

# FY 2025 Complete Streets Conceptualization Pilot

## Pre-Proposal Meeting

- Welcome, the meeting will begin shortly.
- We respectfully request the following:
  - Please mute your microphones.
  - Please enter your contact information in the chat box (Name, Firm, Email, indicate DBE/ESBE status).
  - Please note that this session will be recorded for internal use only to allow staff to review questions presented at today's meeting.

# FY 2025 Complete Streets Conceptualization Pilot

**Pre-Proposal Meeting**  
**March 6, 2025**  
**2:00 PM**



Peter Bilton, Manager, Sustainable Transportation Planning

Maria A. Slump, Sr. Grants and Contracts Administrator

# NJTPA Region

Bergen

Essex

Hudson

Hunterdon

Jersey City

Middlesex

Monmouth

Morris

Newark

Ocean

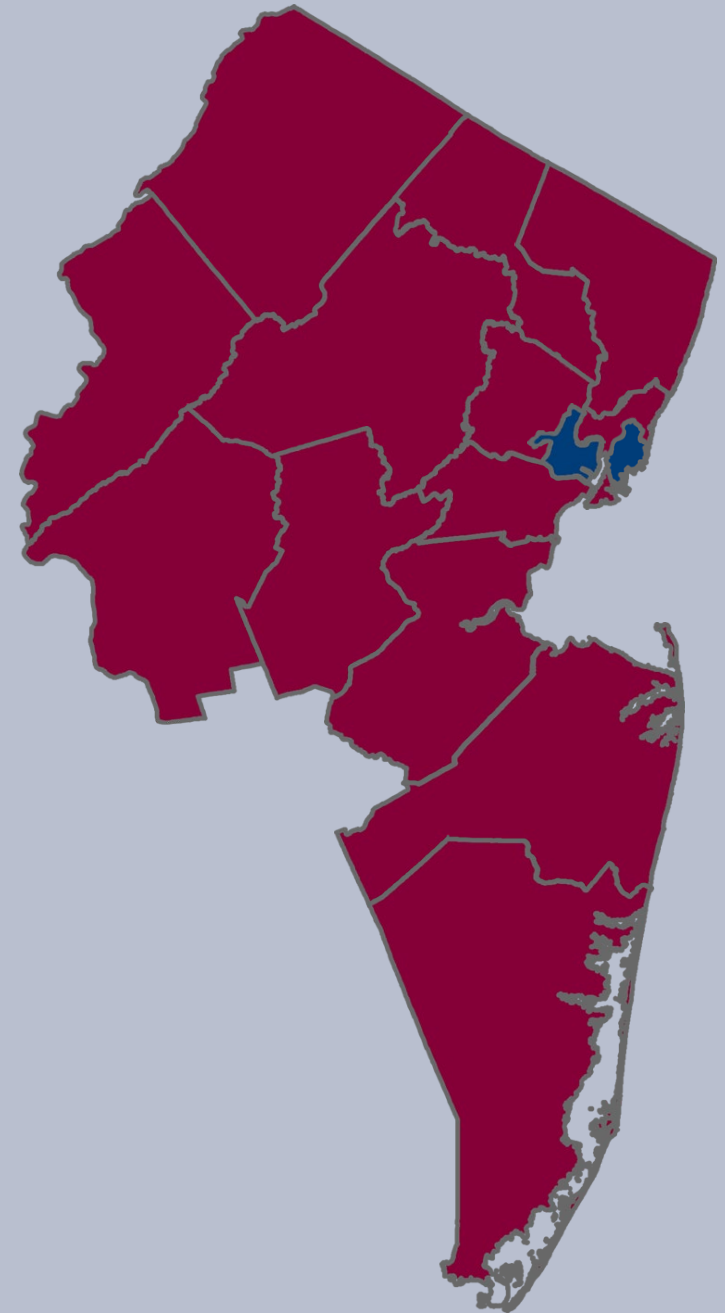
Passaic

Somerset

Sussex

Union

Warren



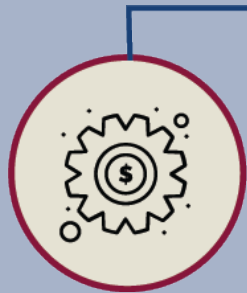
# NJTPA Board and Committees

Bergen Essex Hudson Hunterdon Jersey City Middlesex Monmouth

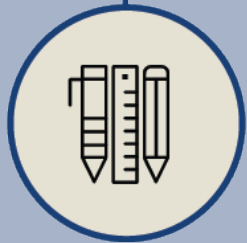
Morris Newark Ocean Passaic Somerset Sussex Union Warren

NJDOT NJ TRANSIT Port Authority Governor's Rep. Citizens' Rep.

## Standing Committees



Planning & Economic  
Development Committee



Project Prioritization  
Committee



Freight Initiatives  
Committee



Regional Transportation  
Advisory Committee



# NJTPA Board Executive Committee

*From left to right:* Morris County Commissioner **Stephen Shaw, Secretary**

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

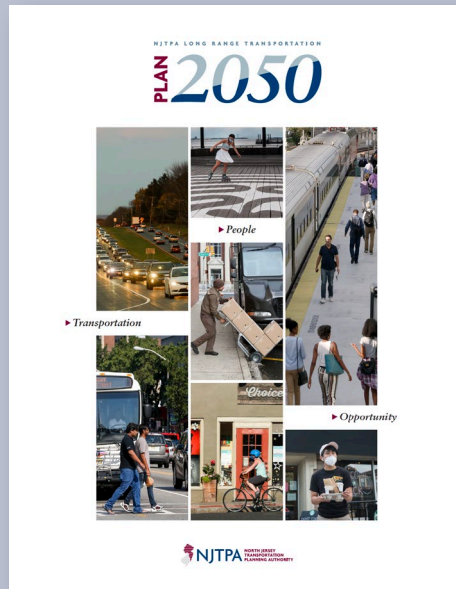
Ocean County Commissioner **John P. Kelly, Chair**

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

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



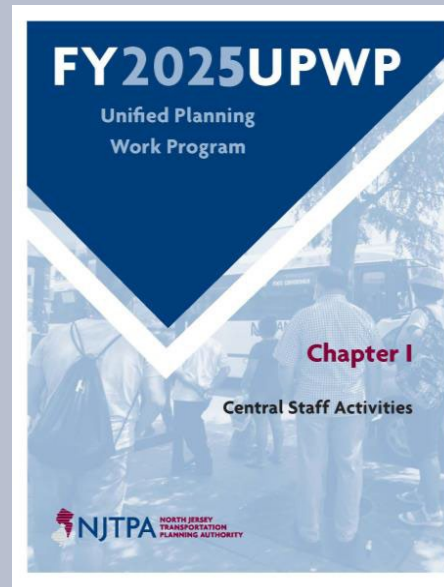
# Key Products



## Long Range Transportation Plan (LRTP)

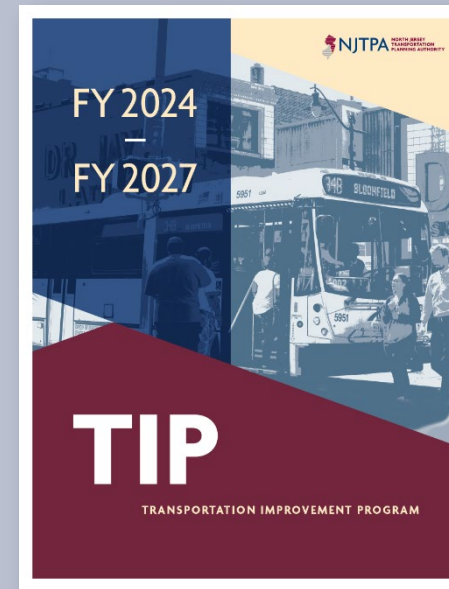
*Updated every four years*

*Planning*



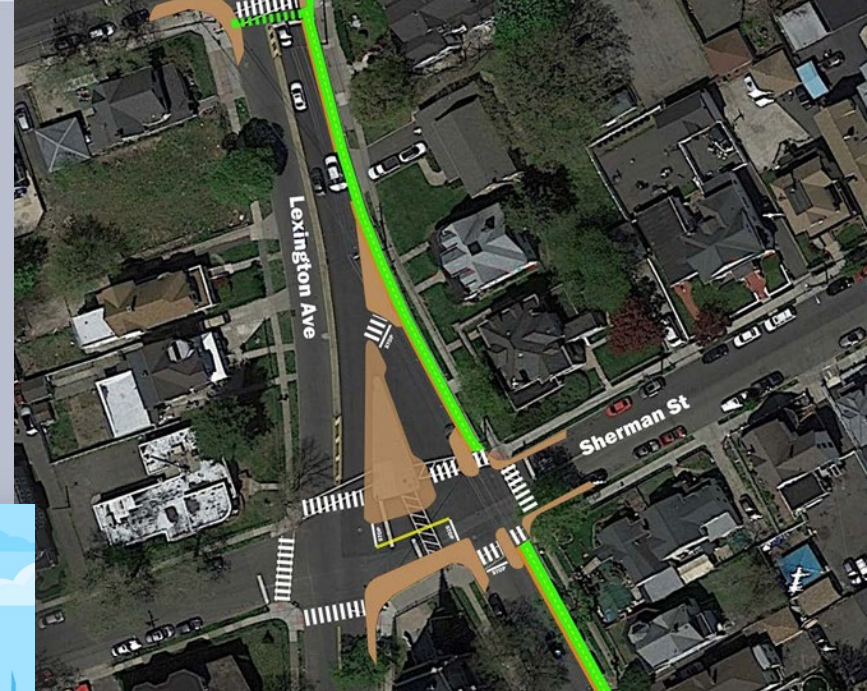
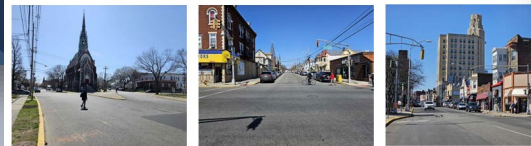
## Transportation Improvement Program (TIP)

*Updated every other year*





# Prior Complete Streets Studies



# Relation to Other NJTPA Planning Studies

## Complete Streets Technical Assistance

- Limited scope; small project area; several at once
- Community walk audits; surveys; temporary demonstrations
- Recommendations

## Planning for Emerging Centers

- Transportation and land use plans
- Emphasis on transit centers
- Has included town-wide Complete Streets

## Complete Streets Conceptualization

- Neighborhood-wide
- Evaluate multiple concepts
- Robust engagement; broad buy-in
- Complete vision that leads to next steps and funding



# Perth Amboy Planning Initiatives

- Creative Perth Amboy (2015)
- Green Infrastructure Feasibility Study (2015)
- Bicycle and Pedestrian Plan (2016)
- Perth Amboy Master Plan Circulation Element (2016)
- Housing Element and Fair Share Plan (2020)
- Perth Amboy Alliance for Community Plan (2021)
- Transit Hub Plan (2024)
- HUD Consolidated Plan 2025-2029 (in development)
- Master Plan - Land Use Element (in development)

# Project Background

- Hall Avenue provides an east-west connection across the North Jersey Coast Line and CSX freight railroad
- Hall Avenue links the Harbortown residential development with schools and Amboy Avenue
- The study area is served by the Perth Amboy Alliance for Community, a community benefit program run by the Jewish Renaissance Foundation and funded by the Neighborhood Revitalization Tax Credit program
- Seventy-nine percent of Perth Amboy residents are Hispanic or Latino, and 47 percent are foreign born



# Project Background

- Study area will be refined based on City and initial stakeholder input





# Current RFP

The NJTPA is seeking consultant support to:

- 1) Develop conceptual improvements for the Hall Avenue neighborhood in Perth Amboy using the Complete Streets approach
- 2) Conduct robust engagement with community stakeholders and the City to ensure a high level of understanding and project buy-in
- 3) Advise the City on potential funding and grants
- 4) Develop guidelines for a potential future technical assistance program modeled on this study

# Project Schedule

- The consultant effort is expected to be started in June 2025.
- Project to be completed within 24 months of commencement.

# Scope of Work

- Task 1: Stakeholder and Public Outreach
- Task 2: Existing Conditions and Needs Identification
- Task 3: Complete Streets Improvement Concept
- Task 4: Recommendations for Next Steps
- Task 5: Final Report
- Task 6: NJTPA Complete Streets Conceptualization Program Development
- Task 7: Project Management



# Task 1: Stakeholder and Public Outreach

- Robust communications and outreach to address needs of residents of all ages, abilities, languages, and incomes, other community stakeholders, the City of Perth Amboy, and other agencies.
  - *Stakeholder Advisory Committee*
  - *Municipal Meetings (staff and officials)*
  - *Engagement in the field*
  - *Renderings and graphics*
  - *Spanish translation*

# Task 1: Stakeholder and Public Outreach

## ***Deliverables for Task 1:***

- Public Engagement Plan
- Stakeholder Advisory Committee Meetings (4)
- Project Website
- Municipal Meetings (3)
- Public and Stakeholder Input
- Public Outreach Memorandum

# Task 2: Existing Conditions and Needs Identification

- Summarize existing data on transportation, land use, and environmental characteristics
- Identify the demographic and social characteristics of the study area population

## ***Deliverables for Task 2:***

- Literature Review
- Existing Condition Inventory
- Existing Conditions GIS Mapping
- Equity Assessment
- Needs Assessment

<https://demographics-resources-njtpa.hub.arcgis.com/>





# Task 3: Complete Streets Improvement Concept

- Three improvement concepts
- Communication with stakeholders and the public through innovative and experiential means
- Close coordination with NJTPA, City, and SAC

## ***Deliverables for Task 3:***

- Initial Improvement Concepts and Memorandum
- Community Input Materials
- Final Recommended Improvement Concept Memorandum and PowerPoint

# Task 4: Recommendations for Next Steps

Provide the City with an “action plan” to advance the project

- *Improvement Concept*
- *Consideration of funding sources*
- *Consideration of “quick build” opportunities*
- *Next Steps list*

## ***Deliverables for Task 4:***

- Next Steps Report

# Task 5: Final Report

Produce a final report, including an executive summary and any appropriate appendices that present the work completed, a compilation of the deliverables for the previous Tasks, methodologies used and the project's results or findings.

## ***Deliverables for Task 5:***

- Final Report
- Presentation to SAC and Standing Committees



# Task 6: NJTPA Complete Streets Conceptualization Program Development

- Program management: project identification, project selection, and administration
- Future study scoping
- Next Steps guidance for municipal study recipients

## ***Deliverables for Task 6:***

- Program Documentation
- Next Steps Guidance Document

# Task 7: Project Management

Ongoing coordination and scheduling to ensure the project is completed on time and within budget

# Task 7: Project Management

## Deliverables for Task 7:

- Kickoff meeting
- Detailed project schedule
- Minimum of five project management meetings
- Bi-weekly updates
- Meeting agendas & minutes
- Web-based project collaboration site
- Monthly invoices & progress reports

# Consultant Selection Criteria

- Understanding of scope and technical approach
- Professional qualifications
- Relevant experience and technical competence, including Complete Streets and public engagement of underrepresented populations
- Demonstrated knowledge of NJTPA region
- Ability to successfully perform work
- Clarity/thoroughness of proposal



# Consultant Eligibility & Documentation

- EEO/Affirmative Action
  - ☐ Letter of Federal Affirmative Action Plan Approval, or
  - ☐ Certificate of Employee Information Report issued by NJ Treasury, or
  - ☐ Copy of Employee Information Report Form AA302 submitted to NJ Treasury

*Note: A Copy of Prime's Certificate of Employee Information Report is requested to be submitted with the Technical Proposal.*

# Consultant Eligibility & Documentation

- Federally Mandated DBE Participation Program
- DBE/ESBE 9.95% participation goal
- DBE Certification by NJDOT, NJ TRANSIT, or PANYNJ
- Or ESBE Certification by NJDOT

State of NJ MBE/WBE or SBE Certifications issued by the Treasury do not satisfy this requirement

# Consultant Eligibility & Documentation

## Insurance & Liability

- Commercial General Liability not less than \$1M and \$2M general aggregate
- Automobile Liability \$1M
- Workers Compensation \$1M
- Excess Liability \$3M
- Professional Liability/Errors & Omissions \$2M

*Proof of insurance must be submitted by the Prime consultant with the Technical Proposal. All consultants will be required to submit proof of insurance prior to award of contract.*

# Consultant Eligibility & Documentation

## *Insurance & Liability (Other Coverage if Applicable)*

- Cyber Liability \$2M
- All-Risk Property
- Pollution Liability

*Proof of insurance must be submitted by the Prime consultant with the Technical Proposal. All consultants will be required to submit proof of insurance prior to the award of the contract.*



# Consultant Eligibility & Documentation

## NJ Business Registration

- Certificate must be submitted prior to contract execution, for prime and all subconsultants

## Disclosure of Investment Activities in Iran and Certification of Non- Involvement in Prohibited Activities in Russia or Belarus

- Forms must be submitted with the proposal, for prime and all subconsultants

# Consultant Eligibility & Documentation

## Non-Disbarment for Receipt of Federal Awards

- Prime consultant and each subconsultant must have an active and publicly searchable registration in the Federal System for Award Management (SAM.gov) with a Unique Entity ID number and shall have no active exclusion records disbarring them from receiving federal awards.

# How to Respond

Deadline for Proposal is **March 26, 2025** at **2:00 PM** sharp (online submission)

- All proposals and supporting documentation must be submitted electronically through the **Submit RFP Proposal Submission Form**
- Inquiries pertaining to submission of a proposal should be directed to Angellita Young at [young@njtpa.org](mailto:young@njtpa.org).

# How to Respond

## Transmittal Letter

- Identifying Prime, Project Manager, person(s) authorized to negotiate on the respondent's behalf, and any proposed subconsultants including DBE/ESBEs
- Certifying respondent's eligibility & commitment to the project
- Technical proposal in PDF Format
- Cost Proposal in both PDF and Excel Format.



# Technical Proposal Submission Requirements

- Consultant team's approach to the project
- Firms' experience/ability to complete work
- Work plan and schedule
- Staff plan table, organization chart, qualifications & resumes of key staff
- DBE/ESBE Participation Documentation
- Certificate of Employee Information Report
  - Prime Consultant

# Technical Proposal Submission Requirements

- New Jersey Business Registration Certificate
- Disclosure Forms: Investment Activities in Iran & Non-Involvement in Russia/Belarus
- Firms' commitment to quality management
- Proof of insurance- Prime Consultant

# Cost Proposal Submission Requirements

- Cost reimbursement contract subject to Federal and State Laws, Policies and Procedures
- Cost plus fixed fee contract, up to an agreed ceiling
- Summary budget and detailed budget forms for each firm on the project team using NJTPA's Sample Budget Form
  - Budget Period
  - Salary/wages, staff-hours by tasks
  - Overhead
  - Direct Expenses
  - Subconsultant Fees
  - Fixed Fee (or profit)

# RFP Inquiries

- Follow-up questions must be submitted in writing to the Project Manager, with a copy to the Senior Director of Finance and Administration
- Inquiries received after Insert **March 13, 2025** may not be reviewed or considered
- Questions and formal responses, including those from today's meeting, to be posted on our website by **March 20, 2025**
- <http://www.njtpa.org/Get-Involved/RFPs.aspx>



# Important Dates

- Deadline for Consultant Inquires:  
March 13, 2025
- Deadline for Submission of Proposals:  
March 26, 2025
- Consultant Interviews (if needed):  
Week of May 5, 2025 (Tentative)
- Contract Award Date:  
June 2025 (Tentative)

# Questions?



**NJTPA**

**NORTH JERSEY  
TRANSPORTATION  
PLANNING AUTHORITY**

Defining the Vision. Shaping the Future.