary and Final PSE package
- Permits
- Construction schedule
- Design exception report

# 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

- Consultant Qualifications - NJDOT Prequalification

## Prime Consultant:

H-1: Highway Design – Levels A, B, or C

T-1: Traffic Engineering - Level A

## Prime or Subconsultant

E-3: Environmental Services – Level A or B

E-4: Environmental Permitting, Wetlands, and Ecological Services – Level A

# 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 **Wednesday, January 28, 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
- Proof of insurance- Prime Consultant
- NJDOT Prequalification Profile sheets (only brooks acts)

# 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 Mark Serrano (Deputy Project Manager) with a copy to the Senior Director of Finance and Administration
- Inquiries received after **January 8, 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 15, 2026**.
- <http://www.njtpa.org/Get-Involved/RFPs.aspx>

# Important Dates

- Deadline for Consultant Inquires: *January 8, 2026*
- Deadline for Submission of Proposals: *January 28, 2026*
- Consultant Interviews: *Week of March 9, 2026 (Tentative)*
- Contract Award Date: *September 2026 (Tentative)*

# Questions?

