
**REQUEST FOR PROPOSALS: FY 2024 LOCAL SAFETY ENGINEERING
ASSISTANCE PROGRAM
QUESTIONS AND ANSWERS**

Responses to Questions, issued on August 08, 2023

Question 1: Where is access to Appendix J and K on the NJTPA website?

Response 1: Once you complete the Download Access request form, scroll down to Downloads for the links for Appendix J and K.

Responses to Question, issued on August 14, 2023

Question 2: In Appendix K, it appears that Project D-4, Sheet No. CP-7 is missing. Can NJTPA provide this missing sheet?

Response 2: Appendix K has been revised to include this sheet.

Responses to Questions raised at the August 17, 2023 Pre-proposal Meeting, issued on August 21, 2023

A pre-proposal meeting was held by virtual meeting on August 17, 2023 at 2:00 PM (ET) to provide a general overview of the Request for Proposals (RFP) for the FY 2024 Local Safety Engineering Assistance Program. The following are questions asked by meeting attendees and the NJTPA's official responses.

Question 3: If a cost proposal is requested, will escalation to be included as the project is over a 5 year period?

Response 3: The cost proposal should include all anticipated costs including escalation. Prior to authorization of funding for the final design phase of work, cost estimates may be revised to adjust for additional work that is derived from the preliminary engineering phase. The overhead rates for the prime and subconsultant can be adjusted to reflect the current approved rates by NJDOT.

Responses to Question, issued on August 21, 2023

Question 4: As mentioned, NJTPA will request a cost proposal from the shortlisted consultants at the end of October. Once shortlisted, approximately how much time will a consultant be given to prepare and submit the cost estimate to NJTPA?

Response 4: Consultants that are shortlisted will be contacted on October 27, 2023. Cost proposals must be submitted to Senior Director of Finance and Administration prior to consultant interviews which are tentatively scheduled for the week of November 13, 2023.

Responses to Questions, issued on August 29, 2023

Question 5: As we continue to advance preparation of the North Jersey TPA FY 2024 LOCAL SAFETY ENGINEERING ASSISTANCE PROGRAM proposals, would you consider extending the due date given the multiple contracts?

Response 5: No, the submission deadline for technical proposals will not be extended.

Question 6: Due to the quantity of projects and contracts included in this RFP, can consultants have a two-week extension of the proposal due date?

Response 6: See the response Question 5

Question 7: Can consultants use an umbrella policy to meet the \$3-million aggregate coverage required for Commercial General Liability Insurance that is specified in the RFP? See page 13.

Response 7: Historically, NJIT and NJTPA have accepted an umbrella insurance policy to meet the insurance requirements for Commercial General Liability.

Question 8: For Project C-1, will the New Brunswick Avenue Pedestrian Plaza be a part of this project, or will the street remain open to traffic?

Response 8: The pedestrian plaza alternative shown on the conceptual plans will be discussed with local officials, stakeholders, and at the PIC for consideration, therefore it should be included in the technical and cost proposals.

Question 9: Appendix M of the RFP includes a sample General Property Parcel Tract Map and IPM Description prepared to a County Standard. Please confirm the design criteria/standards to follow for the project with respect to the Right-of-Way process. For example, are the plans and documents to follow the NJDOT standard ROW process or do the various Project Sponsors (Counties) have their own standards in preparing the ROW documents. If the Counties have their own process to be followed, please forward the County ROW manual of procedures and/or a complete sample of the deliverables to be prepared.

Response 9: Consultants should assume that the ROW plans and documents will follow the NJDOT ROW standards for these projects.

Question 10: Page # 23 of 41; Appendix C – Sample Cost Proposal - Staffing Plan: Please clarify if it is mandatory to include with the Technical Proposal: Appendix C – Sample Cost Proposal - Staffing Plan, which is requesting estimated hours per task for each contract and each project?

Response 10: A staffing plan with estimated hours per task for each contract and each project should be included with the cost proposal only. Staff names and titles will be required for key team members identified in the organization chart of the proposed project team; however, ASCE grades may be used for junior level and support staff. Staff plans with the key team members identified will aid in demonstrating their roles and responsibilities, and their anticipated level of effort or involvement on the project. Please note, only the highest ranked firms that are selected to advance to interviews will be asked to submit cost proposals. Firms will be required to submit the cost proposal prior to the consultant interviews.

Question 11: In the pre-proposal meetings, it was stated the anticipated duration of the contracts was five (5) years/60 months for both PE and FD. The RFP (page 9) states each consultant contract is to be completed within 48 months of its commencement. Can the overall time duration be clarified for purposes of developing project schedules?

Response 11: The anticipated duration of the contracts is five (5) years/60 months for both PE and FD. The PE phase of work is anticipated to be completed within 48 months of commencement.

Question 12: In reviewing Appendix K, it appears that the end of the D4 concept was not included in the concept plans and it should extend until Crooks Avenue but cuts off at 3rd Street in Clifton (page 64 of PDF). Please provide the missing page of the concept plan.

Response 12: See the response Question 2.

Question 13: Is there a limit to the number of contracts that can be submitted for, or anything that would preclude a firm from submitting on multiple contracts?

Response 13: Firms can submit proposals for multiple contracts. Five individual firms will be selected for the five individual contracts. Please note that a single firm will not be awarded multiple contracts. A prime consultant will only be awarded one contract.

Question 14: Please confirm that the cost proposal is not due on the technical proposal submission date (9/13), but is rather a separate submission once firms are shortlisted (due 11/27)?

Response 14: Correct, only the highest ranked firms that are selected to advance to interviews will be asked to submit cost proposals. Firms will be required to submit the cost proposal prior to the consultant interviews.

Question 15: Can a copy of NJTPA's professional services agreement and/or terms and conditions please be provided?

Response 15: A sample standard contract agreement is available on our website at [Procurement Guidance | NJTPA | North Jersey Transportation Planning Authority](#)