

# Financial Element of the Long Range Transportation Plan

## 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 meeting.

# Financial Element of the Long Range Transportation Plan

**Pre-Proposal Meeting**  
**April 4, 2024**  
**2:00 PM**



Peter Zambito, Principal Planner, Corridor Studies

Maria A. Slump, Sr. Grants and Contracts Administrator

# NJTPA Region

**Bergen**

**Essex**

**Hudson**

**Hunterdon**

**Jersey City**

**Middlesex**

**Monmouth**

**Morris**

**Newark**

**Ocean**

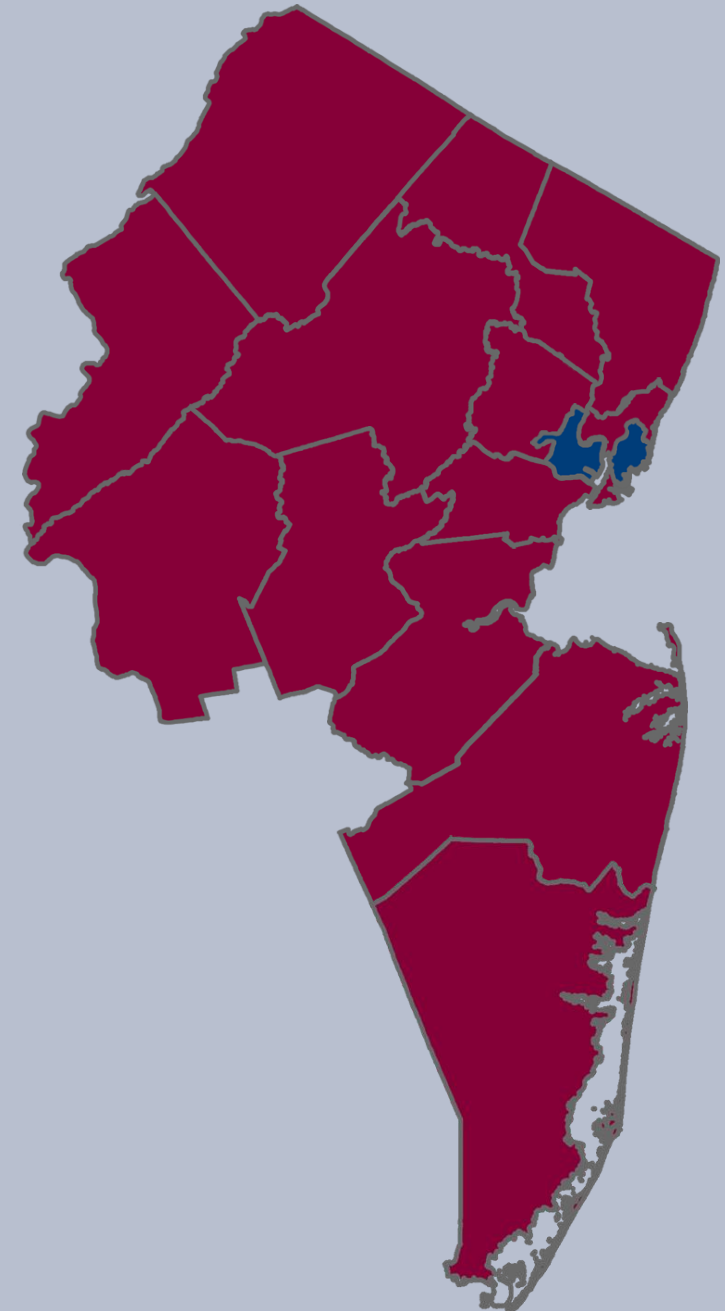
**Passaic**

**Somerset**

**Sussex**

**Union**

**Warren**



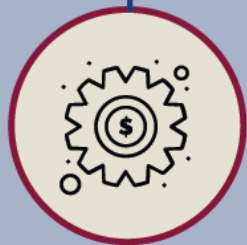
# NJTPA Board and Committees

Bergen Essex Hudson Hunterdon Jersey City Middlesex Monmouth

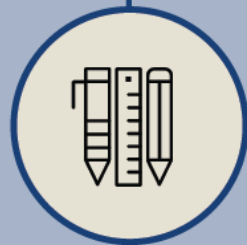
Morris Newark Ocean Passaic Somerset Sussex Union Warren

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

## Standing Committees



Planning & Economic  
Development Committee



Project Prioritization  
Committee



Freight Initiatives  
Committee



Regional Transportation  
Advisory Committee



# NJTPA Board Executive Committee

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

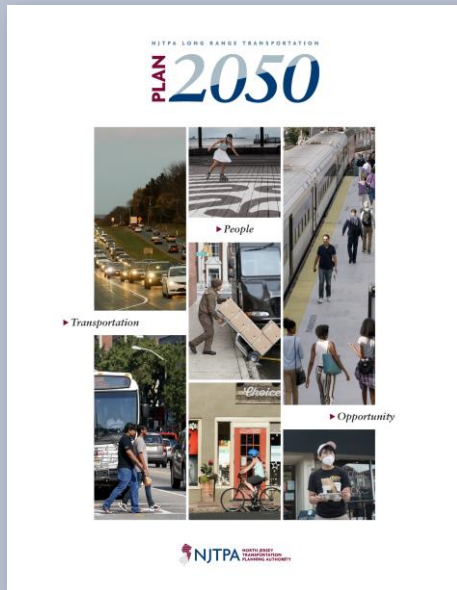
Warren County Commissioner **Jason Sarnoski, Second Vice Chair**

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

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

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

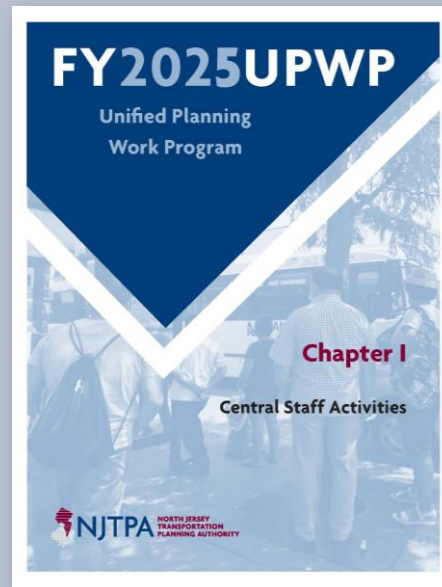
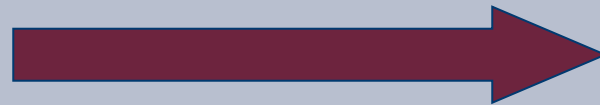
# Key Products



## Long Range Transportation Plan (LRTP)

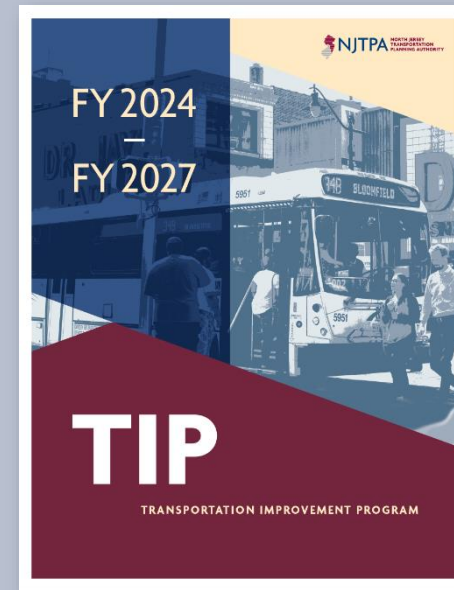
*Updated every four years*

*Planning*



## Transportation Improvement Program (TIP)

*Updated every other year*



# Project Background

- LRTP Update including Financial Element
- Fiscally constrained, demonstrating reasonably anticipated funding for planned investments
- Resources available to prospective firms

# Current RFP

The NJTPA is seeking consultant support:

- To prepare a realistic assessment of future funding and expenditures for transportation investments in the NJTPA region
- Assess alternative financial futures or scenarios, including the fiscally constrained plan and list of illustrative projects
- Complete Financial Element chapter of the LRTP



# Project Schedule

- The consultant effort is expected to be started in July of 2024 and be completed within 18 months of commencement.
- The LRTP is scheduled for adoption in September 2025, and the first complete draft of the LRTP expected by March 2025, with the first draft of the Financial Element chapter due in advance.

# Scope of Work

- Task 1 – Research, Review and Prepare Foundational Materials
- Task 2 – Assess Funding and Expenditures
- Task 3 – Preparation of Financial Element Chapter and Technical Appendix
- Task 4 – Project Management

# Task 1: Research, Review and Prepare Foundational Materials

## *Summary:*

Research, review, and analyze information relevant to preparing the Financial Element, including:

- Historical and planned transportation funding and expenditures
- Potential impacts on future transportation funding and expenditures from exogenous factors
- Projected economic conditions including inflation
- Financial assumptions, projections, and methodologies used by partner agencies, adjacent MPOs, and others to develop their Financial Elements or plans

# Task 1: Research, Review and Prepare Foundational Materials

## *Deliverables:*

- Written stakeholder outreach plan
- Approximately 10 meetings with stakeholders to discuss financial assumptions
- Up to 3 meetings with subregions to assess their transportation needs and planned expenditures
- A technical memorandum summarizing the research, review, and analysis of information for preparing the Financial Element.

# Task 2: Assess Funding and Expenditures

## *Summary:*

- Prepare a realistic assessment of resources and expenditures for capital projects and programs for the short-, medium-, and long- term.
- Assessment should allow for up to three alternative financial futures or scenarios, including the fiscally constrained plan which only includes expenditures based on reasonably anticipated future funding.
- Develop a list of illustrative projects should additional funding become available.

# Task 2: Assess Funding and Expenditures

## ***Deliverables:***

- A minimum of 3 meetings with stakeholders to discuss the development of the Financial Element
- A minimum of 6 meetings with stakeholders to vet the draft results and assumptions of the assessment
- Financial Element Model with resulting realistic assessment of transportation funding and expenditures
- Technical memorandum on data sources, methodology, assumptions, outcomes, findings, and the review of the Financial Element

# Task 3: Preparation of Financial Element Chapter and Technical Appendix

## *Summary:*

Produce the Financial Element chapter for the LRTP that is easy to understand by the public and elected officials, as well as a Technical Appendix that provides greater detail on the inputs and methodologies used to develop the Financial Element.

# Task 3: Preparation of Financial Element Chapter and Technical Appendix

## ***Deliverables:***

- Financial Element Chapter
- Technical Appendix
- Executive Summary and PowerPoint slides



# Task 4: Project Management

## *Summary:*

Establish an effective means of coordinating and reporting activities between the NJTPA and consultant to ensure the project is successfully completed on time and within budget

# Task 4: Project Management

## ***Deliverables:***

- Online Collaboration Site
- Detailed Project Schedule
- Bi-weekly status updates
- A minimum of 3 project management meetings
- Meeting agendas, meeting materials; and written meeting summaries for all meetings
- Monthly Progress Reports and Invoices

# Consultant Selection Criteria

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

# Consultant Eligibility & Documentation

## 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
- 13.23% 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

# Consultant Eligibility & Documentation

## Insurance & Liability (Other coverage if Applicable)

- Cyber Liability
- 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 award of contract.*

# Consultant Eligibility & Documentation

## NJ Business Registration

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

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

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



# Consultant Eligibility & Documentation

## Non-Disbarment for Receipt of Federal Awards

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

# How to Respond

Deadline for Proposal is **April 24, 2024 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
- firm's commitment to quality management (QA/QC)

# 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 **April 11, 2024** may not be reviewed or considered
- Questions and formal responses, including those from today's meeting, to be posted on our website by **April 16, 2024**
- <http://www.njtpa.org/Get-Involved/RFPs.aspx>

# Important Dates

- Deadline for Consultant Inquires:  
April 11, 2024
- Deadline for Submission of Proposals:  
April 24, 2024 by 2:00 PM
- Consultant Interviews (if needed):  
Week of May 27, 2024
- Contract Award Date:  
July 2024



# Questions?

