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**NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY  
REQUEST FOR PROPOSALS:  
FY 2024 LOCAL SAFETY ENGINEERING ASSISTANCE PROGRAM**

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The North Jersey Transportation Planning Authority, Inc. (NJTPA) is seeking consultant support to assist member subregions under the Local Safety Engineering Assistance Program (LSEAP). The consultant will assist the subregions in advancing projects selected under the Local Safety and High Risk Rural Roads Programs through the federal authorization process for construction, by assisting in the preparation of plans, specifications and cost estimates. Projects include various aspects of roadway design and intersection safety improvements. Through this Request for Proposals (RFP), the NJTPA is seeking to engage five firms to provide professional consultant support services on eighteen safety improvement projects.

The NJTPA invites all qualified firms with experience in this area to submit proposals for this project. ***Responses to this RFP ("Proposals") are due by 2:00 PM (ET) on September 13, 2023.***

This contract, if awarded, will be funded by a U.S. Department of Transportation grant, and executed jointly by the NJTPA and its host agency, New Jersey Institute of Technology (NJIT). Accordingly, the selected consultant will be required to comply with all applicable federal regulations and contracting provisions required by the federal funding authority. Additionally, all state regulations and provisions of the NJTPA's prime contract with the NJDOT, the prime recipient of the federal grant, will be passed on to the consultant.

The NJTPA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all interested parties that it will affirmatively ensure that any contract entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded a full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. For reference, please see NJTPA's [Title VI Plan](#).

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**BACKGROUND**

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The NJTPA is the federally funded Metropolitan Planning Organization (MPO) for the northern New Jersey region, home to 7 million people and covering over one-half of the state's land area. The NJTPA Board consists of 20 voting members: representatives from the New Jersey Department of Transportation (NJDOT), New Jersey Transit Corporation (NJ TRANSIT), and the Port Authority of New York and New Jersey (PANYNJ); a Governor's Representative; a Citizens' Representative; and one elected official from each of the thirteen (13) northern New Jersey counties and from the cities of Newark and Jersey City. The NJTPA conducts comprehensive long-range transportation planning and annually oversees over \$2 billion in transportation investments, for one of the most dynamic and complex transportation systems in the nation. The NJTPA sponsors and conducts studies, assists member planning agencies (known as NJTPA "subregions"), and provides a forum for interagency cooperation and public input into funding decisions.

The ***Local Safety Program (LSP)*** is a federally-funded program established by the NJTPA, in conjunction with NJDOT, using Federal Highway Administration's (FHWA) Highway Safety Improvement Program (HSIP) funds, with a purpose of advancing safety improvements on county and local roadways within its region. The ***High Risk Rural Roads Program (HRRRP)*** provides the NJTPA region with HSIP funds to advance safety improvements on rural roadways that have been identified by NJDOT as high risk rural roads.

Once Local Safety Program and High Risk Rural Roads Program projects are selected for funding by the NJTPA Board of Trustees, successful applicants work with the NJDOT Division of Local Aid and Economic Development (NJDOT-LA) to fulfill all requirements for federal authorization to construct the projects. The NJTPA has developed the Local Safety Engineering Assistance Program (LSEAP) as a means to provide professional consultant support services to the successful applicants to prepare the plans, specifications and estimates (PSE) package and other necessary documents for construction authorization. For the FY 2024 program, subregions are seeking design assistance on eighteen (18) projects. Consultant support work will be divided into five contracts awarded to five firms to be retained by the NJTPA. The timeframe generally needed to complete preliminary engineering (PE Phase), the environmental approval process, the PSE package (FD Phase) and receive federal authorization is approximately 48-60 months. The work under these contracts includes both preliminary engineering and final design. Initial consultant contract authorizations will include funding for preliminary engineering phase work only. Once preliminary engineering documents have been completed, the project must receive a Categorical Exclusion Document (CED) approval from NJDOT Bureau of Environmental Program Resources (NJDOT-BEPR) prior to the NJTPA requesting and receiving authorization to amend the consultant's contract to commence the final design phase.

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## SCOPE OF WORK

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The intent of the LSEAP is to retain the services of five consultants to assist member subregions in the preparation of PSEs for safety improvement projects selected under the FY 2024 Local Safety and High Risk Rural Roads Programs. The consultant effort for these projects will be co-managed by the NJTPA and the subregions. The contracts, if awarded, will be between the selected firms and the NJTPA, who will be responsible for administering the consultant contracts and providing oversight on all projects to be developed under the LSEAP. Technical direction, supervision, and review for the development of each project's PSEs will be provided by the Project Sponsor (subregion). The PSEs for each project shall be developed in coordination with the NJTPA and the Project Sponsor and reviewed by NJDOT-Local Aid (LA), NJDOT-Bureau of Environmental Programmatic Resources (BEPR), State Historic Preservation Office (SHPO) where applicable, and FHWA.

Under the direction of the NJTPA, the consultants shall provide professional surveying, engineering, design, environmental, ROW and permitting services as necessary to prepare PSEs. In addition, consultant support services may be required with design-related questions during the bidding phase. Throughout this process, all projects must comply with FHWA and NJDOT requirements, regulations, and guidelines, as well as AASHTO and MUTCD standards and guidelines.

### ***FY 2024 LSEAP LIST OF PROJECTS:***

Following is the list of projects in need of design assistance. The projects are divided into five contracts with project specific details provided below. Further information regarding each project can also be found in *Appendices J & K*.

#### **Contract A:**

- A1. Paterson Plank Road (CR 681) from Harrison Street to South Wing Viaduct  
Project Sponsor: Hudson County  
Municipalities: City of Hoboken, Jersey City, Union City, Township of North Bergen
  
- A2. JFK Boulevard (CR 501) from Route 139 to Secaucus Road  
Project Sponsor: Hudson County  
Municipality: Jersey City

- A3. JFK Boulevard (CR 501) from Pavonia Avenue to St. Pauls Avenue  
Project Sponsor: Hudson County  
Municipality: Jersey City

**Contract B:**

- B1. JFK Boulevard East (CR 693) from Main Drive to Palisade Triangle Plaza  
Project Sponsor: Hudson County  
Municipality: Township of North Bergen
- B2. Summit Avenue from Route 139 to Paterson Plank Road  
Project Sponsor and Municipality: Jersey City
- B3. Improvements at 10 Intersections  
Project Sponsor: Union County  
Municipalities: Varies

**Contract C:**

- C1. Smith Street (CR 656) from Dorsey Street to Front Street  
Project Sponsor: Middlesex County  
Municipality: City of Perth Amboy
- C2. Stelton Road (CR 665/CR529) from Lakeview Avenue to S. Washington Avenue  
Project Sponsor: Middlesex County  
Municipalities: Township of Piscataway
- C3. Talmadge Avenue/Main Street/E. Main Street (CR 533/527) from Tea Street to Bound Brook border  
Project Sponsor: Somerset County  
Municipalities: Town of Bound Brook
- C4. Cedar Avenue (CR 25) from Norwood Avenue to Ocean Avenue  
Project Sponsor: Monmouth County  
Municipalities: City of Long Branch

**Contract D:**

- D1. East Main Street/Mendham Road (CR 510) from Heritage Manor Drive to Cold Hill Road  
Project Sponsor: Morris County  
Municipalities: Borough of Mendham, Township of Mendham
- D2. South Morris Street (CR 643) from Park Avenue to Millbrook Avenue  
Project Sponsor: Morris County  
Municipalities: Town of Dover
- D3. Valley Road (CR 681) from French Hill Road to Hamburg Turnpike  
Project Sponsor: Passaic County  
Municipalities: Township of Wayne
- D4. Lakeview Avenue (CR 624) Phase II from Clifton Avenue to Crooks Avenue  
Project Sponsor: Passaic County  
Municipalities: City of Clifton

**Contract E:**

- E1. Monmouth Road (CR 537) from Burnt Tavern Road to Allyson Road  
Project Sponsor: Monmouth County  
Municipality: Township of Millstone, Township of Jackson
  
- E2. Trenton-Lakewood Road (CR 526) from Sharon Station Road to I-195 overpass  
Project Sponsor: Monmouth County  
Municipality: Township of Upper Freehold, Township of Millstone
  
- E3. Iron Ore Road/High Bridge Road (CR 527A) from Indian Path/Dugans Grove Road to Woodruff Court  
Project Sponsor: Monmouth County  
Municipality: Township of Manalapan, Township of Englishtown
  
- E4. Allentown-Davis Station Road/Forked River Road (CR 539) north of Winchester Blvd to Arneytown-Hornerstown Road  
Project Sponsor: Monmouth County  
Municipality: Township of Upper Freehold

***CONTRACT DOCUMENT DEVELOPMENT:***

The following is a list of tasks that pertain to all projects. In the technical proposal, respondents shall include a detailed scope of work for each project in order to produce a complete set of PSEs, distinguishing between preliminary engineering and final design phase of work. In a respondent's cost proposal, staff hours and budgets should be detailed for each specific task and each phase of the work – preliminary engineering and final design.

***Task 1: Project Management & Coordination***

- Attend meetings including but not limited to:
  - Administrative kick-off meeting with the NJTPA
  - Kick-off meeting with the project sponsor, NJTPA and NJDOT-LA
  - Field visit with the Sponsor and NJTPA prior to the start of survey
  - Concept review meetings at the completion of basemapping
  - Subsequent field visits for field verifications and with the Sponsor as needed to finalize the layout
  - Local Officials, Stakeholder and Public Information meetings
  - Meetings with NJDOT-BEPR and NJDEP (where needed) to advance CED approval and environmental permitting
  - Pre-final design project review meeting with the Sponsor, NJTPA and NJDOT-LA
  - Pre-PSE submission review meeting with the Sponsor.
  - Meeting with Sponsor to review PSE comments from NJDOT-LA.
  
- Manage the following project controls: preparation and filing of all project correspondences, memorandums, meeting minutes, power point presentations, transmittals, development and maintenance of the project schedule; preparation of monthly progress reports and invoices; and quality assurance and quality control management.
  
- Public Outreach (virtual or in person) during the development of the project must take place prior to the submission of the environmental document to BEPR for review and approval. Once the preliminary engineering plans have been developed, they must be presented to the public for comment. For projects utilizing design assistance, the public outreach and presentation will be coordinated with the NJTPA

project manager and Subregion project manager. The Consultant will participate in all public meetings including meetings with local officials, stakeholders meetings, governing body meetings, and at least one public information meeting. The Consultant shall be responsible for creating a public outreach plan (see *Appendix P* for sample plan), preparation of all presentation material including display boards, PowerPoint presentation, handouts, project information sheets, public notifications, and individual letter mailings to nearby property owners in advance of the meeting.

### ***Task 2: Surveying/Base Mapping***

- Perform field survey to collect existing data, including sidewalks, curbs, buildings and all potential objects/structures (i.e., benches, poles, cabinet boxes, trees etc.) that could impact design including ADA compliance. In general, the survey shall extend 200 feet past the project limits on signalized side streets, 100 feet on un-signalized side streets and 200 feet on the major street(s). Survey shall include all available ROW evidence such as deeds and filed maps. Survey for roundabout projects will extend as far as necessary to include the potential for splitter islands.
- Prepare base mapping (including ROW, grading, buildings, utilities, trees, trail crossings, etc.).
- ROW survey with deed mosaic, as necessary.
- For all parcels, show block, lot, street address, and name of current owner.

### ***Task 3: Preliminary Engineering***

- Prepare basemaps, ROW impacts mapping, environmental constraints mapping, ADA compliance review and lighting analysis.
- Develop plans of proposed safety improvements to be reviewed with the Project Sponsor and NJTPA and with sufficient detail to review potential environmental issues with BEPR.
- Refine the plans in preparation for public meetings.
- Prepare power point presentation and handout materials to be presented to Local officials, Stakeholders and at Public Information meetings.
- Refine the plans based on public comments and prepare for submission with the CED to BEPR
- Review preliminary construction cost estimates provided by Sponsors for each project for their accuracy and adjust accordingly.
- Advance the preliminary plans to approximately 60% completion

### ***Task 4: Traffic Analysis***

- Perform traffic counts, pedestrian counts, bicycle counts, micromobility counts (where appropriate), traffic modeling (as needed to determine existing conditions, effects of road diets, lane transitions), signal timing analysis, LOS analysis. Counts shall be performed during the weekday AM and PM peak hours, and the Saturday peak hour.
- Perform traffic analysis (including pedestrians and bicycles)
- Perform lighting analysis (including pedestrian scale lighting)
- Analyze turning movements for trucks and buses and prepare turning templates
- Traffic simulation modeling on projects where it is beneficial for the public presentation

### ***Task 5: Utility Coordination***

- Contact utility companies for mark out requests and coordination.
- Identify overhead and underground utility conflict, and confirm utility locations by means of subsurface utility investigations as needed.
- Perform test pits, pavement cores as needed.
- Subsurface utility investigation/test pits for new signal pole foundations during final design (where needed)

- Coordinate with utility companies regarding proposed lighting
- Prepare the Utility Agreement Plans as needed (see NJDOT sample utility agreement plan online)

***Task 6: Environmental Documentation/Permitting***

Consultants will prepare **all** environmental documentation and perform the associated work needed for NJDOT-BEPR to review and approve the Categorical Exclusion Document (CED). This will include at least two conference calls/meetings with BEPR to develop and complete the documents needed for CED approval. A process flow diagram for the coordination effort with BEPR can be found in **Appendix L**. Once the survey, basemapping and a layout of the proposed safety improvements has been completed, a constraints maps and desktop analysis of all disciplines identified in the CED will be performed. Field visits may be needed to further evaluate constraints and/or impacts. The first consultation with BEPR will follow to review the proposed improvements and impacts and a determination will be made as to what additional field investigations may be needed. Coordination will continue with BEPR and other outside agencies until the CED is approved. The following work may need to be performed under this task:

- Desktop analysis to determine potential ecological constraints utilizing NJDEP Landscape database, NJ Geological Survey and other sources.
- Request U.S. Fish and Wildlife Services (USFWS) official species list utilizing IPaC (see Appendix L – Sample response letter from USFWS)
- Field visit(s) for further determination of potential wetlands, stream encroachment, stormwater management, T&E species impacts
- Follow-up survey reports where needed (including wetlands delineation, stream encroachment analysis, habitat survey, etc.) (see Appendix L – sample Phase 1 Bog Turtle and Swamp Pink survey report and sample Wetland Presence/Absence and Habitat Review memo)
- Identification of all required environmental permitting
- Cultural Resources analysis including identification of all listed/eligible properties, preparation of Area of Potential Effects documentation for NJ SHPO and archeological investigations where needed (see Appendix L - sample Cultural Resource Investigation)
- Preparation of documentation needed for BEPR to complete a Section 106 consultation with SHPO (State Historic Preservation Office) including the request letter (see Appendix L – sample consultation letter from BEPR to SHPO)
- Section 4(f) Involvement review/analysis
- Potential hazardous materials and landfills analysis within the project limits including field visit and further on-site analysis where needed (see Appendix L – sample Hazardous Waste Screening report)
- Socioeconomic analysis including the identification of potential impacts to residents or businesses. (see Appendix L – sample Economic Impact and Analysis memo)
- Environmental Justice (EJ) analysis utilizing the U.S. Census Bureau EPA’s EJ Screen Mapping Tool to identify EJ populations within the project area (see Appendix L - sample EJ Screen Report)
- Completion of the Sections I, II and III of the CED including all subsections C, D, E, F, G, H, I and J (see Appendix L - sample CED)
- Prepare all necessary plans, notifications and documentation, applications (includes communication and meeting attendance with USFWS, NJDEP, NJ SHPO, D&R Canal Commission or other agencies).
- Submit permit applications and on behalf of the Project Sponsors (excluding permit fees which will be provided by the project Sponsors), coordinate relevant review meetings, and see the permitting process through to approval.

### ***Task 7: ROW Documentation***

- Identify all ROW impacts.
- Perform deed searches and survey (as needed)
- Prepare individual parcel maps and deed descriptions for properties where Right of Entry (ROE) construction easements or permanent easement agreements as needed (see ***Appendix M*** for sample ROW documents).

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

- Prepare construction plans showing geometry, ties, profiles, sections, signing, striping, drainage (including green infrastructure), guiderail, lighting, and all other details, as required to construct the proposed improvements.
- Prepare plans for construction of sidewalks, curb extensions, curb ramps, pedestrian crossings (including mid-block crossings, islands, trail crossings) and driveways.
- Prepare traffic signal improvement plans (including signal and electrical plans, which will include lane configurations, signal phasing, image detection, fiber optic interconnects, signal pre-emption for fire stations, etc.).
- Prepare plans for bus turn-outs and loading areas.
- Prepare traffic control and construction staging plans in accordance with the MUTCD.
- Prepare construction schedules.
- Prepare construction specifications.
- Prepare construction cost estimates and provide calculations for all contract quantities. Use standard NJDOT items when possible, obtain permission from Subregion project sponsors for use of specialty items. Avoid lumping standard construction work into single line items (such as pavement removal or excavation under site clearing)
- Prepare design exception report
- Prepare documentation of ADA ramp compliance and/or technical infeasible forms
- Prepare and submit soil erosion permits
- Prepare and submit NJDOT HOP permits for possible detours
- Prepare Traffic Management Plans

At a minimum, the final submission plans shall include the following:

1. Key sheet
2. Typical sections
3. Estimate of Quantities
4. Plan Sheet Layout
5. Construction Plans
6. Grading Plans
7. Ties
8. Profiles
9. Signing and Striping Plans
10. Lighting Plans (if needed)
11. Traffic Management Plans (including pedestrian detour plans)
12. Environmental Plans (if needed)
13. Soil Erosion and Sediment Control Plans
14. Cross-Sections, Method of Sections and Earthwork Summary
15. Construction Details for Roadway Related and Structural Related Items
16. Construction staging plans including work zones, lane reductions and transitions, signal staging, pedestrian staging, and construction sequence.

## 17. Final Parcel Maps and Descriptions

A set of PSEs shall be provided to the Project Sponsor for review and comment prior to submission to NJDOT-LA. Meetings are strongly recommended in order to expedite the review process. Once revisions have been made, the consultants shall submit a full set of PSEs to NJDOT-LA. Once the PS&E's have been reviewed by NJDOT-LA, comments shall be addressed by the consultant and revised plans shall be prepared and provided to the Project Sponsors for review prior to resubmission. There may be several rounds of revisions in order to address all comments from NJDOT-LA. Once all comments have been received from Local Aid and addressed, four sets of PSEs shall be prepared (two copies for the Sponsor and two copies for Local Aid). An electronic copy of the plans shall be made available for the Project Sponsor and NJTPA. These documents shall be complete and ready for public bidding. See *Appendix N* for the PSE checklist applicable for all federal construction projects authorized by NJDOT-LA.

### ***PROJECT MANAGEMENT & COORDINATION:***

The consultants shall establish an effective means of coordinating and reporting its activities to NJTPA throughout the course of the program to ensure an expeditious exchange of information. The consultants shall be available to discuss the status of projects on a bi-weekly basis (by phone) to ensure that all projects remain on-track to meet submission deadlines and to stay within budget.

The means of project coordination shall utilize a commercially available, web-based project management and data sharing system that will allow for efficient communications between the project team, NJTPA, Project Sponsor and stakeholders.

The consultants shall attend a series of meetings which include:

- administrative kick-off meeting with the NJTPA;
- project kick-off meeting with the Project Sponsor and NJTPA to review scope of work and details for each project;
- field visits to each project location with the Project Sponsor, Municipal representatives (where appropriate) and the NJTPA project manager;
- working meeting(s) with Project Sponsor, NJTPA and NJDOT Local Aid to finalize proposed layout before advancing preliminary engineering plans.
- Local Officials/Stakeholder meeting(s);
- Public Information meeting(s).
- Meetings with BEPR to advance CED approval;
- Pre-final design project review meeting with the Project Sponsor and NJTPA; and
- Pre-PS&E submission review meeting with the Project Sponsor

The Consultants shall develop detailed schedules for each project. The schedule should assume a PE phase start date of June 15, 2024. A sample project schedule with key milestone dates has been included as *Appendix O*.

Reporting and invoicing requirements shall be in accordance with the terms of the standard contract agreement. In general, the consultants shall be responsible for preparing and submitting a monthly progress report and progress schedule indicating percent of work complete that corresponds to the reporting period of the monthly invoice. The progress reports shall include all active and completed tasks, and shall indicate the percent of work complete (total and by task), work and submittals completed in the last month and to



be performed in the next billing period, meetings, actions/decisions required by the NJTPA, and the status of the schedule and budget.

The consultants' project managers shall effectively apply engineering judgment and execute technical decision-making within a project management framework. All services pursuant to this project shall be provided and performed in accordance with generally accepted standards of professional practice, and in accordance with the federal and state laws, statutes, ordinances, codes, rules, regulations and requirements of the governmental agencies that regulate or have jurisdiction over the services to be provided and/or performed. All improvements shall conform to present Municipal, State, and Federal Highway Administration standards and/or requirements and shall meet the approval standards of the reviewing agency (NJDOT-Local Aid). Consultants must be familiar with, and effectively demonstrate work experience with, FHWA and NJDOT accepted design standards for roadway and pedestrian safety, and ADA compliance.

**CONTRACT DELIVERABLES:**

- Basemapping including ROW
- Initial layout of the proposed safety improvements for discussion with the project sponsor followed by revisions based on review and feedback
- Presentation materials and meeting minutes for Local Officials/Stakeholder meetings and Public Information meetings
- Preliminary engineering plans
- CED document and associated memos and reports
- Individual parcel maps and deed descriptions for Right of Entry agreements
- Final plans, specifications, and estimates (Contract documents) in both .pdf and electronic formats to be determined by the project sponsor as well as six (6) hard copies.
- Meeting agendas, handouts and minutes, and PowerPoint presentations including written summaries of all project management meetings
- Monthly invoices and progress reports, corresponding to the invoices
- A final progress report and invoice with release clause to be submitted within thirty (30) days from the close of the project

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**TIME FRAME FOR COMPLETION**

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It is anticipated that each consultant contract will be completed within 48 months of its commencement. The estimated timeframe for actual consultant work time in the PE phase is approximately 12 - 18 months. While the CED is under review with NJDOT-BEPR and awaiting approval, the consultant can continue to advance the preliminary engineering. Once the CED has been approved by NJDOT-BEPR, federal authorization for the final design phase will be requested and a contract modification will be made to allow for ROW authorization and the completion of the final design phase of the project. There is the potential for a period of inactivity between the two phases for each project. For the purposes of developing a project schedule, assume 4-6 months. Once the consultant is authorized to begin the FD phase, a full set of PSEs will be prepared and submitted first to the Subregion for review and then to NJDOT-LA. Project schedules will vary based on their complexities. See *Appendix N* for a sample project schedule. *The respondent's*

***technical proposal must include a project schedule, including the anticipated timelines for each task, critical milestones, and deadlines for each deliverable.***

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## STAFFING PLANS

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In their Technical Proposals, respondents must list and describe in detail the resources, personnel, qualifications, ability, and time availability to perform the proposed scope of work. Respondents shall submit an organization chart of the proposed staff, their roles and reporting relationships, including the staff of any subcontractors. Any subcontractors and outside associates or consultants required by the Respondent in connection with the proposed services to be covered by the contract, if awarded, will be limited to individuals or firms that were specifically identified and agreed to during negotiations.

Respondents must demonstrate the qualifications of their firm and of their proposed project team. Within their proposals, consultants shall provide a list of the firm's and the project manager's experience on similar projects that were completed in the last five (5) years or are currently at least 50% completed. References shall be furnished for each project included in the firm's proposal to demonstrate the project team's experience most relevant to this project. At least one reference contact (including name, title, phone number, and email address) should be provided for each project, along with the dates when the services were provided. Resumes shall also be provided for the project manager and key staff (each resume shall be limited to 2 pages in length). The resumes of the project manager and key staff should highlight their involvement in these projects and additional details as necessary. Respondents shall also demonstrate their firm's commitment to quality assurance and quality control management.

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## COST PROPOSAL

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The contract, if awarded, will be a cost reimbursement agreement subject to all federal and state laws, rules and regulations; and it shall be performed in conformance with the cost principles contained in the Federal Acquisition Regulations (FAR), Subpart 31.2 Contracts with Commercial Organizations (48 CFR. Part 31.201 et. seq.). The basis for compensation for the contract will be cost plus fixed fee, up to an agreed maximum project amount. The proposed consultant must have a job cost accounting system that segregates and accumulates direct project costs and indirect costs and supports the development of an overhead rate in accordance with the FAR.

NJDOT Cost Basis Approval is required for the prime and all subconsultants. All entities submitted as part of the prime consultant's technical proposal that will not render or offer "professional services" as defined in NJ statute N.J.S.A. 45:8-28(b) do not require Cost Basis Approval. NJDOT approved overhead rates will be used for contract estimating, negotiation, administration, reporting, and making payments. For additional information on the NJDOT's Cost Basis Approval process go to:

<http://www.state.nj.us/transportation/business/procurement/ProfServ/CostBasisApprov.shtm>

Cost proposals shall be submitted in a format consistent with the NJTPA's Sample Budget Forms provided in **Appendix C** (which is also provided in Excel format, in the Cost Proposal form available for download at <https://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Current-RFPs.aspx>), and shall include a consultant contract budget summary for the prime consultant for the total contract and for each project and detailed budget sheets for each firm on the project team. The cost proposal (budget) shall be developed by calculating the total hours required to complete each task in the RFP. Each task identified in the Scope of Work should be budgeted separately. The hours should then be multiplied by the wage rate for each person

working on each task. The final summary budget for the prime consultant shall be in the form of the following suggested format:

***Prime Consultant Firm's Name***

***Project Title and Date of Proposal Submission***

***Budget Period*** - Indicate the period covered by the budget.

***Salary/Wages***

Using the attached sample detail budget as a guide, indicate how the figure is computed. This is usually shown by task. Staff time must be calculated ***in hours***, rather than days. Data to be included in the detailed budget schedule are:

- the firm's name and the project name for which you are applying.
- date of submission; names of all employees who will work on the project, including their job title and grade; and
- the requested hourly wage rates for each employee listed above.

The respondent(s) selected to enter negotiations will be required to submit a Certified Payroll to the NJTPA. The certified payroll roster will be required for the prime and all cost basis approved subconsultants and shall list all employees of the prime and any subconsultants separately who will perform technical functions on the project, stating their names, titles, ASCE grades, and hourly wage rates. All titles listed on the Certified Payroll must be approved by the NJDOT's office of Professional Services as part of their Cost Basis Approval process. Consultant titles should be the same on the NJDOT's Title Concurrence Sheets, and the consultant's Certified Payroll, Cost Proposals, and Invoices. For additional information go to the NJDOT's website at:

<http://www.state.nj.us/transportation/business/procurement/ProfServ/certpayroll.shtm>

***Overhead (a percentage of direct salary only)***

NJDOT approved overhead rates shall be used.

***Fixed Fee (or profit)***

This is a negotiated percentage of the sum of direct salary plus overhead. Generally, the fee ranges from 10 to 12%. The NJTPA staff will evaluate the basis of the fee derivation and will recommend whether the fee is considered reasonable and acceptable.

***Direct Non-Salary Expenses***

These expenses must be itemized in the budget.

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**FUNDING AVAILABILITY**

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The source of funding for this project is provided through a federal grant from the FHWA. The award of this project is subject to the availability and authorization of funds from FHWA and NJDOT.

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## CONSULTANT ELIGIBILITY & DOCUMENTATION REQUIREMENTS

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### ***CONSULTANT QUALIFICATIONS***

Consultant firms prequalified by the NJDOT in the following four disciplines and level of service will be eligible to submit proposals for this work:

- E-3: Environmental Services – Level A or B
- E-4: Environmental Permitting, Wetlands, and Ecological Services – Level A
- H-1: Highway Design – Levels A, B, or C
- T-1: Traffic Engineering - Level A

Only those firms who have been prequalified for the specified disciplines this consultant effort entails and who submit evidence of their prequalification with the NJDOT with their proposal will be considered. The H-1 and T-1 prequalification must be met by the prime consultant and any subconsultant that is tasked with advancing a complete design of a project shall also meet the prequalification requirement. The E-3 and E-4 prequalification can be met by the prime or the subconsultant. Prequalification is not required for other subconsultants. Acceptable evidence of prequalification by the NJDOT consists of the consultant's profile sheet issued by the Division of Procurement, Bureau of Professional Services, which includes the effective dates and approved profile codes of the consultant's prequalification.

For additional information on NJDOT's prequalification process and requirements see:

<http://www.state.nj.us/transportation/business/procurement/ProfServ/prequal.shtm>

### ***MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE***

Federal and state procurement regulations apply to this contract. If awarded, the successful firm awarded the contract shall be required to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:2** that pertain to professional services contracts, which are attached hereto in ***Appendix D***.

### ***DISADVANTAGED BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ENTERPRISE PARTICIPATION***

Consultant contracts awarded with U.S. DOT financial assistance are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." To ensure the NJDOT achieves its federally mandated statewide overall DBE goal, the NJTPA encourages the participation of Disadvantaged Business Enterprises (DBE) or Emerging Small Business Enterprises (ESBE), as further defined in ***Appendix E***, in the performance of consultant contracts financed in whole or in part with U.S. DOT funding. ***For this study drawing on U.S. DOT funding under an NJTPA grant, the DBE/ESBE participation goal shall be, at minimum, 13.23%.***

The Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals as identified herein. Consultants can meet this requirement in either of two ways. First, the prime consultant can meet the goal by documenting commitments of participation by DBE/ESBE firms sufficient for this purpose. Second, if a consultant does not meet this goal, they must document and demonstrate to the NJTPA's satisfaction that they made adequate good faith efforts to do so as further described in ***Appendix E***.

To demonstrate compliance with the goal in their proposals consultants should include:

1. the names and addresses of each DBE/ESBE that will participate in the contract;
2. the description and estimated fee or dollar amount of the work each DBE/ESBE will perform (to be included in the Cost Proposal, no cost information is to be provided in the Technical Proposal);
3. written documentation of the prime consultant's commitment to use each DBE/ESBE in the contract whose participation it submits to meet the goal; and
4. written confirmation from each DBE/ESBE that it is participating in the contract as provided in the prime consultant's commitment.

Evidence of DBE/ESBE certification issued by the NJDOT, NJ TRANSIT or PANYNJ shall be provided prior to award of contract. A database of DBEs certified under the State of New Jersey's Unified Certification Program (UCP) may be found at <https://njucp.dbesystem.com/>.

The NJDOT's directory of certified ESBEs may be found at:

<http://www.state.nj.us/transportation/business/procurement/ProfServ/information.shtm>.

### ***INSURANCE AND LIABILITY***

The prime consultant and any subconsultants will be independent contractors. The consultant, any subconsultant, and their employees and agents shall in no way be construed to be employees of the NJTPA.

The prime consultant and any subconsultants shall assume any and all liability (including attorney's fees and court costs) for their and their employees' or agents' acts or omissions. The Consultant and any subconsultants shall hold harmless and indemnify the NJTPA and NJIT, the NJTPA's host agency, for any claims to the extent arising as a result of consultants or subconsultants' negligent performance or nonperformance under the proposed contract.

The consultant and any subconsultant shall carry the following insurance:

- Workers' Compensation in statutory amounts and Employers' Liability Insurance of not less than \$1 million.
- Commercial General Liability with combined single limits for bodily injury and property damage of not less than \$1 million per occurrence and \$3 million aggregate. NJTPA and New Jersey Institute of Technology (NJIT) must be named as additional insured on such policy on a primary and non-contributory basis with a waiver of subrogation.
- Automobile Liability with bodily injury limits of at least \$1 million. NJTPA and New Jersey Institute of Technology (NJIT) must be named as additional insured on such policy on a primary and non-contributory basis with a waiver of subrogation.
- Consultants' Errors and Omissions, endorsed to include the scope of work included herewith, in amount of not less than \$1 million per claim. Such insurance may be required to be renewed for five years following the completion of the project.
- Cyber Liability in the amount of not less than \$1M.

- Excess Liability of not less than \$1M.

Certificates of Insurance evidencing the above coverages must be submitted to the NJTPA in advance of the commencement of any work, and coverages must be maintained in force throughout the term of the project for the Prime and each subconsultant. *Proof of insurance must be submitted by the Prime consultant with the Technical Proposal.*

### ***NEW JERSEY BUSINESS REGISTRATION REQUIREMENT***

Pursuant to P.L. 2004, c.57, all consultants (both in-state and out-of-state) must obtain a Business Registration Certificate (BRC) from the New Jersey Department of the Treasury, Division of Revenue prior to conducting business with the NJTPA. ***A copy of the prime consultant's BRC is requested to be provided with the respondent's proposal. The successful consultant will be required to submit a copy of its BRC and that of any named subconsultant prior to any contract execution.*** A consultant or subconsultant who fails to submit a copy of a valid BRC in accordance with the statute will be held liable for monetary penalties in accordance with N.J.S.A. 54-49-4.1. Sample certificates are provided in ***Appendix F*** for reference. Questions regarding how to obtain a BRC can be directed to the New Jersey Division of Revenue at (609) 292-1730. The business registration form (Form NJ-REG) can be found online at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>, or

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>.

### ***DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN***

Pursuant to P.L 2012, c. 25, any person or entity that submits a proposal to enter into a contract is required to certify, at the time the proposal is submitted, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. ***Respondents to this RFP – including the prime consultant and any named subconsultants – must review this list and submit completed "Disclosure of Investment Activities in Iran" forms with their technical proposal.*** The form is attached herewith in ***Appendix G*** and is available for download at <https://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Current-RFPs.aspx>. ***Failure to complete the certification and submit it to the NJTPA will render a respondent's proposal as non-responsive.***

### ***CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS***

On March 9, 2022, Governor Murphy signed P.L.2022, c.3, which prohibits certain government dealings – including NJTPA contracts – with businesses engaged in prohibited activities in Russia or Belarus. Pursuant to P.L.2022, c.,3, ***Respondents to this RFP – including the prime consultant and any named subconsultants – must submit a completed "Certification of Non-Involvement in Prohibited Activities in Russia or Belarus" disclosure form with their technical proposal.*** The form is attached herewith in ***Appendix H*** and is available for download at <https://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Current-RFPs.aspx>. ***Failure to complete the certification and submit it to the NJTPA will render a respondent's proposal as non-responsive.***

## ***FAIR AND OPEN COMPETITION, NEW JERSEY APPROPRIATIONS ACT***

Proposals are being solicited through a fair and open process in accordance with 2 CFR 200.319 and N.J.S.A. 19:44A-20.2, et seq., and as such, contractors are exempt from the limitations on making political contributions under that law. Further, for that reason, as well as because of a language in the New Jersey's Annual Appropriations Act, refusal to disclose campaign contributions otherwise required by N.J.S.A. 19:44A-20.2 et seq. and 19:44A-20.25 et seq., will not adversely affect your consideration for an award.

## ***NON-DISBARMENT FOR RECEIPT OF FEDERAL AWARDS***

Prime consultant and each named subconsultant must have an active registration in the Federal System for Award Management ([SAM.gov | Home](https://sam.gov)) with a Unique Entity ID number and shall have no active exclusion records disbarring them from receiving federal awards.

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## **HOW TO RESPOND**

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To be considered for these services, respondents must submit their proposals electronically through the link to NJTPA's secure proposal form provided on the RFP webpage (*see Appendix A*). The proposal submission will be date and time stamped. The proposal should be addressed to the Project Manager:

Attn: Christine Mittman, Project Manager  
North Jersey Transportation Planning Authority  
One Newark Center, 17th Floor  
Newark, NJ 07102-1982

**The deadline for these proposals is: September 13, 2023 at 2:00 PM (ET).**

Proposals received after this deadline ***will not*** be considered for review. The NJTPA assumes no responsibility for delays caused by respondents' technological issues. E-mailed, hard-copy mailed, or faxed proposals will not be accepted under any circumstances. The NJTPA reserves the right to accept or reject any and all proposals as the agency deems in its own best interest.

***Following the review of the submitted technical proposals, the NJTPA will request cost proposals from firms it deems the most qualified and will commence interviews with such technically qualified firms.***

**A pre-proposal informational meeting, which is strongly recommended for all interested firms, will be held at 2:00 PM (ET) on August 17, 2023 through a virtual meeting. Instructions on how to attend the meeting will be posted on the RFPs webpage. Please RSVP if you plan to attend this meeting by contacting NJTPA by email at [cmittman@njtpa.org](mailto:cmittman@njtpa.org) and [young@njtpa.org](mailto:young@njtpa.org).**

Should interviews be required, applicants will be expected to be available the week of November 13, 2023. Firms selected for interviews are typically notified one week in advance. Interviews will be conducted through a virtual meeting.

### ***Proposal Submission Requirements***

Proposals shall be submitted electronically through the NJTPA's secure and confidential proposal submission form on the RFPs webpage on the NJTPA's website. Respondents will be required to complete the online form and provide full contact information. **PLEASE NOTE: ALL DOCUMENTS MUST BE UPLOADED AT THE SAME TIME TO BE INCLUDED IN YOUR SUBMITTAL.** Upon completion, an email notification along with a confirmation number will be sent to you. Please reference the



confirmation number, firm’s name, and name of RFP for any inquiries regarding submission of your proposal.

Proposal submission inquiries may be sent to Angellita S. Young, Sr. Director, Finance and Administration at [young@njtpa.org](mailto:young@njtpa.org).

The screenshot shows a web-based form for submitting a proposal. It is organized into four main sections, each with a black header bar:

- RFP TITLE:** Includes a text field for 'RFP Title' and a dropdown menu for 'Submission Type'.
- SUBMITTER CONTACT INFORMATION:** Includes fields for 'First Name', 'Last Name', 'Title', 'EMail', 'Secondary EMail (Optional)', and 'Phone'. There is also a checkbox for 'New' and a confirmation statement: 'I am authorized to submit this proposal on behalf of the firm named below:' with a dropdown for the firm name.
- COMPANY INFORMATION:** Includes fields for 'Name', 'Address:1', 'Address:2', 'City', 'State', and 'Zip Code'.
- PROPOSAL DOCUMENTS:** Includes five rows for file uploads, each with a label and a 'Browse...' button:
  - Cover Letter
  - Technical Proposal
  - Cost Proposal (PDF)
  - Cost Proposal (Excel)
  - Supplementary Document 1
  - Supplementary Document 2
  - Supplementary Document 3
  - Supplementary Document 4
  - Supplementary Document 5A 'Submit Proposal' button is located at the bottom of this section.

Each electronic proposal submission shall include a cover letter identifying the document as a "Proposal to provide consulting services for the **FY 2024 Local Safety Engineering Assistance Program – Contract “x”** in response to RFP dated **August 2, 2023**", which shall be signed by the owner or chief executive officer of the firm. The letter shall identify the prime consultant - including the names, titles and complete contact information of the project manager and person(s) authorized to negotiate on the respondent’s behalf with the NJTPA in connection with this solicitation - and any proposed subcontract arrangements. Certified DBE/ESBE firms on the proposed project team should also be identified.

The letter shall also include a statement from the respondent certifying its eligibility and commitment to the project. Respondents shall certify that the staff proposed in their proposal will be used in the performance of the contract and will be available for assignment to the contract as of the anticipated contract start date through its anticipated completion. Respondents should further certify that their firm is not ineligible to receive award of a contract due to the firm’s inclusion on any federal or New Jersey State lists of debarred contractors, or otherwise ineligible to be awarded a contract using federal or state funds.

The technical portions of the proposal shall be submitted electronically in PDF format separately from the cost proposal.

The proposal cover page shall identify the firm’s name and be labeled as follows:

*“Technical Proposal for the FY 2024 Local Safety Engineering Assistance Program – Contract “x” (insert A,B,C,D,E)”*.

The cost proposal shall be submitted in PDF and Excel format. The submission shall identify the firm’s name and be labeled as follows:

*“Cost Proposal for the FY 2024 Local Safety Engineering Assistance Program – Contract “x” (insert A,B,C,D,E)”*.



The technical portion of the proposal shall be prepared in accordance with the provisions of this request. Each technical proposal should outline the delivery team's approach to carrying out the tasks and executing on the deliverables outlined in the detailed scope of work provided on pages 2-9. As a minimum, the technical proposal should include or demonstrate the following:

- firm's relevant experience and ability to complete work, including project references;
- detailed work plan with detailed descriptions of the deliverable(s) in each task, and task schedule with proposed time frames, critical milestones and deadlines for each deliverable;
- Resource plan table (in a format consistent with the sample table provided in *Appendix B*)
- staff organization chart identifying the roles and responsibilities of the key staff, and qualifications and resumes of the Project Manager and key staff to be assigned to the project (including the key staff of the prime consultant and any subconsultants);
- staff availability (as a percentage of total time available) over the anticipated project duration, for each of the consultant team members being proposed to work on this project;
- Certificate of Employee Information Report, for the Prime (see *Appendix D*);
- DBE/ESBE Participation Documentation or documentation of good faith efforts (in accordance with *Appendix E*);
- New Jersey Business Registration Certificate, for the Prime (see *Appendix F*);
- Disclosure Form(s) of Investment Activities in Iran, for the Prime and each named subconsultant (see *Appendix G*);
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus disclosure form, for the Prime and each named subconsultant (see *Appendix H*);
- firm's commitment to quality management (QA/QC); and
- proof of insurance, for the Prime
- firm's prequalification profile sheet(s) issued by the NJDOT Division of Procurement, Bureau of Professional Services.

When proposing the same staffing, project manager and/or key project team members, on multiple proposals, the respondent shall further certify one of the following:

- A. All projects utilizing the same staff, or portions thereof, will be completed on time (and, if applicable, shall provide a statement of how this will be done).
- B. The firm voluntarily withdraws one of the proposals from further consideration if the NJTPA is giving serious consideration to more than one proposal.
- C. Alternate staff resumes are provided with their proposals and shall be used in evaluating the proposal if the NJTPA is giving serious consideration to more than one proposal.

The cost proposal shall be prepared pursuant to the budget guidelines provided on pages 10 - 11 and the sample cost proposal forms provided in *Appendix C*.

After notification of award but prior to execution of a contract, the successful consultant will also be required to submit proof of insurance for all consultants. One of the three Affirmative Action documents specified in *Appendix D* of the RFP for the prime consultant, and the New Jersey Business Registration Certificates and signed W-9 forms for the prime and each subconsultant. Certified payroll rosters and cost basis approval letters issued by NJDOT for the prime and all subconsultants will also need to be submitted.

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## CRITERIA FOR CONSULTANT SELECTION

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Award of contract shall be made to the most responsible and responsive proposal from a consultant firm whose proposal offers the greatest value to the NJTPA, with regards to the criteria detailed and meets the specifications set forth herein.

The selection process that will be utilized is a Qualifications Based Selection Process in accordance with the federal Brooks Act. Each technical proposal received by the stipulated cut-off date, and which meets the prequalification requirements stipulated herein, will be evaluated by a consultant selection committee based on the criteria listed below.

### ***Consultant Proposal Evaluation Criteria***

The desired qualifications and the evaluation factors along with their relative importance, the basis of which proposals will be scored, are as follows:

- Demonstration of understanding of the scope and technical approach to the project, including application and degree of innovation and creativity of proposed concepts to meet the project's goals and objectives (weight = 25%).
- Demonstrated ability to successfully perform work, including availability of resources, project management expertise and experience in similar projects, references/past project performance, and quality assurance/control management ability of both the consultant firm and the project manager (weight = 30%).
- Qualifications and experience of the project manager and team (key individuals assigned to the projects) (weight = 20%)
- Qualifications and experience of the key individuals performing the work outlined in the Environmental Documentation/Permitting Task (weight=15%)
- Quality, clarity, content, and thoroughness of proposal in addressing the required tasks and compliance with submission guidelines, including professional presentation (weight = 10%).

### ***Consultant Selection Process***

Consultant selection will be based on the committee's evaluations and ranking of each firm's technical proposal, in accordance with the criteria outlined above. The selection committee may conclude after the completion of the technical proposal evaluations that interviews with oral presentations are required to determine the highest ranked firm. Interviews with the top three most highly qualified firms may be requested, at which the project manager and key team members will be expected to attend to provide oral presentations of their technical proposals. There are no separate evaluation criteria for the oral presentations. If oral presentations are conducted, the same evaluation criteria and weights used to review the written technical proposals will be applied to the oral presentations. Following the oral presentations, the preliminary scores may be adjusted by the committee to determine the final ranking of the firms.

Contract negotiations will begin with the firm with the highest-ranked proposal. If an agreement on price cannot be reached with the highest ranked firm, negotiations will continue with the next most qualified consultant until a fair and reasonable price is agreed upon or until the NJTPA decides to halt negotiations. The contract will be awarded to the most qualified firm that submitted a cost proposal that is both fair and reasonable and meets all necessary eligibility requirements. All respondents who submitted proposals will be informed of their status when a decision of award has been made.

An anticipated schedule for the RFP, consultant selection, and contract award process is provided in *Appendix I*.

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## QUESTIONS

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Questions specifically regarding the Request for Proposals and required tasks ***must be submitted in writing***, citing the RFP's page, section, and paragraph numbers where applicable. All questions must be EMAILED to the NJTPA to the attention of Christine Mittman at [cmittman@njtpa.org](mailto:cmittman@njtpa.org), with a copy to Angellita Young, Senior Director - Finance and Administration, at [young@njtpa.org](mailto:young@njtpa.org). Inquiries should reference "Questions to RFP for FY 2024 Local Safety Engineering Assistance Program – Contract "x". The questioner's contact information and email address should be included. ***The deadline for inquiries is August 24, 2023.*** Late inquiries may not be reviewed or considered. Only written answers are official. All questions and answers will be posted on the RFPs webpage on NJTPA Website, by August 31, 2023, at <https://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Current-RFPs.aspx>.

From the date on which the RFP is released and during the period up to and including the date on which a notice of award is issued, prospective respondents shall contact only the individuals indicated above, in writing, with respect to this procurement. Direct or indirect attempts by a prospective firm, its employees, agents, or representatives, to contact other representatives of NJTPA or its partnering agencies to obtain information, or for other purposes regarding the RFP or the procurement process, may result in disqualification of a respondent's proposal.

Vendor de-briefings will be provided upon request, after receipt of notice of exclusion from the competitive range or notice of award. Requests for de-briefings shall be made in writing to the attention of Angellita Young at [young@njtpa.org](mailto:young@njtpa.org), within three days after receipt of the notice of award.

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## APPENDICES

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**Appendix A** – Submit Proposal Webpage Form

**Appendix B** – Sample Technical Proposal Resource Plan

**Appendix C** – Sample Cost Proposal Budget Forms

**Appendix D** – Mandatory Equal Employment Opportunity Language

**Appendix E** – Disadvantaged Business Enterprise and Emerging Small Business Enterprise Participation

**Appendix F** – New Jersey Business Registration

**Appendix G** – Disclosure Form of Investment Activities in Iran

**Appendix H** – Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Disclosure Form

**Appendix I** – RFP, Consultant Selection, and Contract Award Process Schedule

**Appendix J** – Project Details

**Appendix K** – Conceptual-Level Plans

**Appendix L** – Sample Environmental Documents

**Appendix M** – Sample Right of Way Documents

**Appendix N** – PS&E Checklist

**Appendix O** – Sample Project Schedule

**Appendix P** – Sample Public Outreach Plan

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## APPENDIX A – SUBMIT PROPOSAL WEBPAGE FORM

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[Get Involved > RFPs > RFP/RFQ](#)

### Submit Proposal

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To submit your completed proposal in response to the NJTPA's RFP solicitation, please fill out the form below and attach the required documents in the following formats: Cover Letter (pdf), Technical Proposal (pdf), Cost Proposal (pdf and Microsoft Excel), supplemental documents (pdf or as appropriate). All documents must be uploaded at the same time to be included in your submittal. Upon completion, an email notification along with a confirmation number will be sent to you.

Please reference the confirmation number, firm's name and name of RFP for any inquiries regarding submission of your proposal. Proposal inquiries may be sent to Angellita S. Young, Sr. Director, Finance and Administration at [young@njtpa.org](mailto:young@njtpa.org). Please review "How to Respond" section of the RFP for specific requirements for the Technical and Cost Proposal.

Questions specifically regarding the content of the RFP and its required tasks must be submitted in writing. Please reference "Questions" section of the RFP for instructions.

RFP TITLE	
RFP Title:	<input type="text"/>
Submission Type:	<input type="text" value="Select Type"/>
SUBMITTER CONTACT INFORMATION	
Date:	9/1/2020 3:28:35 PM <input type="button" value="Now"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
E-Mail:	<input type="text"/>
Secondary EMail (Optional):	<input type="text"/>
Phone:	<input type="text"/>
I am authorized to submit this proposal on behalf of the firm named below:	<input type="text" value="Select"/>
COMPANY INFORMATION	
Name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
PROPOSAL DOCUMENTS	
Cover Letter:	<input type="text" value="Browse..."/>
Technical Proposal:	<input type="text" value="Browse..."/>
Cost Proposal (PDF):	<input type="text" value="Browse..."/>
Cost Proposal (Excel):	<input type="text" value="Browse..."/>
Supplementary Document 1:	<input type="text" value="Browse..."/>
Supplementary Document 2:	<input type="text" value="Browse..."/>
Supplementary Document 3:	<input type="text" value="Browse..."/>
Supplementary Document 4:	<input type="text" value="Browse..."/>
Supplementary Document 5:	<input type="text" value="Browse..."/>
<input type="button" value="Submit Proposal"/>	

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**APPENDIX B - SAMPLE TECHNICAL PROPOSAL RESOURCE PLAN**

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*The following template shall be used to complete staff resource plans for each project, which is required to be submitted with the respondent's Technical Proposal. The sample resource plan below is to be used as a guide with respect to form and content. Respondents may submit a modified version as long as it includes consistent information, in a clear and understandable format. Staff names and titles will be required for key team members identified in the organization chart of the proposed team; however, ASCE grades may be used for junior level and*

**Technical Proposal Resource Plan**

***FY 2024 Local Safety Engineering Assistance Program***

<b>Prime Consultant's Name:</b>			
<b>Employee</b>	<b>Title</b>	<b>ASCE Grade</b>	<b>Key Role or Responsibility</b>
Name	Director /Principal in Charge	PIX	
Name	Project Manager	PVIII	
Name	Sr. Engineering Manager	PVII	
Name	Sr. Supervising Engineer	PVII	
Name	Supervising Engineer	PVII	
Name	Task Lead Engineer	PVII	
Name	Senior Engineer	PV	
Name	Engineer II	PIV	
Name	Engineer I	PIII	
Name	Engineering Aide III	PIII	
Name	Technical Manager II	PIV	
Name	Technical Manager I	PIII	
Name	CAD Technician	ET3	
Name	Office Support Admin	Admin	
<b>Subconsultant's Name:</b>			
<b>Employee</b>	<b>Title</b>	<b>ASCE Grade</b>	<b>Key Role or Responsibility</b>
Name	Principal	PIX	
Name	Project Manager	PVIII	
Name	Survey Party Chief	PVII	
Name	Field Instrument Person	PV	
Name	Survey Technician	PIV	
Name	Surbsurface Utility Technician	PIII	
Name	Photogrammetrist	ET4	
Name	CAD Technician	ET3	
Name	Office Support Admin	Admin	

**APPENDIX C - SAMPLE COST PROPOSAL - STAFFING PLAN**

*Sample Staffing Plan - Each technical proposal shall include a separate staffing plan for each contract and each project. The sample staffing plan below is to be used as a guide with respect to form and content. Respondents may submit a modified staffing plan as long as they include consistent information, in a clear and understandable format. 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.*

FY 2024 Local Safety Engineering Assistance Program											
Contract:											
Project Title:											
Prime Consultant Firm:											
Employee	Title	ASCE Grade	Estimated Hours per Task								Total Hours
			1	2	3	4	5	6	7	8	
Name	Senior Supervising Engineer/Project Manager	PVII									
Name	Supervising Engineer/Chief of Survey	PVI									
Name	Senior Supervising Engineer/Work Order Manager	PVII									
Name	Lead Engineer/Work Order Manager	PV									
Name	Senior Engineer/Work Order Manager	PIV									
Name	Engineer II	PIII									
Name	Senior Engineer	PIV									
Name	Lead Environmental Scientist	PV									
Name	Engineer I	PII									
Name	Engineer I	PII									
Name	Junior Engineer	PI									
Name	Junior Engineer	PI									
Name	Environmental Scientist II	PIII									
Name	Party Chief II	ETS									
Name	Senior Technician	ETS									
Name	Senior CAD Technician	ETS									
Name	Senior CAD Technician	ETS									
Name	CAD Technician	ET4									
Name	Engineer Aide II	ET3									
<b>Subtotal, Prime Consultant's Hours:</b>											
Subconsultant Firm:											
Employee	Title	ASCE Grade	Estimated Hours per Task								Total Hours
			1	2	3	4	5	6	7	8	
Name	Senior Supervising Engineer/Project Manager	PVII									
Name	Supervising Engineer/Chief of Survey	PVI									
Name	Senior Supervising Engineer/Work Order Manager	PVII									
Name	Lead Engineer/Work Order Manager	PV									
Name	Senior Engineer/Work Order Manager	PIV									
Name	Engineer II	PIII									
Name	Senior Engineer	PIV									
Name	Lead Environmental Scientist	PV									
Name	Engineer I	PII									
Name	Engineer I	PII									
Name	Junior Engineer	PI									
Name	Junior Engineer	PI									
Name	Environmental Scientist II	PIII									
Name	Party Chief II	ETS									
Name	Senior Technician	ETS									
Name	Senior CAD Technician	ETS									
Name	Senior CAD Technician	ETS									
Name	CAD Technician	ET4									
Name	Engineer Aide II	ET3									
<b>Subtotal, Subconsultant's Hours:</b>											
<b>Total Hours for Project:</b>											

**APPENDIX C - SAMPLE COST PROPOSAL -BUDGET SUMMARY**

***Consultant Contract Budget Summary Form***

***Contract Title:***

***Prime Consultant's Name:***

**PART I: Labor Costs (*Personnel Services, Prime Only*)**

Direct Labor	_____
Overhead at ###%	_____
Subtotal Labor	\$ -

**PART II: Fixed Fee at ###% (*Prime Only*)**

Subtotal Fixed Fee	\$ -
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**PART III: Non-Salary, Direct Expenses (*Prime Only*)**

Aerial Mapping/Mobile Lidar	_____
Soil Testing/Borings/Pavement Cores	_____
Traffic Control	_____
Traffic Counts	_____
Reproduction	_____
Travel & Living	_____
Telephone	_____
Postage	_____
Computer Services/Graphics	_____
Title Searches	_____
Subtotal Non-Salary Direct Expenses	\$ -

**PART IV: Subconsultant Fees**

	DBE/ESBE %	
Subconsultant A (DBE/ESBE)		_____
Subconsultant B (DBE/ESBE)	0.00%	_____
Subconsultant C (DBE/ESBE)		_____
Subtotal Subconsultant Fees		\$ -

<b>TOTAL</b>		<b>\$ -</b>
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DBE/ESBE Participation Sub-Total	_____
DBE/ESBE Participation Goal	0%

***Budget Period:***



## APPENDIX C - SAMPLE COST PROPOSAL -DETAILED BUDGET PLAN

(Add Firm's name)									
NJTPA FY 2024 Local Safety Engineering Assistance Program Staffing Schedule & Budget Plan Contract X									
TASK DESCRIPTION	Project Manager PVIII, PVII	Project Team Leader PVI	Project Chief Surveyor PVI	Task Leader PIV, PV	Support Staff PIII, PII	Senior Tech Staff ETV	Support Staff ETIII, ETII	ETI, Other *	Total
(revise titles if needed)	PM	Work Order PM	Chief of Survey	Traffic/Civil Engineer	Engineer	Sr. CAD Tech.	CAD Tech.	Survey Crew	
<b>Task 1: Project Management &amp; Coordination (Subtotal)</b>									0
PE Phase									
(List tasks (add rows if needed))									
Subtotal PE hours									0
FD Phase									
(List tasks (add rows if needed))									
Subtotal FD hours									0
<b>Task 2: Surveying/Base Mapping (Subtotal)</b>									0
PE Phase									
(List tasks (add rows if needed))									
Subtotal PE hours									0
FD Phase									
(List tasks (add rows if needed))									
Subtotal FD hours									0
<b>Task 3: Engineering &amp; Design (Subtotal)</b>									0
PE Phase									
(List tasks (add rows if needed))									
Subtotal PE hours									0
FD Phase									
(List tasks (add rows if needed))									
Subtotal FD hours									0
<b>Task 4: Traffic Analysis (Subtotal)</b>									0
PE Phase									
(List tasks (add rows if needed))									
Subtotal PE hours									0
FD Phase									
(List tasks (add rows if needed))									
Subtotal FD hours									0
<b>Task 5: Utility Coordination (Subtotal)</b>									0
PE Phase									
(List tasks (add rows if needed))									
Subtotal PE hours									0
FD Phase									
(List tasks (add rows if needed))									
Subtotal FD hours									0
<b>Task 6: Environmental Documentation/Permitting (Subtotal)</b>									0
PE Phase									
(List tasks (add rows if needed))									
Subtotal PE hours									0
FD Phase									
(List tasks (add rows if needed))									
Subtotal FD hours									0
<b>Task 7: ROW Documentation (Subtotal)</b>									0
PE Phase									
(List tasks (add rows if needed))									
Subtotal PE hours									0
FD Phase									
(List tasks (add rows if needed))									
Subtotal FD hours									0
<b>Task 8: Contract Document Development (Subtotal)</b>									0
FD Phase									
(List tasks (add rows if needed))									
Subtotal FD hours									0
<b>Total Hours</b>	0	0	0	0	0	0	0	0	0
<b>Subtotal PE Hours</b>	0	0	0	0	0	0	0	0	0
<b>Subtotal FD Hours</b>	0	0	0	0	0	0	0	0	0
<b>Direct Labor Hourly Rate</b>									
<b>Direct Labor Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Direct Labor - PE Phase</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Direct Labor - FD Phase</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Overhead 50%</b>									
<b>Total Overhead Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Overhead - PE Phase</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Overhead - FD Phase</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Labor + Overhead Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Labor + Overhead Costs - PE Phase</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Labor + Overhead Costs - FD Phase</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Consultant shall list all assumptions and limitations used in developing their manhour estimate as a separate sheet on a task by task basis.</b>									
* Include other consultant team member/ ASCE grades as needed.									
**Use three decimal places for the NJDOT approved overhead rate									
<b>Direct Expenses:</b>		<b>Total</b>	<b>PE Phase</b>	<b>FD Phase</b>					
Aerial Mapping/Mobile Lidar	\$ -								
Soil Testing/Borings/Pavement Cores	\$ -								
Traffic Control	\$ -								
Traffic Counts	\$ -								
Reproduction	\$ -								
Travel & Living	\$ -								
Telephone	\$ -								
Postage	\$ -								
Computer Services/Graphics	\$ -								
Title Searches	\$ -								
(add more rows and items if needed)									
<b>Total Direct Expenses:</b>	\$ -	\$ -	\$ -	\$ -					
<b>Project Total</b>									
Direct Labor Costs \$ -									
Overhead Costs \$ -									
Total Labor (includes Overhead Costs) \$ -									
Fee (10%) \$ -									
Direct Expenses \$ -									
Subconsultant Fees \$ -									
Total Contract Budget: \$ -									
<b>PE Phase Only</b>									
Direct Labor Costs \$ -									
Overhead Costs \$ -									
Total Labor (includes Overhead Costs) \$ -									
Fee (10%) \$ -									
Direct Expenses \$ -									
Subconsultant Fees \$ -									
Total PE Budget: \$ -									
<b>FD Phase Only</b>									
Direct Labor Costs \$ -									
Overhead Costs \$ -									
Total Labor (includes Overhead Costs) \$ -									
Fee (10%) \$ -									
Direct Expenses \$ -									
Subconsultant Fees \$ -									
Total FD Budget: \$ -									

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## APPENDIX D - MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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### ***MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE*** ***N.J.S.A. 10:5-31 (P.L. 1975, C.127), N.J.A.C. 17:27***

#### **GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2.**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable Federal law and applicable Federal court decisions.

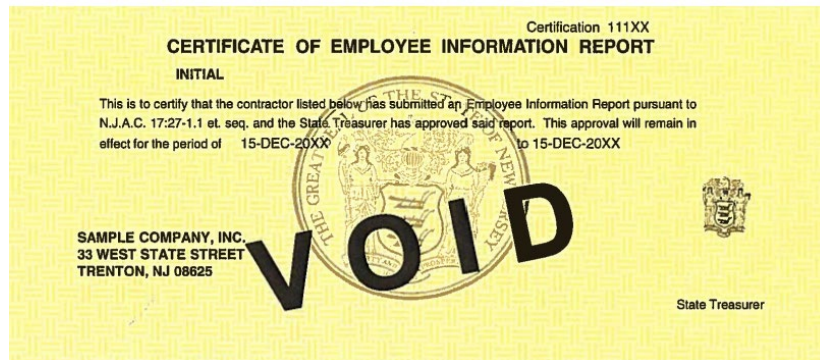
In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

***Sample Certificate of Employee Information Report***



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**APPENDIX E – DISADVANTAGED BUSINESS ENTERPRISE AND EMERGING SMALL  
BUSINESS ENTERPRISE PARTICIPATION**

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A federal requirement that must be addressed on projects financed in whole or in part through the U.S. Department of Transportation (DOT) is the mandated Disadvantaged Business Enterprise participation program. Consultant contracts awarded with U.S. DOT financial assistance are subject to Title 49, Part 26, Code of Federal Regulations (49 CFR 26) entitled “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.” To ensure the NJDOT achieves its federally mandated statewide overall DBE goal, the NJTPA encourages the participation of Disadvantaged Business Enterprises (DBE) or Emerging Small Business Enterprises (ESBE), as defined below, in the performance of consultant contracts financed in whole or in part with U.S. DOT funding. ***For this study drawing on U.S. DOT funding under a NJTPA grant, the DBE/ESBE participation goal shall be at minimum 13.23%.***

The NJTPA has a long-standing commitment to maximize business opportunities available to DBEs and ESBEs. The consultant’s contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant’s contract obligates the consultant to aggressively pursue DBEs and ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with U.S. DOT funding. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms.

***Disadvantaged Business Enterprise***

A Disadvantaged Business Enterprise (DBE) is defined in 49 CFR Part 26 and FTA C 4716.1A, as “a small business concern (from Section 3 of the Small Business Act), which has met the following criteria and has obtained certification as a DBE by NJDOT, NJ TRANSIT or PANYNJ:

1. at least 51 percent owned by one or more ‘socially and economically disadvantaged’ individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more ‘socially and economically disadvantaged’ individuals; and
2. whose management and daily business operations are controlled by one or more of the ‘socially and economically disadvantaged’ individuals who own it.”

‘Socially and economically disadvantaged’ is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: “Black Americans,” “Hispanic Americans”, “Native Americans,” “Asian-Pacific Americans”, “Subcontinent Asian Americans”, “Women” (regardless of race, ethnicity, or origin); or “Other” (disadvantaged pursuant to Section 8 of the Small Business Act).

A database of DBEs certified under the State of New Jersey's Unified Certification Program (UCP) may be found using the following webpage link:

<https://njucp.dbesystem.com/>

### ***Emerging Small Business Enterprise***

The Emerging Small Business Enterprise (ESBE) referred to herein is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by NJDOT:

1. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000.

All appropriately certified DBEs fall into this definition due to their size.

The NJDOT's directory of certified ESBEs may be found on the following webpage:

<http://www.state.nj.us/transportation/business/procurement/ProfServ/information.shtm>.

### ***DBE/ESBE Participation Documentation***

Disadvantaged Business Enterprise/Emerging Small Business Enterprise (DBE/ESBE) participation is an important goal of the NJTPA. The Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals as identified herein. Consultants can meet this requirement in either of two ways. First, the prime consultant can meet the goal documenting commitments of participation by DBE/ESBE firms sufficient for this purpose. Second, if a consultant does not meet this goal, they must document and demonstrate to the NJTPA's satisfaction that they made adequate good faith efforts to do so as further described below.

To demonstrate compliance with the goal in their proposals consultants should include:

3. the names and addresses of each DBE/ESBE that will participate in the contract;
4. the description and estimated fee or dollar amount of the work each DBE/ESBE will perform (to be included in the Cost Proposal, no cost information is to be provided in the Technical Proposal);
5. written documentation of the prime consultant's commitment to use each DBE/ESBE in the contract whose participation it submits to meet the goal; and
6. written confirmation from each DBE/ESBE that it is participating in the contract as provided in the prime consultant's commitment.

Evidence of DBE/ESBE certification issued by the NJDOT, NJ TRANSIT or PANYNJ may be requested prior to award of contract.

**Note:** Although the NJTPA encourages the use of small businesses, minority-owned firms, and women's business enterprises on its projects, the State of New Jersey's MBE/WBE or SBE Certifications issued by the Department of Treasury **do not** satisfy this federal requirement for DBE certification – nor do firms

certified as a DBE by other states. ***Firms certified as an SBE, MBE or WBE by other agencies - or as a DBE by other states - are encouraged to apply for certification as an ESBE by the NJDOT, or as a DBE by the NJDOT, NJ TRANSIT, or PANYNJ.***

The prime consultant must document, in writing, all the steps that led to any selection of the DBE/ESBE firm(s).

### ***Good Faith Efforts***

If the contract goal is not met by the apparent successful firm, evidence of good faith efforts must be presented to the NJTPA for consideration.

To demonstrate sufficient reasonable efforts to meet the DBE or ESBE contract goals, a respondent shall document the steps it has taken to obtain DBE or ESBE participation, including but not limited to the following efforts.

1. Attendance at an information meeting, if any, to inform the DBEs or ESBEs of prime contracting and subcontracting opportunities under a given solicitation.
2. Advertisement in general circulation media, trade association publications, and small business publications for at least 20 days before proposals are due. If 20 days are not available, publication for a shorter reasonable time may be acceptable.
3. Written notification to DBEs or ESBEs that their interest in the contract is solicited.
4. Efforts made to select portions of work proposed to be performed by DBEs or ESBEs in order to increase the likelihood of achieving the stated goal.
5. Efforts made to negotiate with DBEs or ESBEs for specific proposals including at a minimum:
  - A. The names, addresses and telephone numbers of DBEs or ESBEs that were contacted;
  - B. A description of the information provided to DBEs or ESBEs regarding the scope of work for the specified solicitation; and
  - C. A statement of why additional agreements with DBEs or ESBEs were not reached.
6. Information regarding each DBE or ESBE the contractor contacted and rejected as unqualified and the reasons for the contractor's conclusion.
7. Efforts made to assist the DBE or ESBE in obtaining bonding or insurance required by the contractor.

**Note:** If the NJTPA determines that the apparent successful firm has failed to meet the requirements of this section, the consultant will be afforded the opportunity for an administrative reconsideration of that determination prior to the award or rejection of the contract. As part of the administrative reconsideration process, the consultant will have the opportunity to provide additional written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so and may request an in-person meeting to discuss the administrative reconsideration. NJTPA's decision on reconsideration that the bidder failed to meet the goal or make adequate good faith efforts to do so will be made by an official who did not take part in the original determination. The NJTPA will send the consultant a written decision on reconsideration, explaining the basis for the finding that the consultant did or did not meet the goal or make adequate good faith efforts to do so.

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**APPENDIX F – NEW JERSEY BUSINESS REGISTRATION**

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Pursuant to P.L. 2004, c.57, all consultants (both in-state and out-of-state) must obtain a Business Registration Certificate (BRC) from the New Jersey Department of the Treasury, Division of Revenue prior to conducting business with the NJTPA. A consultant or sub-consultant who fails to submit a copy of a valid BRC in accordance with the statute will be held liable for monetary penalties in accordance with N.J.S.A. 54-49-4.1. Questions regarding how to obtain a BRC can be directed to the New Jersey Division of Revenue at (609) 292-1730. The business registration form (Form NJ-REG) can be found online at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>, or

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>.

**Sample New Jersey Business Registration Certificates:**



STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N.J. 08646-0252

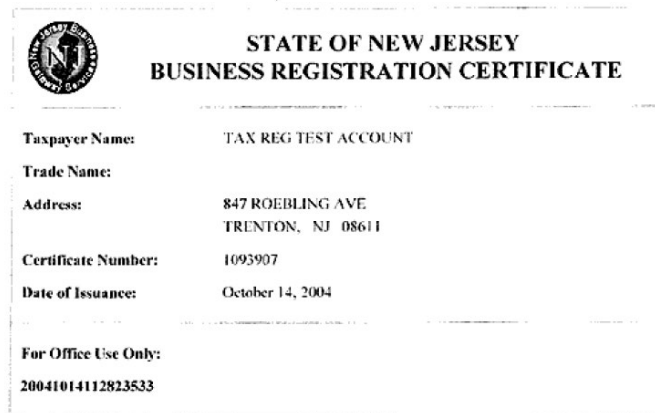
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
TRADE NAME: CLIENT REGISTRATION

TAXPAYER IDENTIFICATION#: 970-087-382/500  
SEQUENCE NUMBER: 0107230

ADDRESS: 847 ROEBLING AVE  
TRENTON NJ 08611  
ISSUANCE DATE: 07/14/04

EFFECTIVE DATE: 01/01/01  
FORM BRC(08-01)

Act. Director  
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE  
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:  
20041014112823533



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**APPENDIX G – DISCLOSURE FORM OF INVESTMENT ACTIVITIES IN IRAN**

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**NJTPA  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

RFP Title: \_\_\_\_\_ Proposer: \_\_\_\_\_

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**PART 1: CERTIFICATION**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):**

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the NJTPA under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: \_\_\_\_\_ Relationship to Proposer: \_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Proposer Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

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**PART 3: CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



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**APPENDIX H – CERTIFICATION OF NON-INVOLVEMENT IN  
PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**

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**NJTPA  
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

RFP/CONTRACT TITLE: \_\_\_\_\_

PROPOSER/CONSULTANT: \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Proposer is not engaged in prohibited activities in Russia or Belarus as such term is defined in [P.L.2022, c.3](#),<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

**OR**

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the proposal being rendered as non-responsive, and the NJTPA will not be permitted to contract with such person or entity, and if a proposal is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**


*Attach Additional Sheets If Necessary.*

If you certify that the proposer is engaged in activities prohibited by P.L. 2022, c. 3, the proposer shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the proposer does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the NJTPA shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the Agency that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Vendor Name

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus” means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

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**APPENDIX I – RFP, CONSULTANT SELECTION, AND  
CONTRACT AWARD PROCESS SCHEDULE**

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1. RFP Issued..... August 2, 2023
2. Pre-Proposal Meeting ..... 2:00 PM (ET) on August 17, 2023
3. Deadline for Consultant Inquiries. .... August 24, 2023
4. Deadline for Submission of Proposals .....2:00 PM (ET) on September 13, 2023
5. Request for Cost Proposals .....October 27, 2023
6. Consultant Interviews and Submission of Cost Proposals, tentatively week of ...November 13, 2023
7. Tentative Contract Award Date.....June 2024
8. Vendor De-briefings.....  
upon request, after notice of exclusion from the competitive range or notice of award, as applicable.

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## APPENDIX J – PROJECT DETAILS

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**Appendix J**, with the project specific details, have been posted on the NJTPA RFP website at <https://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Current-RFPs.aspx>.

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## APPENDIX K – CONCEPTUAL-LEVEL PLANS

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**Appendix K**, with the project specific details, have been posted on the NJTPA RFP website at <https://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Current-RFPs.aspx>.

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## APPENDIX L – SAMPLE ENVIRONMENTAL DOCUMENTS

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**Appendix L**, with the sample environmental documents/ permitting task process flow and sample CED documents and reports has been posted on the NJTPA RFP website at <https://www.njtpa.org/Get-Involved/RFPs/RFP-RFQ/Current-RFPs.aspx>.

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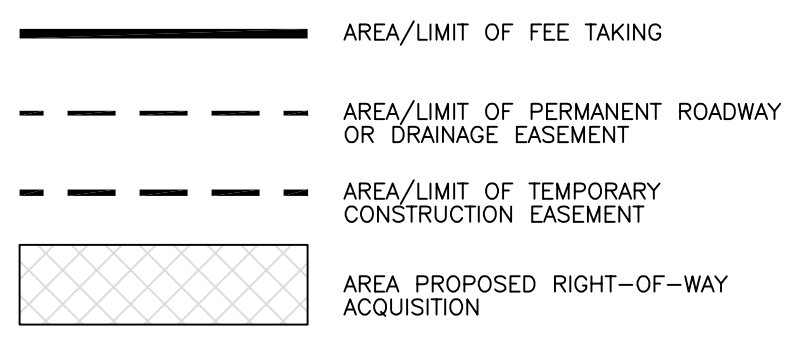
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**APPENDIX M – SAMPLE RIGHT OF WAY DOCUMENTS**

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- LEGEND**
- 1 FEE TAKING
  - E1 PERMANENT EASEMENT
  - TCE1 TEMPORARY CONSTRUCTION EASEMENT



STA. 8+54.02  
OFFSET: 38.63' (R)  
STATION AND OFFSET FROM PROPOSED BASELINE

PROPOSED MONUMENT

Lot 40.01  
Block 491

50' Wide Access Easement to JCP&L

20' Wide Future Road Widening Easement

Proposed Conc. Curb

6+00 7+00 8+00 9+00 10+00 11+00 12+00 13+00 14+00 15+00

Proposed Sidewalk

Proposed Conc. Curb

Proposed Conc. Walk

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

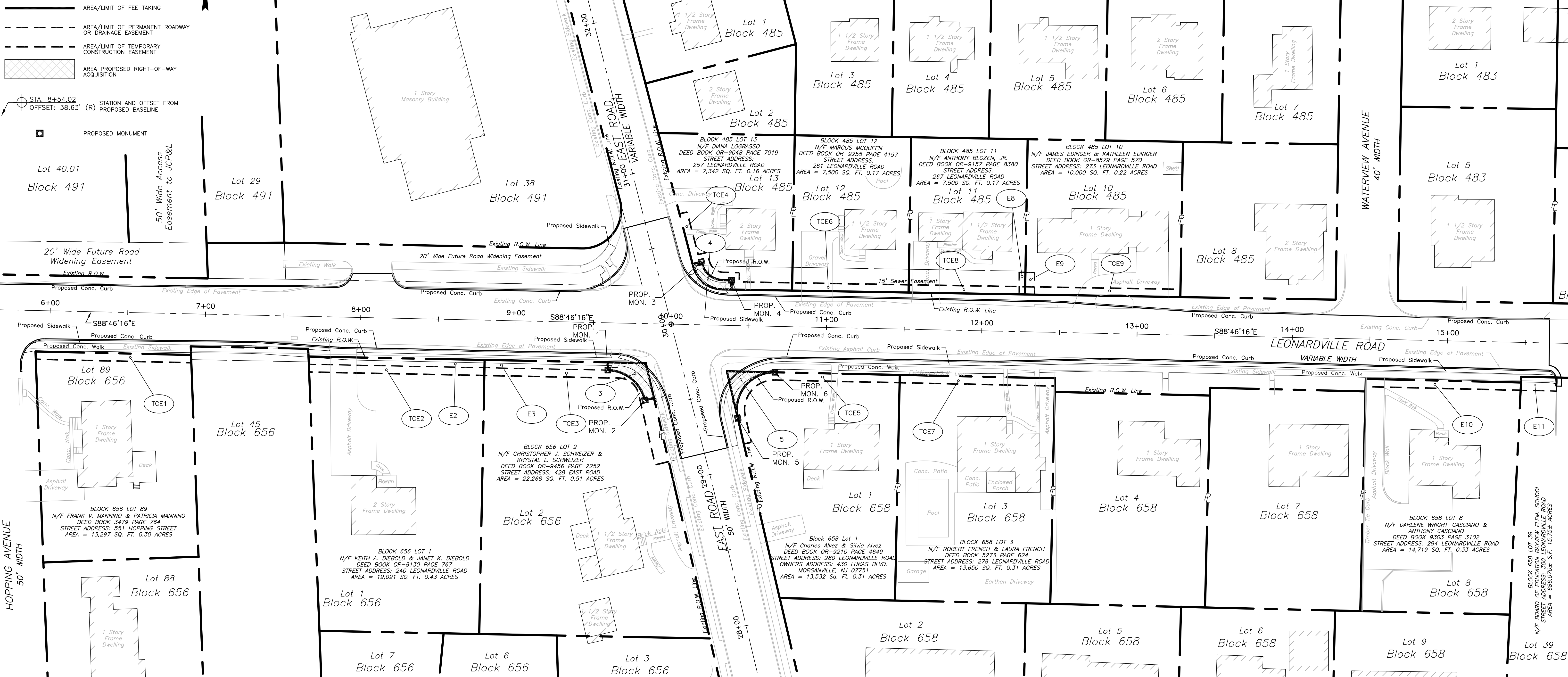
Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

Proposed Conc. Curb

PARCEL NO.	LOCALITY	BLOCK	LOT	OWNER	APPRAISER	F.M.V.	NEGOT. PRICE	DB/PG	DATE	NEGOTIATOR	ATTORNEY
1	MIDDLETOWN TWP.	656	89	MANNINO, F & P				3479/764	12-7-87		
2	MIDDLETOWN TWP.	656	1	DIEBOLD, K & J				OR-8130/767	7-30-02		
3	MIDDLETOWN TWP.	656	2	SCHWEIZER, C & K				OR-9456/2252	11-25-20		
4	MIDDLETOWN TWP.	485	13	LOGRASSO, D				OR-9048/7019	12-12-13		
5	MIDDLETOWN TWP.	658	1	ALVEZ, C & S				OR-9210/4649	1-27-17		
6	MIDDLETOWN TWP.	485	12	MCQUEEN, M				OR-9255/4197	10-24-17		
7	MIDDLETOWN TWP.	658	3	FRENCH R & L				XXXX/XXXX	XXXX		
8	MIDDLETOWN TWP.	485	11	BLOZEN, A				OR-9157/8380	3-23-16		
9	MIDDLETOWN TWP.	485	10	EDINGER, J & K				OR-8579/570	7-17-06		
10	MIDDLETOWN TWP.	658	8	WRIGHT, D				OR-9303/3102	7-31-18		
11	MIDDLETOWN TWP.	383	39	BOARD OF EDUCATION							

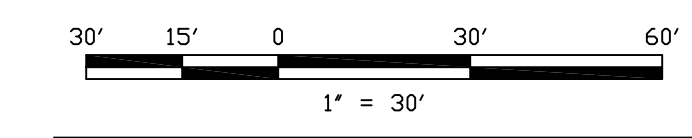


**LIST OF PROPOSED MONUMENTS**

- PROP. MON. 1 STA 9+59.82  
OFFSET 30.47 (R.)  
N 576,216.83  
E 607,091.63
- PROP. MON. 2 STA 9+84.08  
OFFSET 49.29 (R.)  
N 576,197.50  
E 607,115.49
- PROP. MON. 3 STA 10+18.67  
OFFSET 40.60 (L.)  
N 576,286.60  
E 607,152.00
- PROP. MON. 4 STA 10+38.17  
OFFSET 29.09 (L.)  
N 576,274.70  
E 607,171.25
- PROP. MON. 5 STA 10+44.09  
OFFSET 59.38 (R.)  
N 576,186.01  
E 607,175.29
- PROP. MON. 6 STA 10+67.36  
OFFSET 29.55 (R.)  
N 576,215.44  
E 607,199.17

**CERTIFICATION:**  
THIS "GENERAL PROPERTY PARCEL MAP" HAS BEEN PREPARED IN ACCORDANCE TO THOSE SECTIONS OF THE "MAP FILING LAW" THAT PERTAIN TO "RIGHT OF WAY, PARCEL MAPS"

PAUL J. EMILIUS JR., P.L.S. LIC. NO. 37186 DATE  
GEOD CORPORATION, NEWFOUNDLAND, N.J.



REVISIONS	
DATE	DESCRIPTION



PAUL J. EMILIUS Jr.  
LICENSED PROFESSIONAL LAND SURVEYOR  
STATE OF NEW JERSEY LICENSE NO. 37186

MONMOUTH COUNTY, NEW JERSEY  
**RECONSTRUCTION OF C.R. 516**  
**(LEONARDVILLE ROAD) IN THE**  
**TOWNSHIP OF MIDDLETOWN**  
GENERAL PROPERTY PARCEL TRACT MAP

JOSEPH ETTORE P.E. GE32394  
MONMOUTH COUNTY ENGINEER DATE

**ROADWAY IMPROVEMENTS TO  
C.R. 516 (LEONARDVILLE ROAD)  
AND EAST ROAD**

**PARCEL TCE1  
BLOCK 656, LOT 89  
TOWNSHIP OF MIDDLETOWN  
MONMOUTH COUNTY**

**ACQUISITION OF TEMPORARY CONSTRUCTION EASEMENT REQUIRED FOR THE  
RECONSTRUCTION OF C.R. 516 (LEONARDVILLE ROAD) AND  
EAST ROAD, IN THE TOWNSHIP OF MIDDLETOWN, MONMOUTH COUNTY, NEW JERSEY**

**NOW OR FORMER OWNER OF RECORD  
Frank V. & Patricia Mannino  
551 Hopping Road, Belford, New Jersey (Owner Address)**

Temporary Construction Easement with right to construct for grading purposes that portion of land as far as the line or area indicated "Temporary Construction Easement" as shown on the plan entitles "Reconstruction of C.R. 516 (Leonardville Road), Township of Middletown, Monmouth County, New Jersey, General Property Parcel Tract Map" prepared by GEOD Corporation, Paul J. Emilius, Jr., P.L.S., March 1, 2021, which plan is on file in the office of the County Engineer;

Said easement shall include the right to: access the property for including but not limited to reconstruction of driveway, paving, resurfacing, regrading, placement of topsoil and seeding.

Being intended to be a portion of Block 656, Lot 89 as shown on the tax map of the Township of Middletown, containing 500 ± square feet or 0.0114 acres ± and as shown on the plan entitled "Reconstruction of C.R. 516 (Leonardville Road), Township of Middletown, Monmouth County, New Jersey, Land N/F of Frank V. & Patricia Mannino, Block 656, Lot 89, Individual Property Parcel Map No. 1, dated March 1, 2021.

SUBJECT, HOWEVER, to all public utility easements, recorded or unrecorded, affecting the herein described premises.

DESCRIPTION PREPARED BY:  
GEOD CORPORATION

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Paul J. Emilius Jr. Date 03-01-2021  
Professional Land Surveyor  
New Jersey License No. 37186



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**APPENDIX N – PS&E CHECKLIST**

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(9/09)

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
LOCAL AID FEDERAL PROJECT PS&E REVIEW CHECKLIST**

Preliminary  Final  Submission - PAGE 1 OF 2

Name: \_\_\_\_\_ Limits: \_\_\_\_\_  
 Muni: \_\_\_\_\_ Co.: \_\_\_\_\_ DBNUM: \_\_\_\_\_ STIP Year/Section/Page \_\_\_\_\_  
 FAR# \_\_\_\_\_ Functional Class: \_\_\_\_\_ FPN: \_\_\_\_\_ FMIS ID#: \_\_\_\_\_  
 Job No. \_\_\_\_\_ Anticipated CED Date \_\_\_\_\_ Anticipated Auth Date \_\_\_\_\_ Agreement No. \_\_\_\_\_  
 CED Approval Date \_\_\_\_\_

ITEM	Submittal	ELEMENTS (P: Preliminary PS&E Submittal/ F: Final PS&E Submittal)	Yes	No	N/A
Design Exceptions	P/F	Has project sponsor notified Local Aid on design exceptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Has project sponsor provided a design exception report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Review and Comment (Non-NHS)/ Review, Comment and approve (NHS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patented/Proprietary	F	Has project sponsor notified Local Aid on Patented/Proprietary items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/Direct Contract Items	F	Has project sponsor notified Local Aid on non-publicly bid contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Verify all patented/proprietary contract items, or direct non-publicly bid contracts: Each requires a related public interest finding (PIF) statement and justification with a letter requesting approval from FHWA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	PIF concurrence by FHWA on patented/proprietary items & non-bid contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Patented/proprietary item special provisions are included in all bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Bar Chart	P/F	Verify schedule submitted, is the contract time realistic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans	P/F	Standard Key Sheet details (Name of Project, Federal Project No., Reference to Specifications, Signature and Seal, Location Map, project limits with beginning and ending stations. For split-fund projects, are funding limits shown on plans?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	"NJDOT Standard Specifications for Road and Bridge Construction, 2007 and current Supplementary Specifications thereto to govern" on Key Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Does the plan meet the scope of work as approved? As Field verified? Glaring omissions such as guide rail not being upgraded as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Constructability (Are there enough information and data for the contractor to construct the project without questions?) Note on required Contractor notification of all utilities and interested parties prior to start of work, Contact information of adjacent Utilities & Underground Location Service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Verify design is general conformance with NJDOT Roadway Design Manual: Guide rail warrants and inclusion, Drainage and calculations; AASHTO publications; ADA: Sidewalks and curb ramps; Bicycle Accommodation: Safety grates; Water Quality: Eco-curb pieces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Estimate of Quantities/Distribution of Quantities sheets: construction item nomenclature, quantities & pay units are according to final Engineer's Estimate of Cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Typical section(s) show all existing conditions and proposed design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Construction plan sheets show all existing topography and utilities and proposed construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Pavement widths and right-of-way widths are clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Existing and proposed profiles are clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Existing and proposed drainage, if part of project, with all inverts shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Cross sections, if required, showing cuts, fills, and an earthwork summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Traffic Signal & Electrical Plan(s), if required, quantities clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Structural and geotechnical Plans, if required with quantities clearly indicated, and compliance with non-local aid SME review comments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Other NJDOT (CPM, Maintenance, Railroad, Jurisdiction, Regional or Major State Highway Access,) reviews. Eg: Railroad Engineering & Safety Unit (RRSE) review of projects where railroad or light rail at-grade crossing is within the project limits or within 1000 feet of the project limits. Has the sponsor incorporated Diagnostic Team Memorandum of Record and related Commissioner's ORDER in bid documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Other non-NJDOT (County, Municipality, Turnpike, Parkway,) reviews. Has the sponsor incorporated related requirements in bid documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Detailed Detour, Traffic Control and or Maintenance and Protection of Traffic Plans: conform to current Manual on Uniform Traffic Control Devices, with pay units by measurable units not Lump Sum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Pavement striping plan, if traffic stripes and markings are in the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Equivalent Details: for all Non-Standard and or Non-PIF Proprietary Items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Standard NJDOT Construction Details Sheets referenced in plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Info to prepare 2 environmental checklists for authorization request shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Any addendums detected in Final Plans, reviewed, certified and approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
LOCAL AID FEDERAL PROJECT PS&E REVIEW CHECKLIST**

Preliminary  Final  Submission - PAGE 2 OF 2

Name: \_\_\_\_\_ Limits/Muni/Co. \_\_\_\_\_

ITEM	Submittal	ELEMENTS (P: Preliminary PS&E Submittal/ F: Final PS&E Submittal)	Yes	No	N/A
Specifications	P/F	Federal Aid Supplementary Specifications and all applicable sections included and/or Standard Specifications for Road and Bridge Construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Bid Proposal: All construction bid items are included with nomenclature, quantities & pay units according to final Engineer's Estimate of Cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Permits required, related work restrictions and approval submittals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Prevailing Wage Rate including Traffic Director – Flagger, not Police Traffic Directors, prevailing rate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	General Instruction to Bidders and all of the Federal Aid Attachments are included (Certifications such as Non-Collusion Affidavit).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Non-standard item Specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Info to prepare 2 environmental checklists for authorization request shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	* Required contract ESBE Goal/Trainee Goals are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer's Estimate of Construction Cost	P/F	Date of Final Construction Cost Estimate _____ (prepared within the last 30 days from requesting funding authorization), signed by Registered PE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Costs of all patented/proprietary items & non-bid direct contacts are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Breakout of non-participating and or third party cost match sharing items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Identify capped items: Police Traffic Directors, federal cost participation capped at current Traffic Director/Flagger prevailing wage rate.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	P/F	Identify ineligible items: core samples, permit, advertising costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Has the project sponsor included any costs for construction engineering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Has the sponsor included documentation for consultant selection, if requesting funds for construction engineering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Verification with the most recent Average Bid Price.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	* Engineer's Estimate used in request for DBE/ESBE & Trainee goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental CED/ER	P/F	Check for correctness: Does the PS&E Package accurately reflect scope of approved project CED and requirements such as SHPO's?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Date: _____ Check for validity: Is CED/ ER less than 1Year/ 3 Months old?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Environmental permits: Check that all are secured, with full copies of each permit in file? Check for work restrictions in bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Check for commitments required and inclusion in bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certifications	P/F	Does the project conform to the design standards for the handicapped under the Americans with Disability Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Does the project conform to the design standards for the bicycle safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Sponsor's certification of traffic control devices (P.L. 2008, c. 10; LPA establishes certain traffic control without NJDOT review or involvement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Check Right-of-Way, Utility & Design Certifications content & accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Has the project sponsor included a signed/sealed design certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Letter of commitment by sponsor for advertisement within 60 calendar days from the date of the Department's notice of federal authorization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Letter of commitment if applicable, by sponsor to fund the amount over federal funding detailing how the project cost overage will be funded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General	P/F	STIP Reference/Federal Project No./State Job No. on all documents?			
	P/F	In response to FHWA PS&E Review: Preliminary review of PS&E must have letter to Sponsor with comments and Sponsor must respond back in writing. Verify incorporation of comments into final submission of PS&E.			
	P/F	Design Exceptions: Controlling Design Elements (CDE's): Stopping Sight Distance (SSD) Vertical Curve(s)/ SSD Horizontal Curve(s)/ Minimum & Maximum Grades/ Lane Width (Through & Aux.)/ Shoulder Width/ Vertical Clearance/ Acceleration & Deceleration Lane Length/ Minimum Radius of Curve/ Cross Slope/ Through Lane Drop Transition Length/ Superelevation/ Bridge Width/ Structural Capacity			



**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
LOCAL AID FEDERAL PROJECT PS&E REVIEW CHECKLIST**

**Proposed Additional Certifications:**

**1. For Authorization Request: Traffic Control Devices**

"I certify, that if applicable for this project, it is in conformance with and as stipulated in P.L. 2008 c. 110 for traffic ordinance regulating the passage or stopping of traffic at certain congested street corners or other designated points, including the establishment of multi-way stop controls as applicable to potential impacts to adjacent facilities, including state highways as noted in the law. Further, I certify that improvements involving traffic engineering features, i.e. designation or erection of signs or placement of pavement markings, parking prohibitions, establish speed limits, designation of one-way streets, etc. are in conformance with the current edition of the MUTCD for Streets and Highways / all supporting permits and / or required documentation will be submitted as per this law, upon completion of the construction phase."

From FHWA Local Aid Stewardship Agreement:

The Local Aid Project Oversight table highlights key project work activities and the actions required of LPAs, NJDOT, and FHWA. Specific details on program and eligibility requirements can be found in the Federal Aid Handbook and the August 1, 1997 Memorandum of Understanding between Federal Highway Administration (FHWA) and the Division of Local Aid & Economic Development. In conjunction with NJDOT, FHWA performs periodic process reviews to ensure the efficiency and accountability of the program. Also, FHWA tasks include authorizing of program requests and approving certain project submittals as described below.

**Local Aid Project Oversight**

Work Activity <sup>1</sup>	Action		
	LPA (Project Sponsor)	NJDOT (incl. MPO as appropriate)	FHWA
Scope of Work	P/S	R/C/A	Part of funding authorization package
Funding Requests & Authorizations	--	P/S	R/C/A
Environmental Documentation	P/S	R/C	R/C/A
Design Exceptions	P/S/R/C Approve if Non-NHS	R/C Approve if NHS	--
Design Submittals (to include Preliminary Design, Final Design, and Plans, Estimates, & Specification submittals)	P/S	R/C/A	--
Public Interest Finding <sup>2</sup>	P/S	R/C	R/C/A
Clear Right of Way (Right of Way Certification)	P/S	P/S/R/C/A	Part of funding authorization package
Utility Certification	P/S	P/S/R/C/A	Part of funding authorization package
Construction Advertisement	P/S	R/C/A <sup>3</sup>	--
Construction Award	P/S	R/C/A <sup>3</sup>	--
Construction Inspection	Perform Inspection	Verify & Monitor	Inspect as needed
Project Closeouts (at PE phase and Construction phases)	--	P/S	R/C/A

A = Approve	C = Comment	P = Prepare	R = Review	S = Submit
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<sup>1</sup> Work Activity is contingent upon the federally reimbursable Local aid program.

<sup>2</sup> Certain Federal-aid requirements (e.g., use of state owned/furnished/designated materials, use of public equipment, or contract award based on other than competitive bidding) may be waived under specific conditions if it is found to be in the public interest of cost effective.

<sup>3</sup> Notify FHWA in writing for those projects not meeting competition requirements of FHWA "Guidelines on Preparing Engineering Estimates, Bid Reviews and Evaluations" (available at <http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>).

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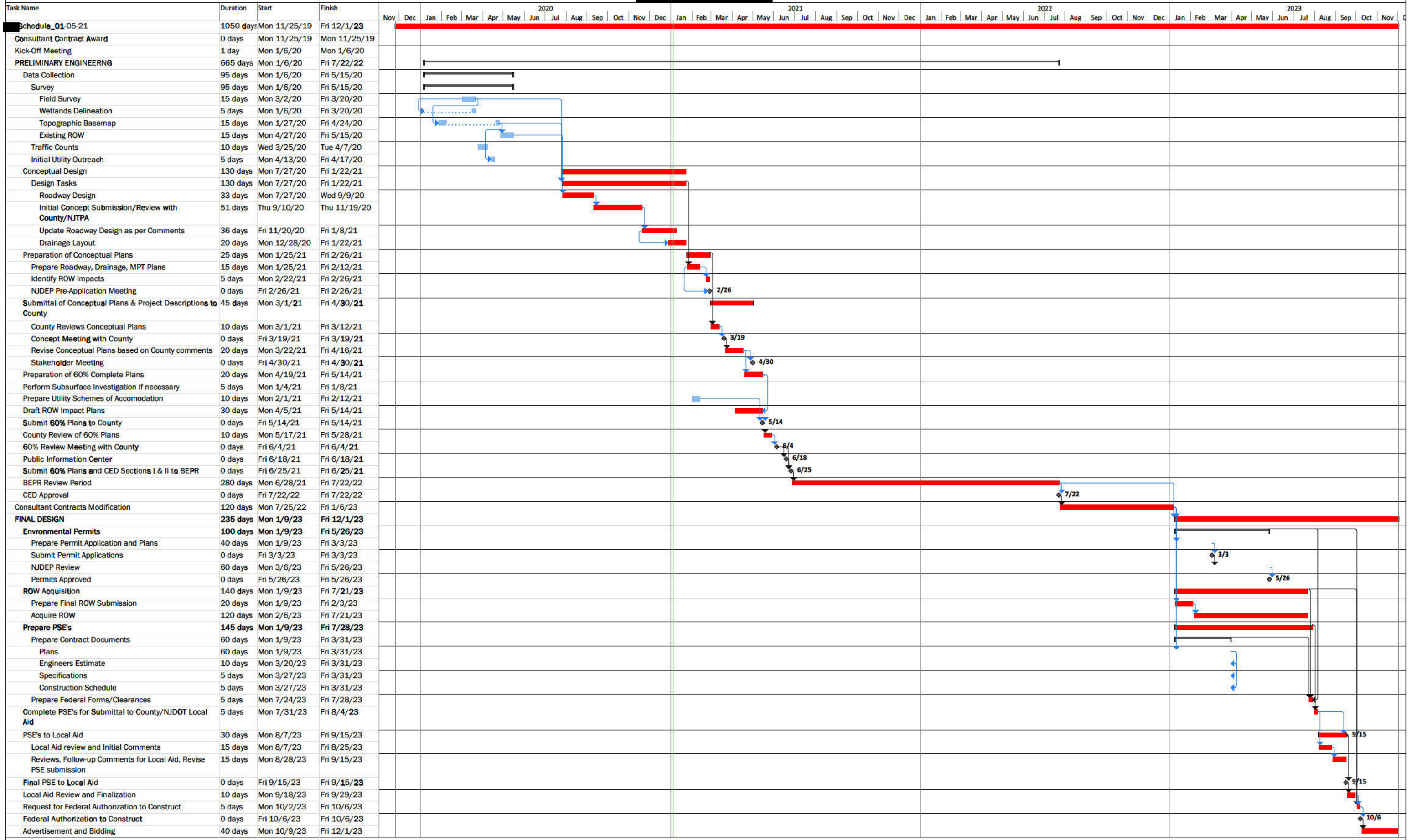
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**APPENDIX O – SAMPLE PROJECT SCHEDULE**

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**APPENDIX P – SAMPLE PUBLIC OUTREACH PLAN**

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# DRAFT Public Involvement Action Plan

Martin Luther King Avenue Bridge over Whippany River

Local Concept Development Study

Town of Morristown, Morris County, New Jersey



March 2019

Prepared by:

**Michael Baker**

**I N T E R N A T I O N A L**

Michael Baker International Inc.

300 American Metro Boulevard

Hamilton, NJ 08619



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## Introduction

Engaging the local community as part of the Local Concept Development (LCD) phase enables the assessment of problems and development of solutions with community input. Coordination of community outreach efforts early in the study provides an opportunity to obtain input on project needs and deficiencies and begin laying the groundwork for alternatives that will be supported by the local community.

The purpose of the Public Involvement effort for the Morris County Martin Luther King Avenue Bridge over Whippany River Local Concept Development Study is to involve and inform the public through providing access to the planning approach and decision-making process. The Public Involvement Action Plan (PIAP) aims to provide ample opportunities for public comment regarding the identification and development of proposed improvements. The intention of the PIAP document is to establish a dynamic public involvement guideline, to evolve as the project progresses, to keep the public involved and maintain broad-based support for the project with consideration for context sensitive design solutions.

Community outreach efforts will be documented for the duration of the project, including meeting summaries, presentation materials, written and oral comments, recommendations, correspondence, and Resolutions of Support. For the LCD phase, a public outreach summary will be provided as part of the final report. Public Meeting procedures, advertisements and notices overseen by the North Jersey Transportation Planning Authority (NJTPA) will comply with Federal Standards.

## Project Description

The NJTPA is the lead agency administering the contract and working in coordination with Morris County and the New Jersey Department of Transportation (NJDOT).

The bridge is in overall poor condition due to the poor condition of the superstructure. The structure is classified as Structurally Deficient due to the superstructure, and Functionally Obsolete due to substandard bridge roadway width.

## Public Outreach Goals and Objectives

The goals and objectives of public outreach during concept development are:

- Provide clear, concise information on how the public can be involved in the project process and where they can learn about its progress,
- Consider public concerns and interests from project inception throughout project development.
- Provide an effective mechanism for input and feedback from the public.
- Obtain public input and feedback during the concept development process.
- Obtain Resolutions of Support for a preliminary preferred alternative from the Town of Morristown and Morris County.

## Local Officials Meetings

For Local Officials Meetings, meeting logistics, such as email notification and telephone follow up calls will be provided. The Project Team will provide an agenda, meeting facilitation, meeting minutes and action items. A list of potential stakeholders will be provided along with meeting materials designed to clearly

define the project and role of the stakeholders in the public involvement process for this phase of the project. A list of what will be presented at each Local Officials Meeting is presented in Table 1.

## Stakeholder Meetings

To build community consensus and discuss context sensitive design issues, it is necessary to review issues and identify potential stakeholders in advance. A stakeholder is an individual or group with an interest or investment in the way an issue is resolved. For example, major employers within the vicinity of the bridge could provide information on commuter employee needs and may benefit from proposed improvement alternatives.

A preliminary list of stakeholders will be created. The list will be developed in coordination with Morris County as well as the municipal local officials of the Town of Morristown. The reason it is necessary to review stakeholders for potential Community Stakeholders Group (CSG) membership is to understand the issues represented by each stakeholder prior to meeting and to determine that there is not high duplication of interest, or any missing interests for inclusive representation. This is to ensure community balance, environmental justice and development toward broad-based support. It may also contribute to a manageable and effective number of stakeholders for effective discussion and collaborative problem solving and consensus building during this phase of the project.

### Initial Stakeholders List

#### *Agencies*

- Federal Highway Administration
- U.S. Army Corps of Engineers
- Natural Lands Trust Program
- NJDEP, Central Bureau of Water Compliance & Enforcement
- NJDEP, Land Use Regulation Program
- NJDEP, State Historic Preservation Office (SHPO)
- NJDOT Local Aid and Bureau of Environmental Program Resources
- NJ TRANSIT, private bus services, and other transit carriers

#### *County and Municipal Officials and Organizations*

- Morris County Officials, Engineer, Planner, OEM
- Town of Morristown Elected Officials, Engineer, Police, Fire, OEM, and School Board Officials
- Local and Regional Medical Centers, EMS providers, and healthcare support centers
- Businesses, local chambers of commerce, schools, residential and commercial/recreational marinas
- Interested groups such as civic organizations, neighborhoods, historic society and cycling clubs
- Private residential and commercial property owners within the project limits
- Legislative Representatives, State Senate and Assembly

For the initial Stakeholder meeting and follow-up meetings, an agenda will be prepared, meeting notice distributed through mail/email, and reminder phone calls for attendance will be conducted as needed. During the initial and follow-up Community Stakeholders meetings, the facilitator will monitor the communication to ensure balanced participation and clear understanding of information by all participants and observers during the meetings. The facilitator will record issues and provide meeting

summaries. The agenda and meeting report will be distributed as determined by the Project Team. A list of what will be presented at each Stakeholder Meeting is presented in Table 1.

## Public Meetings

The Project Team will coordinate, arrange, prepare, facilitate and document two Public Information Centers (PICs). The PICs will follow an open house format with support staff available to answer questions. Several different stations may be created to structure the event, display specific information and obtain input directly on specific topics such as pedestrian access, traffic and environmental concerns or safety issues. Work efforts may include preparing detailed mailing lists, meeting notifications and advertisement, flyers, handouts and presentation materials. Based on the environmental justice screening for the study, a multilingual advertisement may be required along with an interpreter at the sessions. The provision of language translation services will be verified at the first Local Officials Meeting.

Display boards and PowerPoint presentations may be available for viewing. Sign-in sheets will be used to record attendance and blank comment forms will be available to obtain input from the public and officials. The Project Team will review and respond to comments as required, to develop the Purpose and Needs Statement and support the alternatives analysis. A list of what will be presented at each Local Officials Meeting is presented in Table 1.

PIC notices will be posted within two newspapers recommended by the Town of Morristown within at least 7 days of the meeting date.

## Title VI and Environmental Justice

Per the National Environmental Policy Act of 1969, Title VI of the Civil Rights Act of 1964, and Executive Order 12898, Federal Actions to Address Environmental Justice (EJ) in Minority Populations (based on race, color, national origin, and language) and Low-Income Population in 1994, Environmental Justice efforts must be integrated into the planning phase of transportation project development. The essence of effective environmental justice practice is summarized in three fundamental principles:

- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority population and low-income populations;
- Ensure the full and fair participation by all potentially affected communities, including minority and low-income communities, in the transportation decision-making process; and
- Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations. Provide reasonable access to services for those who do not speak, write, or understand English, or are low-literacy.

Residents within 1000' from the project limits will be considered in the demographic analysis for this LCD.

## Community Input Survey

A community input survey will be designed and distributed to obtain initial input from community and agency stakeholders. The survey can be mailed, sent via email and/or published online. The follow-up surveys will also be conducted via email notifications and posted on the project specific website. The survey is also effective in determining if any stakeholders need to be added or if new issues may have

surfaced during the LCD phase. A summary of the survey responses will be provided for the Project Team to review and presented at the Stakeholders Meetings, Public Meetings, and posted to the project specific website.

## Public Outreach Materials

It is important to use clear and accessible communications and a variety of media to reach all segments of the community.

### Traditional Outreach Methods

*Project Fact Sheets.* A project fact sheet will be prepared and distributed at the initial local officials meeting, community stakeholder group outreach meetings, and later at PICs. The Project Fact Sheet may include information such as, project status and schedule, brief project history, project issues, project location map, project purpose and needs statement, and proposed concepts. The project fact sheet will be approved by the Project Managers at NJTPA, NJDOT, and Morris County. The Project Fact Sheet will be updated as the project progresses to reflect the most accurate project information available. Information contained in the Project Fact Sheet can be adapted into a project newsletter, a PIC Notice handout, or website posting.

*Display Boards.* Display boards will be utilized to convey the proposed improvements to the public. Project display boards will include a project deficiency display, purpose and needs display, identification of environmental resources and impacts display (environmental constraints map), conceptual alternatives’ displays, project aerials or renderings if appropriate. In later phases a Preliminary Preferred Alternative (PPA) display, a display of the final project configuration, and traffic staging plans may be included.

*Comment Forms.* NJTPA/NJDOT/Morris County Blank Comment Forms will be made available for PICs, the project website, community stakeholder meetings, and at the Local Officials Meetings. Submissions will be shared with the Project Team and Morris County through this phase of the project.

### Digital Outreach Methods

*Project Website.* To maintain open lines of communication throughout the study, a public facing project website will be developed. The website will provide information about the project status, ongoing work, and upcoming public meetings. The website will also be used to provide community access to project online surveys, survey results, and project information, including fact sheets, presentations, and upcoming meeting notices. The Project Team will also monitor the website’s usage and traffic utilizing Google Analytics or a similar program. Google Analytics tracks and reports where website visitors are clicking and how long and how often users visit. The Project Team will report on website activity monthly.

Meeting notices will also be sent to Morris County for inclusion on County social media postings.

## Schedule of Public Involvement/Community Outreach Initiatives

Table 1: Key Public Involvement Activities

Initiatives	Date	Purpose
1 Community Input Survey	Fall 2018	▪ Identify stakeholders

			<ul style="list-style-type: none"> <li>Develop and maintain contact information for community stakeholders, local officials and agencies</li> <li>Identify issues/interests</li> <li>Assess stakeholders</li> </ul>
2	Project Website	Fall 2018 (On-Going)	<ul style="list-style-type: none"> <li>Disseminate project information to the general public</li> <li>Gather general feedback from the general public</li> </ul>
3	Local Officials Meetings	Winter 2018 - Meeting #1 Project Kickoff  Summer 2019 - Meeting #2 Alternatives Analysis/PPA	<ul style="list-style-type: none"> <li>Present Project Status and schedule</li> <li>Identify issues and concerns</li> <li>Identify stakeholders</li> <li>Provide feedback on Public Meetings and written comments received</li> <li>Obtain feedback on conceptual alternatives and initial preference for a PPA</li> </ul>
4	Stakeholder Meetings	Winter 2019 - Meeting #1 Existing Conditions  Summer 2019 - Meeting #2 Alternatives Analysis/PPA	<ul style="list-style-type: none"> <li>Review the project's draft Purpose and Need Statement</li> <li>Review project status and schedule</li> <li>Obtain stakeholder comments</li> <li>Obtain feedback on conceptual alternatives and initial preference for a PPA</li> <li>Obtain stakeholder comments</li> </ul>
5	Public Meetings (PICs)	Winter 2019 - Meeting #1 Existing Conditions & Purpose and Need  Fall 2019 - Meeting #2 Alternatives Analysis/PPA	<ul style="list-style-type: none"> <li>Review the project's draft Purpose and Need Statement</li> <li>Review project status and schedule</li> <li>Obtain public comments</li> <li>Present the conceptual alternatives and the PPA</li> <li>Obtain public comments</li> </ul>