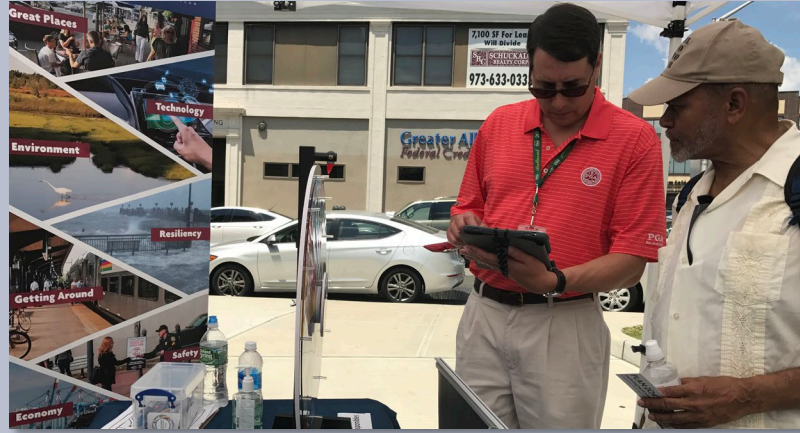


Long Range Transportation Plan Public Outreach

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.



Long Range Transportation Plan Public Outreach

Pre-Proposal Meeting

Ted Ritter, Manager, External Affairs

Maria A. Slump, Senior Grants and Contracts Administrator

April 11, 2024

NJTPA Region

Bergen

Essex

Hudson

Hunterdon

Jersey City

Middlesex

Monmouth

Morris

Newark

Ocean

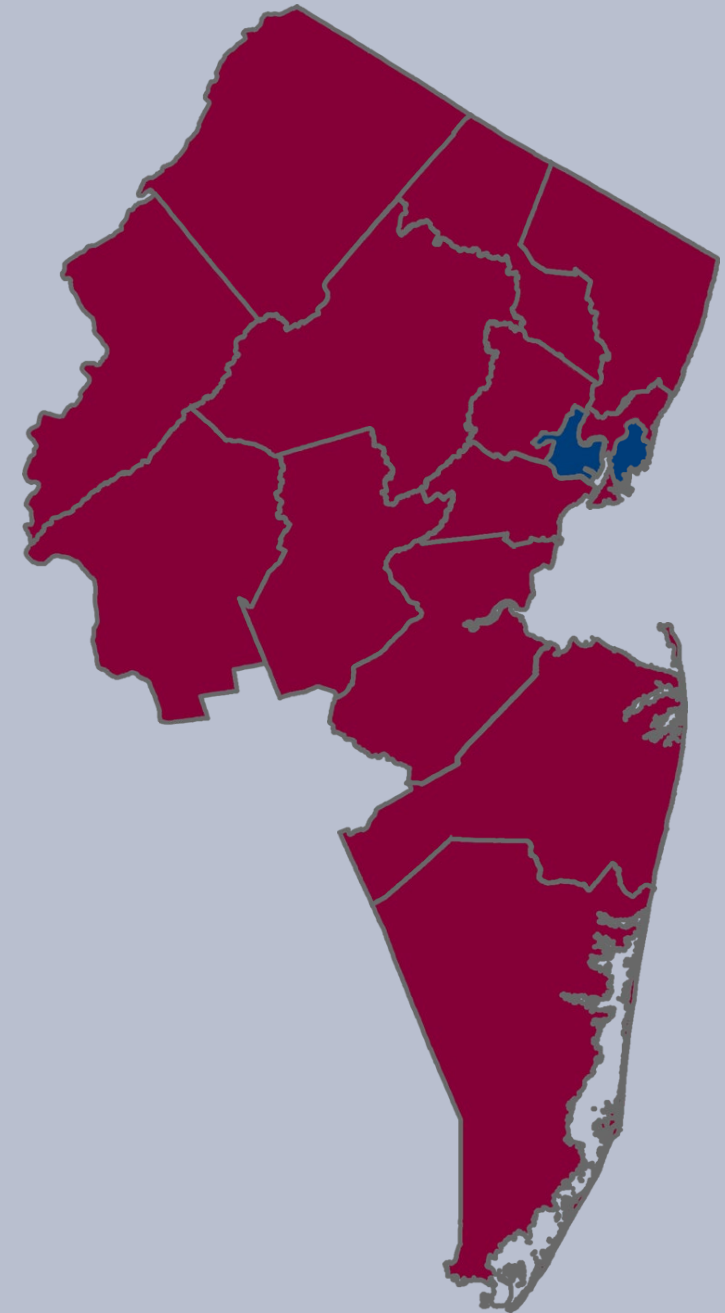
Passaic

Somerset

Sussex

Union

Warren



NJTPA Board and Committees

Bergen Essex Hudson Hunterdon Jersey City Middlesex Monmouth

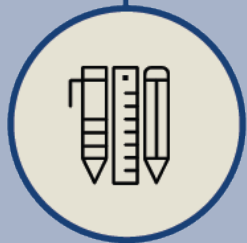
Morris Newark Ocean Passaic Somerset Sussex Union Warren

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**

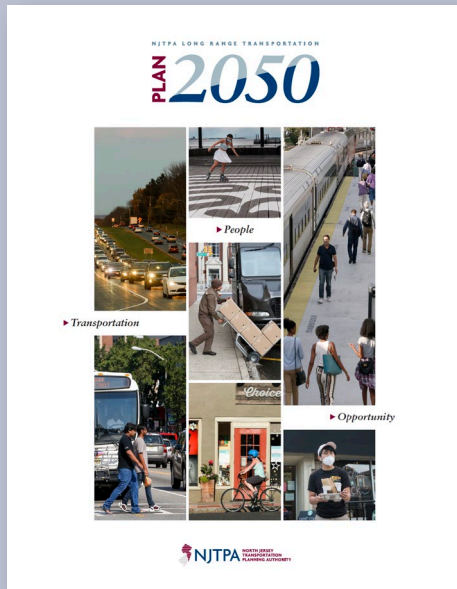
Warren County Commissioner **Jason Sarnoski, Second Vice Chair**

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

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

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

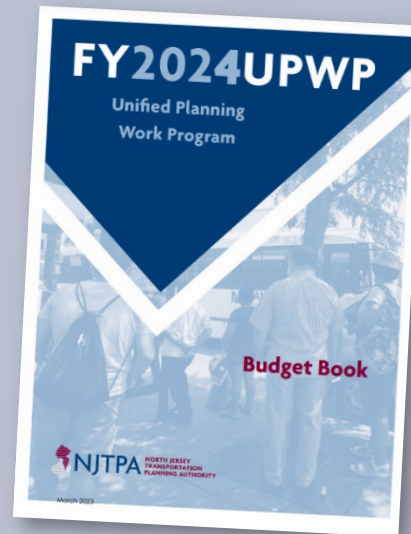
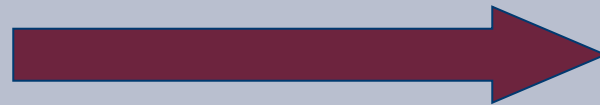
Key Products



Long Range Transportation Plan (LRTP)

Updated every four years

Planning



Transportation Improvement Program (TIP)

Updated every other year



Project Background

- Develop, implement and document an innovative outreach program for the NJTPA's next LRTP.
- This program will educate the public and stakeholders about the LRTP and enable valuable public, stakeholder, and partner agency input.
- Incorporate lessons learned from past LRTP efforts and the NJTPA's outreach work with the Voorhees Transportation Center at Rutgers.

Current RFP

- Develop, promote, conduct, and document an innovative, creative, comprehensive, and inclusive public outreach program for the next LRTP.
- Program should be flexible and engage the region's diverse population.
- Visioning session with NJTPA Board of Trustees, as well as subregional and stakeholder engagement.

Project Schedule

Proposals Due:
May 1, 2 PM



**Tentative
Contract Award:**
August 2024



**NJTPA Board
Adopts LRTP:**
September 2025

Scope of Work

- Task 1: Develop outreach plan
- Task 2: Develop outreach materials, implement online engagement
- Task 3: Coordinate, conduct, promote in-person/virtual outreach
- Task 4: Document Outreach Activities, Results, Data
- Task 5: Final Report
- Task 6: Project Management

Task 1: Develop Outreach Plan

- Detailed, implementable plan and timeline for stakeholder and public outreach activities to be conducted, including a Board visioning session, virtual and in-person outreach.

Deliverables for Task 1:

- Outreach plan providing framework and timeline for all outreach activities.

Task 2: Outreach Materials, Implement Online Engagement

- Prepare outreach materials.
- Online components should be visually appealing and easy for the public to use and understand.
- All materials and activities should be designed to reach and engage the region's diverse population.

Task 2: Outreach Materials, Implement Online Engagement

Deliverables for Task 2:

- Survey or other online public engagement tool.
- Multimedia, such as graphics, videos, social media posts or website content.
- Collateral materials, such as banners, posters, portable outreach tools or giveaways, such as bookmarks and stickers.
- Marketing to promote online engagement.

Task 3: Coordinate, Conduct, Publicize, Facilitate Outreach

- Conduct NJTPA Board visioning session and public outreach program.
- The NJTPA envisions two rounds of outreach:
 - Initial outreach on long-range planning needs, potential emphasis areas and investment priorities. Anticipated to be virtual (survey, symposia, etc.)
 - Second phase of in-person events building on initial input received.

Task 3: Coordinate, Conduct, Publicize, Facilitate Outreach

Deliverables for Task 3:

- NJTPA Board visioning session
- Symposia and/or virtual events
- In-person outreach in NJTPA subregions
- Facilitator guide and related tools to conduct and document outreach
- Marketing to publicize outreach opportunities

Task 4: Document Outreach Activities, Results, Data

- Documentation of all public outreach and related activities.

Deliverables for Task 4:

- Monthly reports documenting outreach
- Detailed outreach appendix for the LRTP
- Public outreach highlights for LRTP final report
- Documentation of comments received during formal public comment period

Task 5: Final Report

- Final report summarizing and evaluating effectiveness of the outreach. This should detail the work completed under the contract, methodologies used, and results or findings.

Deliverables for Task 5:

- Final report summarizing the project, evaluating its effectiveness, and making recommendations for future efforts.
- One-page summary and presentation.

Task 6: Project Management

- Develop and maintain project collaboration website.
- Detailed project schedule showing all milestones, deliverables, etc.
- Project check-ins/summaries to keep on track.
- Convene a Stakeholder Advisory Committee that meets virtually at least three times to help develop and inform outreach efforts.
- Project invoices and documentation.

Task 6: Project Management

Deliverables for Task 6:

- Detailed project schedule at kickoff.
- Project management check-ins and meeting summaries.
- Stakeholder Advisory Committee meetings.
- Prep agendas and other materials for review during the check-ins.
- SharePoint (or similar platform) site for the project.
- Monthly reports and progress schedules, corresponding to the 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 \$1M, \$2M Aggregate
- Automobile Liability \$1M
- Workers Compensation \$1M
- Excess Liability \$3M
- Professional Liability/Errors & Omissions \$2M, \$2M Aggregate
- Cyber Liability \$2M, \$2M Aggregate

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](https://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 **Wednesday May 1, 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.

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
- 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 18, 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 23, 2024**
- <http://www.njtpa.org/rfp>

Important Dates

- Deadline for Consultant Inquires:
April 18, 2024
- Deadline for Submission of Proposals:
May 1, 2024
- Consultant Interviews (if needed):
Week of June 3, 2024 (Tentative)
- Contract Award Date:
August 2024 (Tentative)

Questions?

