

Defining the Vision. Shaping the Future.



Local Capital Project Delivery (LCPD) Program

Guidance Manual and Administrative Procedures

Local Concept Development Phase

June 2021

TABLE OF CONTENTS

	PAGE
1 PROGRAM OVERVIEW	1
2 PROJECT SELECTION PROCESS	6
3 LCD PHASE CONSULTANT SERVICES	7
4 LCD PHASE ADMINISTRATIVE REQUIREMENTS	9

APPENDICES

APPENDIX A:	LOCAL CAPITAL PROJECT DELIVERY PROCESS
APPENDIX B:	LOCAL CONCEPT DEVELOPMENT APPLICATION
APPENDIX C:	PROJECT PRIORITIZATION CRITERIA & SCORING: LOCAL HIGHWAY & BRIDGE CRITERIA
APPENDIX D:	LOCAL CONCEPT DEVELOPMENT SAMPLE SCOPE OF WORK
APPENDIX E:	LOCAL CONCEPT DEVELOPMENT ROLES AND RESPONSIBILITIES MATRIX
APPENDIX F:	LOCAL CONCEPT DEVELOPMENT DELIVERABLES MATRIX
APPENDIX G:	GLOSSARY OF ACRONYMS

1 **PROGRAM OVERVIEW**

As the Metropolitan Planning Organization (MPO) for northern New Jersey, the North Jersey Transportation Planning Authority (NJTPA) is responsible for the development of regional transportation plans and programs. The NJTPA assists member subregions in carrying out specific transportation planning activities that help advance the goals, objectives, principles, policies, plans and projects as set forth in Plan 2045, the Regional Transportation Plan (RTP) for northern New Jersey. Plan 2045 identifies principles that govern NJTPA's approach to regional transportation planning, including giving the highest funding priority to maintaining and repairing existing infrastructure. As stated in the RTP, the NJTPA goals are to:

- Protect and improve natural ecosystems, the built environment and quality of life;
- Provide affordable, accessible and dynamic transportation systems responsive to all current and future travelers;
- Retain and increase economic activity and competitiveness;
- Enhance system coordination, efficiency, overall safety and connectivity for people and goods across all modes of travel;
- Maintain a safe, secure and reliable transportation system in a state of good repair;
- Create great places through select transportation investments that support the coordination of land use with transportation systems; and
- Improve overall system safety, reducing serious injuries and fatalities for all travelers on all modes.

The **Local Capital Project Delivery (LCPD) Program** strives to ensure that these goals are met when proposed projects or programs are studied and prepared for eventual funding in the Transportation Improvement Program (TIP). The program begins with a project intake process during which the NJTPA screens problem statements submitted by potential project sponsors. These problem statements describe transportation issues and deficiencies that may warrant further investigation through the LCPD Program. After a proposal completes the project intake process and is accepted for inclusion in the LCPD Program, the sponsor carries out the following four phases of work: *Local Concept Development (LCD)*, *Local Preliminary Engineering (LPE)*, *Final Design / Right of Way*, and *Construction*.

The LCPD Program is consistent with the NJDOT Project Delivery Process approved by the Federal Highway Administration (FHWA). This makes for a streamlined process and provide a common framework for projects at the local, regional and state levels in New Jersey. This process is outlined in Subpart 1.a, will be followed in the development of future local projects and programs sponsored by NJTPA.

The NJTPA's "**Local Capital Project Delivery Program Guidance Manual and Administrative Procedures**" contained herein, is intended to serve as a guide to primary coordinating participants in initiating the LCPD Program.

The NJTPA reserves the right to revise these guidelines as deemed appropriate. All agency partners will be notified at the time revisions are made.

1. a. Project Delivery Process

The Local Capital Project Delivery Program consists of four phases: Concept Development phase, Preliminary Engineering phase, Final Design/Right of Way phase, and Construction phase. The Local Capital Project Delivery Program's Local Project Delivery Guide (LPDG) has been created to assist the Subregions and consultants through the project development process. This guide is consistent with all phases of the NJDOT's Capital Delivery Process. (See **Appendix A** for the Local Project Delivery Guide Flowchart)

1 Local Concept Development (LCD) Phase

The LCD Phase involves drafting a well-defined and well-justified Purpose and Need Statement focusing on the primary transportation need to be addressed. The LCD Phase elements include, but are not limited to the following tasks: data collection, agency and stakeholder coordination, development of a reasonable number of prudent and feasible conceptual alternatives and investigation of all aspects of a project: Environmental, Right-of-Way (ROW) impact analysis, Access, Utilities, Design, Community Involvement, Constructability, etc. at a "Planning level of effort", and if required address requirements of the NJTPA Congestion Management Process (CMP).

During the LCD Phase, the project team (i.e., Subregion, NJTPA, and the Consultant) initiates coordination with both internal and external stakeholders with technical expertise or local knowledge of the project area/problem statement. This collaboration enables further analysis and interpretation of the collected data that can either support the project or lead to its termination.

A primary task of the project team is to develop "conceptual alternatives" in line with these requirements/guidelines and ranking criteria, identify possible fatal flaws and select the "Preliminary" Preferred Alternative (PPA) based on the Purpose and Need Statement. These alternatives and the PPA are analyzed in "planning level detail" based on the impacts to right-of-way, the environment, utilities, the community, etc. As part of addressing the CMP, alternatives to highway capacity expansion must be considered first, and complementary travel demand and operational management strategies must be packaged with any final project that includes capacity expansion.

The LCD Phase includes the following activities for all projects:

- Data Collection
- Development of Alternatives
- Community Outreach
- Selection of the PPA
- NEPA Classification

■ Development of a Concept Development Report (CDR)

Early coordination during community outreach task will assist the project team to obtain input from the local community throughout the LCD Phase. During public outreach the main objectives are to provide a clear and consistent information about the project and the LCD process; provide an effective mechanism for input and feedback from the general public; and obtain resolutions of support for a preliminary preferred alternative from the local municipalities. The number of stakeholder and public outreach meetings are determined in the beginning and are different for each project.

A project is considered to have successfully completed the LCD Phase once the Concept Development Report has been completed and the NEPA classification has been determined. (See **Appendix F** for the LCD Deliverables Matrix)

The project is then presented by the Subregion and the Consultant to the Interagency Review Committee (IRC). The IRC is comprised of representatives from the NJTPA, NJDOT Local Aid (LA), NJDOT Bureau of Environmental Program Resources (BEPR), Federal Highway Administration (FHWA), and other Subject Matter Experts (SMEs) to review and determine whether or not the project's purpose and need has been fully justified and documented. If so, the IRC will recommend the project advance to the Local Preliminary Engineering Phase (LPE) utilizing federal funds.

At this time, the project's baseline budget and schedule for the Preliminary Engineering, Final Design, Right of Way Acquisition and Construction Phases, can be prepared and the funding needed for each of these phases secured in the TIP.

2 **PROJECT INTAKE PROCESS**

The Local Capital Project Delivery (LCPD) Program is a competitive program, where each subregional sponsor is allowed to submit one (1) application during the program's bi-annual solicitation (See **Appendix B** for the Application). An electronic copy of the application is also available online at the Project Development webpage on the NJTPA website. All applications will be reviewed by the technical review committee (TRC) before they are assessed by central staff. The TRC is comprised of NJTPA, NJDOT-LA and NJDOT-BEPR. Projects for the LCPD Program will then be short listed and selected through the Project Prioritization Criteria and Scoring: Local Highway & Bridge Criteria combination of **Environmental Screening** and **Criteria Rating** (See **Appendix C** for project selection rating). Once the applications are reviewed and assessed by the TRC, the preliminary application rating will be forwarded to the subregions for their review. Finally, the shortlisted projects will be recommended to the Project Prioritization Committee (PPC) for endorsement and Board approval. Please note that due to the program's funding constraints, not all projects will be accepted into the program.

The Environmental Screening is based on an infield assessment of the proposed project location in the application. The assessment will identify potential environmental impacts of any action within the project location. Each application could receive a **High, Medium** or **Low** rating; where **High** means that the project is likely to have *minimum environmental impacts*, and **Low** means that the project is likely to cause *major environmental impacts*.

The Criteria Rating is derived from the NJTPA Board approved TIP criteria. Scores will not be applied to the problems identified in the applications; rather the criteria will be used to assess how well the project satisfies the NJTPA's RTP goals, traffic congestion, land use, roadway rating, bridge sufficiency, truck traffic volume, brownfields and other emphasis areas. The applications can receive a **High, Medium** or **Low** Criteria Rating. The range for High Medium and Low Criteria Ratings will be determined each year once all the projects have been assessed and the highest and lowest ratings are known. A High Criteria rating means that the application meets most of the programmatic goals and Low Criteria rating means that it has not met the goals.

The combination of the screening and the rating will provide the final ranking. The final ranking for the project will consist of one of the following: High/High, High/Medium, High/Low, Medium/High, Medium/Medium, Medium/Low, Low/High, Low/Medium or Low/Low.

2. a **Eligibility Requirements**

Eligibility requirements will include the following:

- ◆ Projects must be located within the NJTPA's region;
- ◆ Projects sponsors are limited to: the Counties of Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren; and the Cities of Jersey City and Newark;
- ◆ The project must be transportation related and meet the goals of the RTP;

- ◆ The project is **NOT ELIGIBLE** if the roadway has a functional roadway classification as rural minor collector, rural local collector or urban local (see the functional classification map), with the exception of bridges on these roadways;
- ◆ Bridges that are not included in the most recent National Bridge Inventory, Highway Bridge Replacement and/or Rehabilitation list are **NOT ELIGIBLE**;
- ◆ Construction Cost must be greater than \$5,000,000;
- ◆ The project need/problem statement must have been established from one of the following sources: a prior planning study; one of the management systems; a need identified in the Regional Transportation Plan or Strategy Evaluation; local prioritization plan; Subregion's master plan; capital program; or Subregional Technical Studies;
- ◆ The project must have a resolution of support from the governing body;
- ◆ The project must have independent utility from a larger project which is receiving non-federal funds;
- ◆ Transit and railroad bridge projects are **NOT ELIGIBLE** for this program;
- ◆ Removable of a At-Grade crossing is **NOT ELIGIBLE** for this program;
- ◆ Resurfacing, Restoration, Rehabilitation (RRR) type roadway projects are **NOT ELIGIBLE**;
- ◆ Projects on State Highways, Intersections, and Bridges are **NOT ELIGIBLE** for this program;
- ◆ If submitting an application for an orphan bridge, then the subregion shall accept ownership of the structure once it is constructed;
- ◆ Movable bridges over navigable waterways are **NOT ELIGIBLE** for this program, at this time. NJTPA will revisit this eligibility requirement with each solicitation.
- ◆ Projects must be 100% within urbanized areas in order to receive federal funds. See below link for urbanized areas.

<https://njdot.maps.arcgis.com/apps/webappviewer/index.html?id=703752469dc4464cb2c7126751920b6e>

3 LCD PHASE CONSULTANT SERVICES

The NJTPA will administer the consultant contracts for professional services in the LCD phase. The consultants' work will be co-managed by both the NJTPA and the Subregion. The NJTPA will take the administrative lead in managing the consultant effort and the Subregion will retain the technical lead.

The NJTPA's currently established procedures for procurement of professional services will be followed for the LCPD program. Highlights of these procedures as they pertain to the LCD phase are provided below; further details of the consultant solicitation process, eligibility and selection can be found on the NJTPA's website at <http://www.njtpa.org/Get-Involved/RFPs.aspx> .

3.a Request for Proposals (RFP) / Scope of Work (SOW)

The NJTPA and Subregion will work together to develop a detailed scope of work for the project (see **Appendix D** for Sample Scope of Work), along with the specific consultant qualifications and proposed evaluation requirements to be included in the Request for Proposals (RFP). The RFP will then be reviewed by NJDOT LA and NJDOT BEPR for completeness. The RFP will be advertised by the NJTPA. The scope of work will indicate what project elements are to be performed by the Subregion and what elements will be performed by the Consultant(s). Work products to be prepared and delivered will be indicated as well as suggested methods to be employed to complete such products. A preliminary project schedule and cost estimate will also be prepared by the Subregion in coordination with the NJTPA.

Prior to finalizing the RFP, a Consultant Selection Committee (CSC) of at least three members will be formed with at least one representative of each of the following: the Subregion and the NJTPA.

The NJTPA will forward the RFP with the proposed scope of work and the consultant evaluation criteria to the CSC for review and comment. NJDOT-BEPR will conduct a preliminary environmental screening, and the SOW will be modified if necessary. NJTPA Central Staff will notify the Subregion of any requested changes and acceptance, prior to publicly advertising and distributing solicitation notices to firms with relevant experience who are pre-qualified by NJDOT.

3.b Consultant Selection and Contract Negotiation

The selection process is a qualification-based selection process in accordance with the federal Brooks Act. Award of the contract will be made to the most responsible and responsive proposal from a consultant firm. The NJTPA will look for the proposal which offers the greatest value of the stated criteria as well as the proposal that meets the eligibility specifications set forth in the RFP.

The tasks included in the RFP may be considered a starting point for configuring tasks, but respondents are encouraged to design proposals they consider to be the most appropriate to effectively and efficiently accomplish the stated goals of the project and produce quality deliverables. Demonstration of understanding of the scope and technical approach to the project, including the application and degree of innovation and creativity

of proposed concepts to meet the project's objectives will be a factor in evaluating each consultant proposal. Consultant selection will be based on the committee's evaluations and ranking of each firm's technical proposal and their oral presentations, in accordance with the criteria outlined in the RFP.

Contract negotiations will begin with the highest technically ranked firm. Failing agreement on price with the highest ranked firm, negotiations with the next best qualified consultant will be conducted until a contract has been negotiated with a qualified consultant whose price is fair and reasonable. The contract award will be made to the most qualified firm whose cost proposal is fair and reasonable and meets all the mandatory eligibility requirements.

4 LCD PHASE ADMINISTRATIVE REQUIREMENTS

4.a Local Capital Project Delivery Program: Local Concept Development Phase Roles and Responsibilities

The general roles and responsibilities of the primary coordinating participants with the LCD program are as follows and are further detailed in **Appendix E**:

1 North Jersey Transportation Planning Authority

The NJTPA will administer the consultant service contract and co-manage the consultant work with the respective subregion in the LCD phase of project development. The NJTPA's responsibility is to ensure quality reports are submitted to the appropriate regulatory agencies for approval. NJTPA is also responsible for tracking documents under review with regulatory agencies. Additionally, it is the NJTPA's responsibility to ensure that all additional information, revisions or modifications required by the NJDOT for approval of a document, is submitted by the Subregion within a reasonable timeframe. The NJTPA is also responsible for programming adequate funding for each project; preparing and processing quarterly performance and expenditure reports for the NJDOT and federal sponsors, scheduling all meetings with state and federal regulatory agencies, Program Compliance Review (PCR) meeting and coordinating the IRC meeting. NJTPA will also participate on the consultant selection committee (CSC), PCR and Interagency Review Committee (IRC).

2 Subregion

Subregional project managers are responsible for co-managing their local projects as well as the consultant's work with the NJTPA. As co-managers, the Subregion will assume the technical lead for the project. Project management for the subregion includes, but is not limited to, ensuring the consultant's timely submission of quality

technical reports and/or documents prepared in accordance with NJTPA, NJDOT and FHWA standards; ensuring the project adheres to its approved schedule; ensuring project tasks are completed on time; and adhering to all other contractual technical requirements. Subregion will also participate on the consultant selection committee (CSC).

3 Consultant

The consultant is responsible for the quality, professional development of all tasks, products and deliverables as outlined in the contract's scope of work and maintain the project's schedule. The consultant is responsible for the day-to-day management and monthly reporting of the project, including oversight of all sub consultants, throughout LCD. The consultant is also responsible for timely invoicing of their active contracts.

4 New Jersey Department of Transportation – Bureau of Local Aid

The New Jersey Department of Transportation–Local Aid (NJDOT-LA) Office is responsible for reviewing and approving all technical/engineering documents as well as coordinating subject matter expert (SME) reviews as needed. NJDOT–LA will provide technical guidance to the NJTPA and Subregions as projects progress through LCD. During the project solicitation process, NJDOT-LA may comment on all project applications received by the NJTPA. NJDOT-LA will also participate in the Program Compliance Review (PCR) committee and Interagency Review Committee (IRC). NJDOT-LA will also coordinate the participation of any NJDOT subject matter experts (SMEs) as needed for the duration of the project.

5 New Jersey Department of Transportation – Bureau of Environmental Program Resources

The New Jersey Department of Transportation – Bureau of Environmental Resources (NJDOT-BEPR) is responsible for reviewing and approving all environmental related documents such as the Environmental Screening Map, Environmental Screening Report, and Alternative Analysis Report. BEPR will conduct a preliminary environment screening. BEPR will attend meetings and provide project-specific technical guidance on an as needed basis. When necessary, NJDOT-BEPR will coordinate review efforts with the NJDEP's New Jersey Historic Preservation Office, Green Acres Program and Division of Land Use. During the project solicitation process the NJDOT-BEPR may comment on all project applications received by the NJTPA. BEPR will also participate on the Program Compliance Review (PCR) committee and Interagency Review Committee (IRC).

6 Program Compliance Review Committee (PCR)

The Program Compliance Review Committee is made up of representatives from NJTPA, NJDOT-LA and NJDOT-BEPR. The PCR will be responsible for performing interim reviews throughout the local concept development phase to make sure that the project's development follows the program's requirements. The first review will take place once the project's Purpose and Need is finalized. The second review will take place once the Preliminary Preferred Alternative is finalized but before it is presented to the local officials or the public. The PCR review can be done either as a meeting or via email, which will be decided by the NJTPA project manager.

7 Interagency Review Committee (IRC)

The Interagency Review Committee will be responsible for reviewing all projects at the end of Local Concept Development phase. The project consultant and project sponsor will present to decision makers from NJTPA, NJDOT and FHWA who make up the IRC. The IRC will determine if a project has completed all of the tasks of LCD, if an environmental document can be obtained in a reasonable time frame, and if there are any engineering issues or public involvement concerns. Once the IRC has completed their review, they may recommend the project advance to Local Preliminary Engineering (LPE).

4.b NJIT / NJTPA / CONSULTANT AGREEMENT

As NJTPA's host agency, The New Jersey Institute of Technology (NJIT) has entered into an agreement with NJDOT to provide first instance funding to NJTPA programs. The selected Consultant will enter into a contract with NJIT and NJTPA for the reimbursement of allowable federal funds supporting the Local Capital Project Delivery Program – Local Concept Development phase project(s). The consultant agreement contract sets forth federal and state requirements for allowable costs, monthly progress reports, audits, lobbying restrictions among others.

All Consultant submittals (progress reports, invoices, technical reports, etc.) must be sent to the LCPD project manager at NJTPA.

NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY
LOCAL CAPITAL PROJECT DELIVERY (LCPD) PROGRAM
CONCEPT DEVELOPMENT PHASE STUDY
FY 2023 APPLICATION

APPLICATION DEADLINE:

SECTION 1: DESCRIPTION OF THE PROJECT

Project Name: [Click here to enter text for project name.](#)

Project Location: [Click here to enter text for project location.](#)

Route/Street Name: [Click here to enter text for route/street name.](#)

Mileposts: [Click here to enter text for mileposts.](#)

Limits (Cross-streets): [Click here to enter text for limits.](#)

County or Counties: [Click here to enter text for county.](#)

Municipalities: [Click here to enter text for municipalities.](#)

SECTION 2: SPONSORING AGENCY

Project Sponsor: Other than Jersey City or the City of Newark you must be one of the thirteen counties in the NJTPA's region in order to fill out this application. [Choose a Subregion.](#)

Project Manager's Name and Title: [Click here to enter text for project manager.](#)

Agency and Agency Address: [Click here to enter text for agency.](#)

Telephone Number: [Click here to enter text for telephone number.](#)

Fax Number: [Click here to enter text for fax number.](#)

E-Mail: [Click here to enter text for E-Mail.](#)

SECTION 3: DESCRIPTION OF THE PROBLEM

Existing Highway (check all that apply)

- ☐ Physical condition problem
- ☐ Capacity Problem
- ☐ Safety problem
- ☐ Operational Problem

Existing Bridge (check all that apply)

- ☐ Physical condition problem
- ☐ Capacity problem
- ☐ Safety problem
- ☐ Operational Problem

Corridor/Area Capacity Problem (check all that apply)

- ☐ Possible highway on new alignment
- ☐ Need for better access to park and ride
- ☐ Missing link

Pedestrian/Bikeway Facility (check all that apply)

- ☐ Physical problem
- ☐ Safety problem
- ☐ Missing link

Provide a detailed description of the problem and existing conditions. This includes but is not limited to safety, capacity, operations etc. This should be specific and comprehensive.

[Click here to enter text for problem description.](#)

Indicate the planning studies (Subregion's planning study, NJTPA subregional technical study, management system, etc.) that established the need for the proposed project. Give complete reference including a copy of the document cover and portion identifying problem.

[Click here to enter text for existing studies performed.](#)

Is this project in the subregion's Master Plan? Choose Yes or No. If yes, please attach the section where the project is mentioned.

List and briefly describe the existing technical studies (bridge/roadway inspection reports, plans, surveys, crash data, etc.) which are available and applicable to the proposed project.

[Click here to enter text for existing engineering studies performed.](#)

Is this project linked to another project? Choose Yes or No. If yes, explain the relationship and how the proposal has independent utility from the other project.

[Click here to enter text.](#)

Has the Complete Streets Policy been adopted by the County? Choose Yes or No. If No, will this project promote the Complete Streets principles? Choose Yes or No.

SECTION 4: EXISTING CONDITIONS (This section must be filled in for both bridge and roadway projects)

ROW Width: [Click here to enter text for ROW width.](#)

of lanes and width: [Click here to enter text for # of lanes and width.](#)

Shoulder width: [Click here to enter text for shoulder width.](#)

Median width: [Click here to enter text median width.](#)

Sidewalk width: [Click here to enter text sidewalk width.](#)

Overall roadway width: [Click here to enter text for overall roadway width.](#)

Type of bridge: [Click here to enter text for type of bridge.](#)

Name of railroad/stream/roadway which bridge crosses: [Click here to enter text for name of RR/stream/roadway bridge crossings.](#)

Bridge structure number: [Click here to enter text for bridge structure number.](#)

Bridge section/span length: [Click here to enter text for bridge section/span length.](#)

Bridge road surface type: [Click here to enter text for bridge road surface type.](#)

Foundation type: [Click here to enter text for foundation type.](#)

Provide the appropriate data that is applicable to your project.

Functional Classification (consistent with Federal Aid Classification Maps)

[Click here to enter text for functional classification.](#)

Average daily traffic (indicate source and date of last count)

[Click here to enter text for average daily traffic.](#)

Current roadway Volume/Capacity Ratio (V/C Ratio) (indicate source)

[Click here to enter text for roadway V/C ratio.](#)

Current roadway Level-of-Service (LOS) (indicate source)

[Click here to enter text for roadway LOS.](#)

Truck traffic volume and percentage (vehicle weight over 5 tons, indicate source and date of last count)

[Click here to enter text for truck percentage.](#)

Road/Bridge Weight limit for trucks (in tons)

[Click here to enter text for weight limit for trucks.](#)

Peak period volume (7:00-9:00am, 4:00-6:00pm) (indicate source and date of last count)

[Click here to enter text for peak period volume.](#)

Current accident data (provide accident analysis/summary by frequency and type of accidents related to project need for 3 years of reported data)

[Click here to enter text current accident data.](#)

Major connection points

[Click here to enter text for major connection points.](#)

Is the roadway or a portion of the roadway carried by the structure on the National Highway System (NHS)?

[Click here to enter text for National Highway System.](#)

Bridge type description

[Click here to enter text for bridge type.](#)

Date of last cycle inspection (provide copy of most recent SI&A sheet)

[Click here to enter a date.](#)

SI&A sufficiency rating (provide copy of most recent SI&A sheet)

[Click here to enter text for SI&A sufficiency rating.](#)

Structurally deficient: Choose Yes or No. (provide a copy of most recent SI&A sheet) If yes, explain below.

[Click here to enter text.](#)

Functionally obsolete: Choose Yes or No. (provide a copy of most recent SI&A sheet) If yes, explain below.

[Click here to enter text.](#)

Is the road/bridge currently closed to traffic? Choose Yes or No. If yes, explain reason(s) for closure below.

[Click here to enter text for road/bridge closure.](#)

Are there any weight or height restrictions on the road/bridge? Choose Yes or No. If yes, explain below.

[Click here to enter text for weight/height restriction.](#)

Are there any speed restrictions on the road/bridge? Choose Yes or No. If yes, explain below.

[Click here to enter text for speed restrictions.](#)

Pavement ratings: [Choose an item.](#) (substantiate with subregion's pavement management system)

Last date of repaving: [Click here to enter a date.](#)

What State planning area(s) does the project fall within?

[Click here to enter text for state planning area.](#)

Is this study area part of an evacuation route? [Choose Yes or No.](#) If yes, please explain and attached a map of the evacuation route.

[Click here to enter text.](#)

Is this project located within a distressed municipality? [Choose Yes or No.](#) If yes, list the municipalities below.

[Click here to enter text for evacuation route.](#)

Is this project located within the following districts? (check all that apply)

- ☐ Transportation Development District (TDD)
- ☐ Transportation Improvements District (TID)
- ☐ Transportation Enhancement District (TED)
- ☐ Transit Oriented Development (TOD)
- ☐ Transit Village
- ☐ Not Applicable

Is the project within 2 miles of an airport, seaport, foreign trade zone or urban enterprise zone (UEZ)? Choose Yes or No. If yes, list the names of the places in the spaces provided below.

[Click here to enter text.](#)

Will the project improve access to a major tourism/recreation facility?

- ☐ Annual attendance in excess of 3.5 million (i.e. Jersey Shore)
- ☐ Annual attendance between 1.8 million and 3.5 million (i.e. Liberty State Park)
- ☐ Annual attendance above 600,000 but less than 1.8 million (i.e. Mountain Creek/Crystal Springs Resort Areas)
- ☐ Not applicable

Will the project retain and increase economic activity and competitiveness in an economic activity center with:

- ☐ Greater than 37,000 employees
- ☐ Between 10,000 and 37,000 employees
- ☐ Less than 10,000 employees
- ☐ Not applicable

Explain: [Click here to enter text.](#)

Are there any known brownfields within the study area? [Choose Yes or No.](#) If yes, list below.

[Click here to enter text.](#)

Transportation Facility (check all that apply)

- ☐ Airport
- ☐ Major rail terminal
- ☐ Local rail facility
- ☐ Park and ride lot
- ☐ Rail Yards
- ☐ N/A

SECTION 5: ENVIRONMENTAL SCREENING

Please answer Yes or No to the following questions. No field testing or sampling of any kind is needed in order to answer the following questions. Please attach a USGS Map showing the project location, limits and all environmental parameters (e.g. wetlands, historic properties) relevant to your project based on the checklist above. Please also include route/street names and mileposts. (NJDEP maps are acceptable). Please refer to the “List of Useful Websites for Environmental Screening” attachment for the link to NJDEP GIS and NJDEP I-MAPNJ.

ADDITIONAL PROJECT INFORMATION

Are there public facilities, schools, churches, emergency services within the project study area? Choose Yes or No. If yes, list in the comment section below.

[Click here to enter text.](#)

Have any environmental studies (Cultural Resource, Hazardous Waste, Air, Noise, Soil borings studies etc.) been undertaken previously within or adjacent to the project study area? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Are there any federal and state rare threatened or endangered species or their habitat within the project study area? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Is this project located within or near to an Environmental Justice (EJ) or Title VI community?

Choose Yes or No.

[Click here to enter text.](#)

Describe the land use/ecology of the project study area. (check all that apply)

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Urban | <input type="checkbox"/> Residential | <input type="checkbox"/> School |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Forested |
| <input type="checkbox"/> Grassland/Field | <input type="checkbox"/> Coastal | <input type="checkbox"/> Open waters (lake, stream) |

Are there any of the following in the project study area? (check all that apply)

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Floodplains | <input type="checkbox"/> Sole source aquifers |
| <input type="checkbox"/> Stream crossings | <input type="checkbox"/> Vernal pools | <input type="checkbox"/> Wildlife habitat |
| <input type="checkbox"/> Highlands | <input type="checkbox"/> Pinelands | |

CULTURAL RESOURCES

Are there known buildings or structures listed on, or eligible for listing on the NJ and/or National Registers of Historic Places in the project study area? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Are any properties included in a local county/municipal listing of historic properties? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Is the project located in a known or potential Historic District(s)? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Are there any 50+ year old buildings in the project study area? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Will the project impact a 50+ year old bridge or culvert? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

SECTION 4(f) PROPERTIES

Does the project study area include any of the below listed types of 4(f) properties:

Historic Sites Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Publicly owned parkland Choose Yes or no. If yes, list in comment section below.

[Click here to enter text.](#)

Publicly owned recreation areas Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Publicly owned wildlife or waterfowl refuges Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Federal Lands Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

HAZARDOUS WASTE

Are there any known or suspected hazardous waste sites (underground storage tank (UST), landfills, known NJDEP Case, Environmental Cleanup Responsibility Act (ECRA Case) within the project study area? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Are there active or abandoned industries, service stations or repair shops within the project study area? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Is there evidence of potential contamination (monitoring wells, stained soils, etc.)? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

Are railroads or railyards located in the project study area? Choose Yes or No. If yes, list in comment section below.

[Click here to enter text.](#)

ADDITIONAL COMMENTS

[Click here to enter text.](#)

SECTION 6: COST ESTIMATES

Provide a preliminary cost estimate for each of the tasks below. Please use the sample concept development scope of work (Appendix D of the LCPD Program Guidance Manual and Administrative Procedures) and the attached sample manhour estimate spreadsheet as guidance in preparing this preliminary cost estimate. The consultant cost estimate should be shown as man-hours by task, multiplied by an average rate. **Please note that Subregional project administration is NOT an allowable cost for the Concept Development Phase.**

Concept Development Tasks:

- I. Project Management
- II. Public Outreach – In-Person and Virtual
- III. Data Collection / Existing Conditions
- IV. Alternative Analysis
- V. Documentations
 - a. Existing Conditions Report, Traffic Study, Crash Study, etc.
 - b. Public Outreach Plan
 - c. Environmental Screening Report
 - d. Purpose and Need Statement
 - e. Alternative Analysis (AA) Report with the AA Matrix
 - f. Cost Estimates
 - g. Sketches of Alternatives
 - h. Concept Development Report
 - i. Concept plans for PPA
 - j. Concept Development Report / NEPA Classification

Total Preliminary Cost for Concept Development: \$[Click here to enter cost.](#)

SECTION 7: ATTACHMENTS REQUIRED

Provide the following attachments with this application.

- ☐ Site map of proposed project location in relation to the County.
- ☐ Map of study area showing:
 - Known existing conditions;
 - Project limits;
 - General locations of known environmental parameters.
- ☐ Copy of the planning study, management study, SI&A sheet, crash records, traffic volumes, etc. Which established and supported the problem statement.
- ☐ Additional resources i.e. maps or environmental reports which support information provided in the Environmental Section of this application.
- ☐ A resolution from the governing body having jurisdiction over the facility authorizing application for Local Capital Project Delivery Program – Concept Development Phase funds.
- ☐ Provide a preliminary cost estimate for each of the tasks listed in Section 6 of this application. Please use the sample concept development scope of work as guidance in preparing this preliminary cost estimate.

SECTION 8: INSTRUCTION FOR SUBMITTING APPLICATION

Submit One (1) electronic copy to:

NJTPA Local Capital Project Delivery Program
North Jersey Transportation Planning Authority
1 Newark Center, 17th Floor
Newark, NJ 07102

LOCAL HIGHWAY AND BRIDGE CRITERIA

Environment

L.Env.1 Will it improve air quality, reduce emissions of Green House Gases (GHGs), and reduce transportation petroleum use?

Projects that are expected to reduce single occupant or overall Vehicle Miles Traveled (VMT) can also be expected to result in reductions to NAAQS criteria air pollutant emissions, greenhouse gases (GHGs), and petroleum consumption. Projects such as diesel retrofits, bicycle/pedestrian projects, HOV lanes, bus lanes, park and ride facilities, other Transportation Demand Management (TDM) initiatives, or Transportation Clean Air Measures (TCAMs) can be expected to result in net emissions reductions. Projects such as small highway operational improvements, resurfacing, or bridge repair projects may be considered neutral with respect to emission and petroleum use.

- High: Project is expected to reduce emissions of criteria pollutants and is located in area(s) disproportionately burdened by air pollution.
- Med: Project is expected to reduce emissions of criteria pollutants and/or GHGs, and reduce petroleum use.
- Low: Project is expected to be “emissions and use neutral.” Examples include small highway operational improvements, resurfacing, or bridge repair projects.

Projects expected to adversely affect air quality will receive a score of 0.

L.Env.2 Does it conform to regulations and plans for legislatively protected areas?

This criterion evaluates a project’s level of compliance to the applicable regulations and planning goals of certain legislatively protected areas. These areas include those covered by the following: Highlands Act and Highlands Regional Master Plan; Hackensack Meadowlands Reclamation and Development Act; Pinelands Comprehensive Management Plan; and the Coastal Area Facilities Review Act.

- High: Project is in a legislatively protected area, conforms to or advances the goals of that area and includes a habitat connectivity or wildlife crossing enhancements.
- Med: Project is in a legislatively protected area and conforms to or advances the goals of that area.
- Low: Project is located outside of a legislatively protected area.

L.Env.3 Does it provide benefits or reduce burdens to Environmental Justice (EJ) communities?

- High: Address safety problems, results in reduced noise or pollutant impacts, mitigates community cohesion or other social impacts; mitigates cumulative impacts, or improves accessibility to employment, education, healthcare, and other essential services for EJ communities.
 - Med: Add/improve vehicle, bicycle, transit, or pedestrian connectivity within EJ communities.
 - Low: Repair roadways or bridges, or streetscapes unless project would result in permanent negative impacts to traffic conditions in the neighborhood (e.g., by bringing in more vehicle traffic) or would involve significant right-of-way acquisition in EJ communities.
-

L.Env.4 Does it improve the management of stormwater runoff?

High: The project addresses a problem area noted in the subregion's application or addresses issues in a Combined Sewer Overflow (CSO) area, and includes best management practices (BMPs) in green infrastructure integrating techniques to manage runoff by integrating natural processes.

Med: The project includes basic improvements to stormwater management.

User Responsiveness

L.User.1 Will it reduce transportation delay?

High: Projects that will reopen closed structures or routes.

Med: Projects that will remove weight or height restrictions or increase capacity for roads with V/C ratios higher than 1.2.

Low: Projects that will remove speed restrictions, correct and improve approach alignments, or reduce V/C ratios for roads with ratios between 1.0 and 1.2.

L.User.2 Will it improve accommodations for non-motorized users on existing or planned bridges/routes?

High: Incorporates separate bicycle/pedestrian facilities; improvements to pedestrian crossings; addition of dedicated bicycle lanes, facilitation of bike-share infrastructure.

Med: Incorporates other improvements to sidewalks and roadways for bicycle safety, such as Road Diet features, wider lanes, paved shoulders, and safe storm grates; bicycle parking; improved signage for bicyclists and pedestrians.

L.User.3 Will it improve information for travelers?

Projects that include traffic signals, ITS, or signage improvements.

L.User.4 Will the project provide roadway improvements to high-volume segments of local roads?

Assign points on a continuous scale allocated proportionally based on highest observed AADT within project limits [scale with 0 being lowest AADT (0) and 40,000 and above as the highest AADT (42).]

Economic

L.Econ.1 Will the project lead to the redevelopment of Brownfields or enhance infill or redevelopment of underutilized parcels?

High: Brownfields that would benefit from the project are within the primary market area for port, airport, railroad related warehousing development, or abut a non-abandoned railroad.

Med: Leads to or supports the redevelopment of a Brownfield located elsewhere or a targeted growth area (e.g. Priority Growth Investment Area, or PGIA).

Low: Leads to infill development or redevelopment of an underutilized parcel.

L.Econ.2 Will the facility improve access to a tourism, heritage, wildlife, or recreation facility?

The project improves access to tourism/recreation facilities:

- High: Annual attendance in excess of 3.5 million: Jersey Shore, Meadowlands Sports Complex, Manhattan.
- Med: Annual attendance between 1.8 million and 3.5 million: Great Adventure, Delaware Water Gap National Recreation Area, Liberty State Park, Downtown Newark including Downtown Newark Arena; PNC Bank Arts Center
- Low: Annual attendance above 600,000 but less than 1.8 million: Mountain Creek/Crystal Springs Resort Areas, Monmouth Park Race Track; Morris Canal; East Coast Greenway; Duke Farms.

Note: Where projects include improvement of access to a tourism/recreation destination not listed here, subregions can provide for consideration

L.Econ.3 Will it positively enhance movement of freight?

- High: Improves access to rail yard, freight depot or industrial park (examples include increasing overpass clearance, access roadways for trucks, nearby interchange or intersection improvements.
 - Med: Improves reliability or overall fluidity for freight movements on corridor connecting key freight clusters; is identified as a commodity flow corridor; has a truck percentage greater than the average for the functional classification.
-

L.Econ.4 Will it improve access to job opportunities?

Project occurs in a Traffic Analysis Zone (TAZ) with one of the following characteristics for access to employment via roadway and transit. Points assigned based on a continuous scale of measurement for access to jobs by location [point scale with TAZs ranked on a percentile basis from the lowest regional employment accessibility measure in a TAZ (0) to the highest (45); projects located in multiple TAZs will receive points based on the highest ranked of the TAZs.]

System Coordination

L.Sys.1 Will it provide linkages to other existing transportation systems?

- High: Grade separated interchange projects; circle improvements; linkages to rail stations, transit hubs, redevelopment areas, park-and-ride facilities, or other linkages between modes; infrastructure to facilitate rideshare, carshare, or access to private transit.
 - Med: At-grade intersection improvements between State highways or a State highway and a county road; linkages among or between county and local roadways.
-

L.Sys.2 Will it improve access to airports/seaports/freight facilities/Urban Enterprise Zones (UEZs)?

Within a corridor that provides access to an airport, seaport, intermodal freight facility, foreign trade zone or urban enterprise zone and will improve access to one of these destinations.

L.Sys.3 Will it promote Complete Streets principles?

- High: Incorporates “Complete Streets” strategies and strategy locations identified by NJTPA Subregional studies.
- Med: Incorporates “Complete Streets” principles, as defined in NJDOT’s or/Subregion’s Complete Streets Policy, in design and construction to promote access to all modes of travel.
-

State of Good Repair/Resiliency/Safety

L. Rep.1 Will it improve or replace a facility that is in poor condition?

Projects including both bridge and pavement ratings will receive a score based on the maximum deficiency, as calculated below:

For Bridges:

Bridge Sufficiency Rating (SR) on a continuous scale, from the lowest (0) to highest level of deficiency (87).

Note: Where projects include bridges not covered by the Bridge Management System, subregions can provide information on bridge condition for consideration.

For Roadways:

Final Pavement Rating (FPR). A continuous scale from the lowest (0) to highest level of deficiency (87). FPR combines IRI and SDI.

Note: Where projects include roadways not covered by the Pavement Management System, subregions can provide information on pavement condition for consideration.

L.Rep.2 Will the project delay the need for roadway repair/maintenance by redirecting truck traffic?

Projects that would result in reduced truck traffic on local roads and/or divert heavy truck traffic to roadways designed for heavy loads.

Points are assigned based on the existing and historic percentage of heavy truck traffic within the project limits and surrounding area.

L.Rep.3 Will project improve security?

- High: Involves hardening of bridge or tunnel
- Med: Promotes operational redundancy in transportation network or improves capacity/operation of an evacuation route
- Low: Involves improvements to circulation around key facilities or public safety facilities
-

L.Rep.4 Will project promote adaptation and resiliency to extreme weather events and the impacts of climate change?

Incorporate flood proofing retrofit for areas within FEMA flood risk zone.

L.Rep.5 Will project improve safety problems?

Projects designed to address locally identified safety problems including the following deficiencies **(51)**:

- o Horizontal/vertical geometry, alignment, poor sightlines
 - o Lack of shoulder, safety railings, or fencing
 - o Lack of pedestrian, bicycle accommodation
 - o Poor pavement
-

Land Use/Transportation

L.Land.1 Will it Promote Development within a Community or Place?

Project improves mobility within a Community or Place.

[Latest applicable data from State Planning Commission or utilize land use typology created in development of Together North Jersey Plan.]

L.Land.2 Will it serve distressed municipalities?

Project is located within, or directly serves, a distressed municipality, as defined by the NJ Department of Community Affairs (DCA).

L.Land.3 Has the project emerged from the planning process required to establish a designated Transit Village; a comprehensively planned public-private partnership; an officially adopted improvement district; county adopted coordination plans or studies; or Planning for Emerging Centers?

Project associated with an officially adopted improvement district.

[Latest applicable data from NJDOT.]

APPENDIX D
LOCAL CAPITAL PROJECT DELIVERY PROGRAM
LOCAL CONCEPT DEVELOPMENT PHASE
GENERIC SCOPE OF WORK

I. Program Description

The Local Capital Project Delivery (LCPD) Program strives to ensure that the NJTPA's Regional Transportation Plan (RTP) goals are met when proposed projects are studied and prepared for eventual funding in the Transportation Improvement Program (TIP). This Program consists of the following four phases of work: Local Concept Development, Local Preliminary Engineering, Final Design/Right-Of-Way, and Construction.

Local Concept Development (LCD) is the first phase of the Local Capital Project Delivery Program. The LCD Phase involves drafting a well-defined, well-justified Purpose and Need Statement focusing on the primary transportation need to be addressed. The LCD Phase elements include, but are not limited to: data collection, coordination, development of a reasonable number of prudent and feasible conceptual alternatives and investigation of all aspects of a project: including Environmental, Right-of-way (ROW), Access, Utilities, Design, Community Involvement, Constructability, etc. at a "planning level of effort", and addressing requirements of the NJTPA Congestion Management Process (CMP), as described in 23 CFR Part 450.320.

During the LCD Phase, the project team (the Subregion, NJTPA, and Designer) initiates coordination with both internal and external stakeholders, through their technical expertise or local knowledge of the project area/problem statement further help analyze and interpret the collected data that can either provide for support or lead to the termination of the project (i.e. no build alternative).

Primary tasks of the project team are to develop conceptual alternatives, identify possible fatal flaws, and select the Preliminary Preferred Alternative (PPA) based on the Purpose and Need Statement. These alternatives and the PPA are analyzed in "planning level effort" based on the impacts to right-of-way, the environment, utilities, the community, etc. Throughout this process the project must comply with all FHWA and NJDOT requirements/regulations including AASHTO and MUTCD standards. This phase will provide the required information to determine whether the study can be advanced to the next phase of the Local Project Delivery Process and to procure a designer through Local Preliminary Engineering (LPE),

II. Description of Problem

To be provided by the Subregion

III. Project management

The Designer shall follow the Local Project Delivery Guide (LPDG) process found at <http://www.njtpa.org/project-programs/project-development/local-capital-project-delivery-process.aspx>.

A. General Meetings

The Designer is responsible for the preparation and distribution of all meeting notes and inclusion of same in the Design Communication Report (DCR). Number of meetings will vary by project and be determined by the project's core team.

1. Project team
 - a) Monthly Conference Call
 - b) Bi-monthly sit-down meetings
2. Public meeting with local town councils and commissions (assume 1 meetings)
3. Regulatory agencies meeting and Subject Matter Expert (SME) meeting (assume 4 meetings)
4. Program Compliance Review (PCR) meetings (assume 2 meetings)
5. Interagency Review Committee (IRC) meeting (assume 1 meeting)

B. Budget, Schedule and Invoicing

1. Project Schedule
 - a) Develop project schedule will be developed defining project milestones with tasks shown in numbers of weeks to complete.
 - b) Distribute to the project's core team updated schedules on a quarterly basis, or when major impacts to the schedule occur.

2. Monthly Invoicing/Progress Reports

The designer should refer to the guidance manual and administrative procedures for the LCD Program

- C. The Program Compliance Review (PCR) committee is comprised of representatives from NJTPA, NJDOT-LA, and NJDOT-BEPR to perform interim reviews throughout the concept development phase to make sure that the project's development is in compliance with the program's requirements. The first review will be done once the purpose and need is finalized, and the second will be done once the PPA is finalized but before it is presented to the local officials or the public. The PCR review can be done either as a sit down or via e-mail, which will be decided by the Project Team. The Designer should anticipate two (2) PCR meetings.
- D. The Interagency Review Committee (IRC) is comprised of representatives from NJTPA, NJDOT-LA, NJDOT-BEPR, FHWA and subject matter experts (SMEs) to determine whether or not the project's purpose and need has been fully justified and documented. An IRC meeting will be scheduled by NJTPA at the conclusion of the study. The Designer and Project Sponsor will be required to make a PowerPoint presentation with appropriate handouts before the IRC. The Designer shall coordinate

with the IRC regarding the meeting agenda topics and objectives. The Designer should anticipate one IRC meeting.

- E. The Designer shall maintain a Design Communication Report (DCR) throughout the LCD Phase consistent with NJDOT guidelines. The DCR shall provide a record of all relevant communication, decisions, agreements and approvals that occur between the Designer, IRC and stakeholders. The Designer shall clearly outline in their Proposal the methods and procedures for maintaining the DCR.

IV. Community Outreach

A. Development of Public Information Action Plan (PIAP)

- 1. The Designer will develop a Public Information Action Plan (PIAP) which will include strategies for communicating project information to stakeholders and soliciting project feedback. The PIAP should be relevant to the project and developed in consultation with the project team and other appropriate parties. The purpose is to solicit public involvement, as early as possible, within the LCD phase and continue throughout the LPE, FD/ROW, and CON phases.

The PIAP shall include but not be limited to: developing a database of known stakeholders, determining the number of anticipated meetings with local officials, citizens groups, outside public and private agencies and any others impacted by the proposed project. The PIAP should outline all anticipated outreach efforts from LCD through Construction and be memorialized in a memorandum. It should be noted that the PIAP is a living document and should be amended to the project as the project advances through the LCD process.

- 2. The Designer shall document all outreach efforts including preparing meeting minutes, presentation materials, comments resolutions and correspondences. All outreach efforts shall be coordinated with the project team and overseen by the Subregion. Public meetings procedures, advertisements and notices shall, at a minimum, comply with federal standards which can be obtained through the IRC.
- 3. The Designer shall summarize and record all public involvement efforts during LCD which shall be included in the Concept Development Report (CDR).
- 4. Prepare project fact sheet if requested by NJTPA or Subregion.

B. Local Officials Briefings

The Designer will assist the project sponsor in scheduling the meetings with the local officials. The Designer shall prepare, facilitate, and document all local officials'

briefings.

C. Stakeholder Coordination

The Designer will coordinate with the various stakeholders to obtain input on the developed alternatives to determine community support and preferences in accordance with the approved PIAP. The Designer will serve as a liaison between the stakeholders and the project core team and BEPR. Stakeholders may include, but limited to, local officials, regulatory agencies (NJDEP, USACE, U.S. Coast Guard, etc.), environmental and user groups and other agencies. The Designer shall consult with the project core team and BEPR to determine if stakeholders meetings should be performed during the alternative development phase of the project.

D. Public Information Sessions

The Designer, in coordination with the NJTPA and Project Sponsor, and in accordance with the PAP, shall arrange, prepare, facilitate and document all Public Information Sessions for the project. Public Information Sessions shall comply with federal standards and guidelines. Work efforts may include preparing detailed mailing lists, meeting notifications and advertisement, handouts and presentation materials.

E. Resolutions of Support

The Designer shall aid the Project Sponsor in obtaining “resolutions of support” from the local municipalities impacted as a result of the proposed action. The Project Sponsor will also provide a resolution of support for the PPA. Resolution of support is typically obtained at the conclusion of the Alternative Analysis phase when a PPA has been identified.

F. Public Outreach Summary

The Designer shall document all outreach efforts including preparing meeting minutes and compiling presentation materials, comments, resolutions and correspondence. All outreach efforts shall be coordinated with the Project Team and shall be overseen by the Project Sponsor. Public meetings procedures, advertisements and notices shall comply with federal standards.

The Designer shall summarize all public involvement efforts during LCD, which shall be included in the Concept Development Report (CDR).

Project Website and Social Media Development

The Designer shall develop and maintain a website for the project on a separate domain. All posts will be approved by the Project Team. The Designer shall also develop and maintain a project Twitter account for the project. Twitter will be used as another media interface to reach out to the public about the project as well as inform them about the public information sessions that will be held for the project. The Designer shall develop and submit for approval a social media plan and submit monthly website statistic reports to the project team for review. At the end of the concept development study, the Designer will hand over all website and Twitter

account materials and any information needed to enable the Project Sponsor to take control of the URL/accounts.

V. Data Collection

A. Collect and Review Existing Documentation

2. Compile Tax maps & straight line diagrams & base mapping
3. Drainage Inventory and maps
4. Hydraulic data and reports
5. As-built plans and other maps
6. Existing ROW mapping
7. Existing utility mapping
8. Current jurisdictional agreements, ROW and project limits (i.e. zoning and tax maps)

B. Project Mapping and Survey

1. Forecast Travel projections
2. Traffic Counts
3. Pedestrian Counts (if needed)
4. Crash Analysis
5. Vessel Surveys (for movable bridges)
6. Congestion Management Process (CMP) findings

C. Identify Site Resources

1. Project area photos
2. Identify Deficiencies (e.g. functionally obsolete bridge, inadequate lane width)
3. Existing pavement conditions analysis & Ranking
4. Structural Inventory & appraisal sheets (e.g. bridge inspection reports)
5. Geotechnical (e.g. bore logs) and existing foundation reports (perform soil borings if needed)
6. Existing hydrology models
7. Structural Drawings
8. Utility information
9. Identify locations & travel routes of any local emergency services and/or school services
10. Develop table of substandard design elements
11. Develop collision diagrams using existing accident reports

I. Environmental Screening

1. Prepare Environmental Screening Report (ESR)
2. Identify environmental concerns
3. Identify environmental constraints, sensitive areas, and all NJDEP requirements
 - a. Wetlands & Stream Encroachment
 - b. Section 106 and Section 4(f) considerations (Cultural Resources, Parkland (i.e. Green Acres))
 - c. Threatened & Endangered species
 - d. U.S. Fish & Wildlife
 - e. Stormwater regulations
 - f. Hazardous waste
 - g. Air & Noise
 - h. Socio-economic Issues
 - i. Environmental Justice
 - j. Costal Zone Impacts (e.g. CAFRA, U.S. Army Corps (USACE), U.S. Coast Guard)
 - k. Identify other special environmental areas (Highlands, Pinelands, Hackensack Meadowlands)
4. Discussion of Proposed National Environmental Policy Act (NEPA) Classification

D. Section 106

Projects that will result in impacts to historic properties are subject to 36 CFR Part 800 – “Protecting Historic Properties”, and shall comply with the federal Section 106 process regulations issued by the Advisory Council on Historic Preservation (ACHP). The Designer shall conduct the required work to meet Section 106 requirements and coordinate efforts with the Project Team, State Historic Preservation Office (SHPO) and other agencies as required.

1. Area of Potential Effects Report

The Designer shall initiate the Section 106 process by consulting SHPO in coordination with NJDOT-BEPR. Initiation consists of determining the Area of Potential Effects (APE) for architecture and archaeology and identifying consulting/interested parties. The APE report will be submitted to Project Team and NJDOT for review and approval. NJDOT will then submit it to SHPO for their written concurrence.

2. Cultural Resource Report

The Designer shall perform an intensive-level architectural survey in accordance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, and Phase I and Phase II Archaeological Surveys in

accordance with the New Jersey Historic Preservation Office Guidelines to identify properties that may be affected by the project. To determine if the property or properties are historic, the Designer must obtain eligibility determinations from SHPO in coordination with NJDOT-BEPR. The culmination of this investigation shall be the preparation of a Cultural Resource Report documenting the surveys' findings.

3. Eligibility Effects Letter

The Designer shall assess the effects of the project on the resources in consultation with the SHPO and establish if they are adverse. Determining adverse effects on historic resources shall be based on criteria established by the federal regulations. The Designer shall also prepare an Adverse Effects letter for this study in accordance with NJDOT-BEPR and SHPO's requirements.

4. Adverse Effects Documentation for ACHP (if adverse effects)

If applicable, the Designer shall prepare the Adverse Effects package (Cultural Resource Survey Report and summary letter) to ACHP and offer ACHP the opportunity to participate in consultation to resolve the Adverse Effects caused by the project. The Adverse Effects Documentation must be submitted to ACHP through FHWA via NJDOT.

5. Memorandum of Agreement (if adverse effects)

If applicable, the Designer shall also develop a memorandum of agreement (MOA) for review and approval by the Project Team. The MOA shall document the effects of the project on historic resources and the methods that will be used to minimize or mitigate impacts of projects on historic resources.

The final Cultural Resource Report and Section 106 documentation shall be included as an Appendix in the CDR.

E. Evaluate Site Deficiencies

The Designer shall collect existing data and assess the existing transportation system for substandard design elements, structural defects and traffic operational and capacity deficiencies, in accordance with current AASHTO, MUTCD and NJDOT design standards and guidelines. The Designer may recommend the need for supplemental data collection, field testing, inspections and/or detailed analysis when existing data collected is insufficient or not available. Recommendations for additional data collection would be in an effort to make sound engineering determinations *beyond what is apparent*, or in instances to resolve potential fatal-flaw design issues that could pose constructability problems and cost implications.

In the event more detailed investigations are recommended, the Designer shall clearly justify the need and goal for these additional services in their technical proposal for review and approval by the Project Team.

1. Identify Substandard Design Elements

The Designer shall assess the project for substandard design conditions based on NJDOT's list of Controlling Substandard Design Element (CSDE), in accordance with AASHTO, a Policy on Geometric Design of Highways and Streets (latest edition) and NJDOT Roadway Design Manual (latest edition), based on the roadway classification and design speed. The Designer shall document each substandard condition and make a comparison with minimum design standards for each. This assessment will be utilized during alternative development and for future applications of Design Exceptions.

2. Engineering Site Assessment and Investigations

Based on the problem statement and nature of the intended project, the Designer shall perform a site visit and review all existing information made available during the proposal phase, and make a determination if additional engineering investigations, inspection and testing are warranted. The Designer shall clearly state the need and provide justification for performing detailed analysis during LCD in their technical proposal for consideration by the Project Team.

This task will include an assessment of the existing transportation system and conditions at the site in an effort to identify defects and deficiencies. These defects and deficiencies will serve as the basis for establishing the project Purpose and Need. The needs, extent and level of efforts for engineering investigations shall be considered on a project-by-project basis. Typical areas of investigation could include the following items.

a. Traffic & Collision Data

- Forecast Travel Projections
- Traffic Counts (vehicles, trucks, buses, bicycles and pedestrians - for weekend/weekdays summer/non-summer)
- Crash Analysis
- Traffic Operations and Level of Service
- Identify locations & travel routes of any local emergency services and/or school services
- Potential traffic diversion routes

b. Structural

- Structural inventory & appraisal rating
- Load posting and rating
- Structural defects
- Structural service life and life cycle

- Structural integrity and serviceability
 - Vertical underclearances
- c. Roadway
- Geometrics
 - Typical Sections
 - Lane Tapers and Transitions
 - Safety/Roadside Design Measures
 - Sight Distance
 - Access
 - Right-of-Way
 - Signing
- d. Stormwater Management/Drainage
- Drainage System Defects
 - Drainage Areas
 - Flooding
 - NJDEP Best Management Practices
 - SWM/Water Quality Regulatory Compliance
- e. Geotechnical/Pavement
- Subsurface Conditions
 - Roadway and Embankment Stability
 - Scour/Settlement
 - Seismic Conditions
 - Pavement Deficiencies and Condition
- f. Utilities
- Utility Contacts
 - Utility Verification
- g. ITS and Roadway Lighting

The Designer shall also prepare a photo inventory of the site.

F. Existing Conditions Documentation

At the conclusion of Data Collection, the Designer shall summarize the findings of their investigation in a Project Fact Sheet. The existing conditions documentation shall be organized in a manner consistent with the Concept Development Report outline (see **Task 5** below). The Project Fact Sheet shall include all supporting documentation obtained and or prepared during Data Collection. The Designer shall submit the Project Fact Sheet to the Project Team for their review in advance of the IRC meeting. The final Project Fact Sheet shall be included as an Appendix in the CDR.

G. Purpose and Need Statement

- The project purpose is to define transportation problem that needs to be solved.
- The project need provides data to support the purpose.

The Designer shall provide a detailed statement of project need which is as comprehensive and specific as possible. It should include information on the adequacy of current facilities to handle present and proposed traffic as well as other factors such as bridge condition, horizontal and vertical geometry, safety features, accident history, system linkage, social demands, economic development and model interrelationships.

- The Statement should focus on the problem(s) that need(s) to be addressed and for which a proposed project is being considered (e.g. the Purpose is to improve safety along a roadway segment with a high accident rate) and should not be written in a way that focuses on the solution or too narrowly constrains the range of alternatives (e.g. the Purpose is to widen the highway).
- Establish goals & objectives, identify issues that need to be resolved

VI. Alternatives Analysis

A. Development and Evaluation of Alternatives

1. The primary focus of the alternatives development is to meet the Project purpose and needs while minimizing impacts to the surrounding environment and community. The identification, consideration, and analysis of alternatives are key to the NEPA process.
2. All environmental constraints must be considered while developing the alternatives.
3. Fatal Flaws must be identified and included in the CDR.
4. Alternatives analysis should clearly indicate why and how the particular range of project alternatives was developed, including what kind of public and agency input was used. In addition, alternatives analysis should explain why and how alternatives were eliminated from consideration. It must be made clear what criteria were used to eliminate alternatives, at what point in the process the alternatives were removed, who was involved in establishing the criteria for

assessing alternatives, and the measures for assessing the alternatives' effectiveness.

B. Selection of Preliminary Preferred Alternative

1. Once the Alternatives have been defined and their respective foot-prints (impacts) established, the Designer shall quantify (or qualitatively assess) impacts to surrounding resources. The designer shall also identify how the alternatives compare with engineering principals such as their constructability, cost, substandard element etc. An Impact matrix representing each alternative and critical elements shall be prepared with the advantage and disadvantage of each represented. The impact matrix will eventually lead to the selection of a PPA.
2. Design exceptions for the PPA must be identified and included in the CDR.

C. Alternative Analysis Documentation

At the conclusion of Alternatives Analysis, the Designer shall summarize the findings of their investigation including a detailed description and conceptual plan of each alternative, as well as an impact matrix, alternatives analysis synopsis and recommendation of the PPA.

D. Constructability Review/Value Engineering

The Designer shall perform a Constructability Review (CR) for this study. Value Engineering (VE) is also required for the study in accordance with 23 CFR Part 627 and shall be conducted by an independent multidisciplinary team hired by the Designer as a subconsultant.

E. Risk Management Review & Development

The Designer shall follow the risk management process which helps evaluate deficiencies and identify fatal flaws to assist in selecting the Preliminary Preferred Alternative (PPA). In accordance to NJDOT's standards, the Designer shall perform risk identification, quantitative risk analysis, and risk response strategies and action plan.

VII. Documentation

A. Conceptual Plans

B. Prepare Cost Estimates

The Designer shall prepare a preliminary construction cost estimate of the PPA. The cost estimate shall consider major construction activities including, but not limited to mobilization, paving, excavation, removal and demolition of existing structures, new structures, drainage and SWM facilities, lighting, landscaping, environmental mitigations and other major construction activities. Unit prices should consider recent

bid pricing made available by the Subregion or NJDOT sources. The Designer shall also consider contingencies and escalation in the estimate.

In addition to construction cost the Designer shall estimate costs for Right of Way acquisitions, preliminary Engineering and final design, and other major expenditures. Cost developed for this task will be utilized for future funding needs.

C. NEPA Classifications

D. LPE SOW

The Designer will review the NJDOT Master Preliminary Engineering Scope Statement Template and update with the tasks necessary for the completion of LPE. The LPE Scope Statement shall be prepared by the Designer, in coordination with the Subregion and NJTPA. It shall include all the tasks needed to conduct LPE and FD. These documents will be used to solicit proposals for LPE, the next phase of the Local Project Delivery Process.

E. Concept Development Report

The Designer shall prepare and submit the CDR to the IRC. The report will incorporate all documentation prepared under the CD phase and be organized in the following manner:

- Introduction
- Purpose and Need
- Existing Conditions
- Traffic and Crash Summary
- Social, Economic and Environmental Considerations
- Congestion Management Process Findings
- Evaluations of Alternatives
- Description of Preliminary Preferred Alternative
- NEPA Classification
- Preliminary Engineering Scope Statement
- Appendices

The CDR appendices shall include, but not be limited to, the following documentation:

- Problem Statement
- List of Existing Documentation collected under LCD
- Inspection Reports
- Crash Data and Collision Diagrams

- Traffic Counts
- Aerial Photography
- Straight Line Diagram
- Environmental Screening Report
- Public Outreach Plan
- Resolutions of Support
- Sketches of Alternatives
- Alternative Analysis Impact Matrix
- Cost Estimates
- Conceptual Plans for PPA
- Value Engineering (VE) and Constructability Reports
- Pertinent Project Correspondences

The Designer shall submit a draft copy of the CDR to the IRC for review and comment.

APPENDIX E **LOCAL CONCEPT DEVELOPMENT** **RESPONSIBILITY MATRIX**

TASKS	NJTPA	Subregion	Consultant	NJDOT-BEPR	NJDOT-LA	FHWA
Project Selection						
Solicitation	L	S				
Formation of TRC	L			S	S	
Review of applications	L					
Distribution to TRC	L					
Prioritization and Scoring	L			L	L	
Field Visits	L	S		L	L	
TRC Meeting to review scores	L			L	L	
Submit recommended projects to Board for endorsement	L	S				
Consultant Selection						
Request for Qualifications Package	L	S				
Review Letters of Interest	L	L				
Request for Proposal Package	L	L				
Review and Score Proposals	L	L				
CSC Meeting to review scores	L	L				
Negotiation with selected Consultant	L	L				
Submit Project Authorization Package to NJDOT/FHWA	L					A
Letter to Incur Cost	L					
Contract Execution	L		L			
Project Delivery Process						
Kick-off Meeting	L	L	L	S	S	
Development of Scope of Work and Project Schedule	L	L	L	S	S	
Preliminary environmental screening	S	S	L	S		
Conduct Data Collection	S	S	L			
Purpose and Need Review	A	A	L	A	A	
Evaluate Deficiencies and Identify Fatal Flaws	S	S	L			
Evaluate Planning Alternatives	L	L	L	S	S	
Coordinate with Stakeholders	S	L	L	S	S	
Complete Environmental Screening	S	S	L	A		
Assess ROW Impacts	S	S	L		S	
Review and Selection of the PPA	L	L	L	S	S	
Program Compliance Review (PCR)	L/A		S	A	A	
Identify Substandard Design Elements	S	L	L		A	
Coordination with Subject Matter Experts (SMEs)	S	S	S	L	L	
Determine the NEPA Classification	S	S	L	A		
Prepare Construction Cost Estimate	L	L	L		A	
Ensuring the project remain on schedules throughout Project Delivery Process	L	L	L			
Submit Concept Development Report	A	A	L	A	A	
Submit Design Communications Report			L			
IRC determination on project	L/A			A	A	A
Prepare Preliminary Engineering Scope Statement	A	A	L	A	A	
Administrative Responsibilities						
Submission of Monthly Reports and Invoices	A		L			
Monitor the project budget	L		L			
Ensuring the project and the consultant comply with DBE goals	L		L			
Submission of Closeout Documentation	A		L			

Responsibility Key:

L = Lead
S = Supporting Role
A = Approval

APPENDIX F
Local Concept Development Deliverables Matrix
Submission Requirements

Deliverable	Deliverable Type	Distribution					Deliverable Specifications	Deliverable Requirements (E-mail / Hard Copies)
		NJTPA	Subregion	NJDOT Local Aid	NJDOT BEPR	Others		
Project Mapping	W	X	X	X	X		A working copy of the final mapping shall be submitted to the sub-region for their review and records in the agree to platform (AutoCad, Microstation, Photography)	Electronic / 4 Hardcopies, If Required.
Public Involvement Action Plan	M	X	X		X		A draft copy of this document shall be submitted to project team for review and comment. Review comments shall be incorporated into final edited version. Final document is an Appendix of CDR.	Electronic only.
Environmental Screening Report	W	X	X		X		A working copy of this document shall be submitted for review by the IRC. Review comments shall be incorporated into working version. Final document is an Appendix of the CDR.	Electronic / 3 Hardcopies, If Required.
Project Fact Sheet	W	X	X	X	X		A working copy of this document shall be submitted for review by the project team. Review comments shall be incorporated into working version. Final document is an Appendix of CDR.	Electronic only.
Purpose and Need Statement	M	X	X	X	X	X	A working copy of this document shall be submitted for review by the project team. Review comments shall be incorporated into working version. Final version made part of CDR.	Electronic only.
Area of Potential Effect	W	X	X		X	X	A working copy of this document shall be submitted for review by the project team. Review comments shall be incorporated into working version. Final document is an Appendix of the CDR.	Electronic only.
Alternative Analysis Documentation	M	X	X	X	X	X	A working copy of this document shall be submitted for review by the PCR. Review comments shall be incorporated into working version. Final version made part of CDR.	Electronic / 4 Hardcopies, If Required.
Value Engineering Report	W	X	X		X	X	A working copy of this document shall be submitted for review by the project team. Review comments shall be incorporated into working version. Final document is an Appendix of the CDR.	Electronic / 4 Hardcopies
Risk Register	W	X	X	X	X		A working copy of this document shall be submitted for review by the project team. Review comments shall be incorporated into working version. Final document is an Appendix of the CDR.	Electronic / 4 Hardcopies
Cost Estimates	W	X	X	X			A working copy of this document shall be submitted for review by the project team. Review comments shall be incorporated into working version. Final document is an Appendix of CDR.	Electronic only.
Concept Plans	M	X	X	X			A draft copy of this document shall be submitted to project team for review and comment. Review comments shall be incorporated into final edited version. Final document is an Appendix of CDR.	Electronic / 4 Hardcopies.
Preliminary Engineering Scope of Work	M	X	X	X	X		A draft copy of this document shall be submitted to project team for review and comment. Review comments shall be incorporated into final edited version. Final document is an Appendix of CDR	Electronic only.
Concept Development Report	M	X	X	X	X	X	A draft copy of this document shall be submitted to IRC for review and comment. Review comments shall be incorporated into final edited version.	Electronic / 5 Hardcopies.

Deliverable Types - Working (W) and Milestone (M)

APPENDIX G

GLOSSARY OF ACRONYMS

APE:	Area of Potential Effects
CDR:	Concept Development Report
CE:	Categorical Exclusion
CED:	Categorical Exclusion Documentation
CFR:	Code of Federal Register
CON:	Construction
CSC:	Consultant Selection Committee
DBE:	Disadvantaged Business Enterprise
DCR:	Design Communication Report
EA:	Environmental Assessment
EIS:	Environmental Impact Statement
FD:	Final Design
FHWA:	Federal Highway Administration
FONSI:	Finding of No Significant Impact
FY:	Fiscal Year
IRC	Interagency Review Committee
LCD:	Local Concept Development
LPE:	Local Preliminary Engineering
MPO:	Metropolitan Planning Organization
NBIS:	National Bridge Inspection Survey
NEPA:	National Environmental Policy Act
NJDOT-LA	New Jersey Department of Transportation, Local Aid
NJDOT-BEPR:	New Jersey Department of Transportation, Bureau of Environmental Program Resources
NJTPA:	North Jersey Transportation Planning Authority
PCR:	Program Compliance Review
PIAP:	Public Information Action Plan
PIC:	Public Information Center
PN:	Purpose and Need
PPA:	Preliminary Preferred Alternative

PS&E:	Plan, Specifications and Estimate
RFP:	Request for Proposal
RFQ:	Request for Qualifications
RTP:	Regional Transportation Plan
ROD:	Record of Decision
ROW:	Right of Way Acquisition
Section 106:	Section 106 of the National Historic Preservation Act
Section 4(f):	Section 4(f) of the US Department of Transportation Act
SHPO	State Historic Preservation Office
SI&A:	Structural Inventory and Appraisal
SME	Subject Matter Expert
SOW:	Scope of Work
STBGP-NJ	Surface Transportation Block Grant Program – New Jersey
STP-NJ:	Surface Transportation Program – New Jersey
TDD:	Transportation Development District
TED:	Transportation Enhancement District
TID:	Transportation Improvements District
TIP:	Transportation Improvement Program
TOD:	Transit Oriented Development
TRC:	Technical Review Committee
TTF:	Transportation Trust Fund
UPWP:	Unified Planning Work Program
VE:	Value Engineering