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**REQUEST FOR PROPOSALS: SAFETY ASSESSMENTS AND PEDESTRIAN  
COUNTS  
QUESTIONS AND ANSWERS**

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**Responses to Questions, issued on March 27, 2025**

**Question 1:** Is this opportunity broken out independently or is this all rolled up into a single opportunity?

**Response 1:** There will be one consultant team selected to perform the three efforts outlined in the RFP.

**Responses to Questions, issued on April 7, 2025**

**Question 2:** Can the NJTPA provide an anticipated ‘Notice To Proceed’ date for use in developing the project schedule?

**Response 2:** The anticipated Notice to Proceed for this effort is expected to be issued July 2025.

**Question 3:** Deliverables under Task 1 states “Initial kickoff meeting...will include display boards with each location.” Please clarify what is needed for display boards for the kickoff meeting since it appears study locations will not be determined until after the project has commenced.

**Response 3:** The NJTPA will work with the subregions to select the locations for each effort prior to award of the contract. To clarify, there will be two kickoff meetings. The first will be a meeting between NJTPA and the consultant to review the selected locations, scope for each task, and traffic data collection methods. There will be no deliverables for this meeting. The consultant will then be tasked to prepare materials for an initial kickoff meeting with the subregions that will be held at the NJTPA. Display boards will be prepared for each subregion that includes the locations for each task, field meetings details, and proposed data collection.

**Question 4:** The Deliverables for Task 1 indicate a presentation to RTAC and/or PPC. Please clarify if we should be budgeting for one presentation or two.

**Response 4:** Consultants should budget for two presentations.

**Question 5:** Tasks 2 and 3 reference traffic counts. Does this refer to incorporating available historical count data into these tasks or is it NJTPA’s intent to collect new traffic counts at each location selected for lighting and intersection control evaluations? If the latter, are there specific parameters regarding times and duration of these counts?

**Response 5:** New traffic counts will be collected at each location for all three tasks. For Task 2, see Attachment J, NJ 2020 SHSP – ICE Procedural Steps: Section 2.0 – Examine Operational Data and establish viable Alternative Strategies for collection information. For Task 3, nighttime data collection will be required in addition to daytime collection. For Task 4, see attachment L following the same collection methods that were performed in the first round.

**Question 6:** The Pedestrian Counts Project Final Report contained in Appendix L of the RFP documents references the collection of demographic data (i.e. Gender, Age, and Skin Tone); however, collection of this information is not enumerated as part of the requirements for Task 4. Please confirm if the collection of demographic data will be required as part of the pedestrian / bicycle counts.

**Response 6:** Demographic data will not be collected.

**Question 7:** Task 4 indicates a minimum duration of data collection period of 24 hours. Please clarify if this the intent is to collect 24 hours of continuous data (i.e. 6 AM Tuesday to 6 AM Wednesday) or if data should be collected over multiple days to collect an aggregate minimum of 24 hours of data (i.e. 6 AM – 6 PM Tuesday, and 6 AM to 6 PM Wednesday).

**Response 7:** In the first round, the consultant collected data over two consecutive days. Day 1 included collection from 7 AM to 6:45 PM. Day 2 included collection from 10 AM to 9 PM. Consultant proposals can include proposed adjustments to the collection times that could be more beneficial to users of the database.

**Question 8:** Do DBE sub consultants need a cost basis approval letter from NJDOT or can an audit / overhead rate calculation prepared by others be substituted for the NJDOT letter?

**Response 8:** For this project, consultants are not required to have Cost Basis Approval from NJDOT. However, the NJTPA will accept cost basis approval letters from NJDOT in lieu of providing audited indirect cost/overhead rate calculations. All firms must either provide audited indirect/overhead rates that have been prepared in accordance with [FAR Part 31 – Contract Cost Principals and Procedures](#) or a NJDOT Cost Basis Approval letter to prior to award of the contract to support any overhead rate charged to the project.

**Responses to Questions, issued on April 9, 2025**

**Question 9:** Could you please confirm whether Rowan University, which is covered under New Jersey State tort claims rather than private insurance, is eligible to apply? If eligible, we will include the appropriate language in the proposal to clarify Rowan's coverage under NJ State tort provisions.

**Response 9:** Yes, Rowan and other Institutes of Higher Education (IHEs) are permitted to respond to this solicitation. However, the response must indicate the amount available from the self-insurance fund in the event of a loss. Additionally, the University must be able to comply with all other eligibility & documentation requirements as outlined on pages 8 – 12 of the RFP.

**Responses to Questions, issued on April 21, 2025**

**Question 10:** On Scope of Work, Task 2, page 4 of 33, line 7-8:

- Measure lighting levels within roadway, curb ramps, crosswalks, surrounding sidewalks, and bus stops

What is the maximum point to point interval that will be accepted to measure lighting levels within pedestrian facilities and roadways?

**Response 10:** The selected consultant will recommend the spacing between point collection and it will be discussed with each County prior to the start of field data collection.

**Question 11:** Question on Scope of Work, Task 2, page 4 of 33, line 15-16:

- Provide conceptual improvement plans, specifications and cost estimates for recommended lighting improvements.

Please confirm if this sub task will include both short-term and long-term lighting improvements.

**Response 11:** Yes, there may be recommendations for replacements of existing lighting fixtures in the short term and additional lighting fixtures to be installed in the long term.

**Question 12:** Question on Scope of Work, Task 4, page 5 of 33, line 9-11:

- Counts should be conducted in accordance with best practices in regards to the day of week, time of day, season, and duration of data collection period (minimum 24 hours).

Please confirm if for Task 4: Pedestrian Count Update; 24 hours counts is for entire one whole day and/or needs to be break down in days.

**Response 12:** See the response to Question 7