



NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

CUMBERLAND COUNTY BICYCLE AND PEDESTRIAN SAFETY ACTION PLAN

SJTPO is seeking a qualified firm to develop a Bicycle and Pedestrian Safety Action Plan for Cumberland County and the municipalities therein. The Plan will document a number of action-oriented tasks geared towards advancing data-driven bicycle and pedestrian projects via New Jersey's Local Safety Program funded through the federal Highway Safety Improvement Program (HSIP). For more information about The Highway Safety Improvement Program in New Jersey, see the [New Jersey HSIP Manual](#).

This work is included in the SJTPO FY 2018 Unified Planning Work Program (www.sjtpo.org/UPWP). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

The RFP will be available Wednesday, September 13, 2017 and can be obtained from the SJTPO via our website www.sjtpo.org/RFP. As a courtesy, please email us at ahuff@sjtpo.org letting us know if you have downloaded a copy of the RFP.

Proposals are to be received no later than 5:00 P.M., prevailing time, on **Tuesday, October 10, 2017**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Alan Huff, Senior Transportation Planner
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

The contract with SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration of the United States Department of Transportation.

REQUEST FOR PROPOSALS:

Cumberland County Bicycle and Pedestrian Safety Action Plan

Wednesday, September 13, 2017



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

782 South Brewster Road, Unit B6

Vineland, New Jersey 08361

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LEONARD DESIDERIO, CHAIRMAN
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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****CUMBERLAND COUNTY BICYCLE AND PEDESTRIAN SAFETY ACTION PLAN**

(To see a list of upcoming RFPs at SJTPO, go to www.sjtpo.org/RFP/#upcoming.)

I. INTRODUCTION**A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to develop a Bicycle and Pedestrian Safety Action Plan for Cumberland County and the municipalities therein. The Plan will document a number of action-oriented tasks geared towards advancing data-driven bicycle and pedestrian projects via New Jersey's Local Safety Program funded through the federal Highway Safety Improvement Program (HSIP). For more information about The Highway Safety Improvement Program in New Jersey, see the [New Jersey HSIP Manual](#). This work is included in the SJTPO FY 2018 Unified Planning Work Program (www.sjtpo.org/UPWP). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

The SJTPO is the designated Metropolitan Planning Organization for Atlantic, Cape May, Cumberland, and Salem Counties. As such, the SJTPO has responsibility or oversight for all federally funded surface transportation planning activities in the region.

B. Submission

Proposals are to be received no later than 5:00 P.M., prevailing time, on **Tuesday, October 10, 2017**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Alan Huff, Senior Transportation Planner
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

1. **Signed Cover Letter** that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto. (see Section I.E) www.sjtpo.org/wp-content/uploads/2016/07/RFPSubcontractAgreement.pdf
2. **Technical Proposal** (*four (4) hard copies and one (1) electronic copy*)
 - a. **Narrative** that reflects the requirements of the Scope of Work (see Section II)
 - A detailed approach to completing the work program
 - List and description of deliverables

- Any issues or problems with requirements of the Scope
 - b. Staffing Plan (see Exhibit D)** without salary or other costs (a detailed description of the work team key staff and estimated hours required on the project), including:
 - Staff name (if appropriate, see Exhibit D)
 - Company/organization
 - Job title
 - Person-hour requirements by task
 - It should be clear which staff/firm(s) count towards the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.
 - c. Project Schedule** – Indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0.” Schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
 - d. Organizational Chart** of firm or firms with brief description of their role in the project
 - e. Firm Profile** – Description of the firm's facilities, number of offices, employees in each office, any special equipment, and other factors, (knowledge, skills, etc.) that may affect the delivery of the required services.
 - f. Work History** – List of similar work, including name and telephone number of the clients, and a full description of the services provided by the firm.
 - g. Resumes** of key professional staff included in the Staffing Plan, organized by firm
 - h. DBE/ESBE Certificates** (see Section IV)
 - i. Equal Employment Opportunity Statement** (see Section V)
- 3. Cost Proposal** (*one (1) hard copy and one (1) electronic copy in a sealed envelope, separate from the Technical Proposals*)
- a. Total Costs** of each task detailed in the scope of work.
 - b. Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.
 - c. Staffing Plan (see Exhibit D)** with Dollar Values (a detailed description of the work team key staff and their estimated hours required on the project.)
 - Staff name (if appropriate, see Exhibit D)
 - Company/organization
 - Job title
 - Person-hour requirements by task
 - Hourly rates
 - It should be clear which staff or firm counts toward the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.

The SJTPO reserves the right to reject any submission for failure to adhere to these goals and requirements or to accept any submission, which in its judgment will best serve its interest. All submitting firms grant to the SJTPO a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose. All submissions will become the sole property of

SJTPO. Subconsultants, subcontractors, and joint ventures are permitted for the purposes of this submission.

C. Interpretations and Addenda

All questions, requests for interpretations, and comments must be submitted in writing and received on or before Tuesday, September 26, 2017 and submitted to Alan Huff, Senior Transportation Planner at the above address. Faxes (856-794-2549) and e-mails (ahuff@sjtpo.org) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

PLEASE CHECK THE SJTPO WEBSITE DURING THE RFP RESPONSE PERIOD FOR ADDENDA TO THE RFP, AND QUESTIONS AND ANSWERS.

D. Anticipated Consultant Selection Schedule

- | | |
|--------------------------------|--|
| 1. Questions about RFP Due | Tuesday, September 26, 2017 |
| 2. Answers about RFP Published | Thursday, September 28, 2017 |
| 3. Proposal Due Date | Tuesday, October 10, 2017 by 5:00 pm |
| 4. Consultant Interviews* | End of the Week of October 23 through
Beginning of the week of October 30, 2017 |
| 5. Policy Board Action | Monday, November 27, 2017 |
| 6. Notice to Proceed | On or about Monday, December 11, 2017 |
| 7. Project Completion Due | Friday, March 29, 2019 |

** (We may need to conduct interviews during the selection process. Please keep this week available.)*

E. Contracting

The contract with SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration of the United States Department of Transportation. All proposals must include a signed cover letter that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto:

www.sjtpo.org/wp-content/uploads/2016/07/RFPSubcontractAgreement.pdf

II. SCOPE OF WORK

Proposals should explicitly address the full scope of the project as described within this section. SJTPO cannot ask firms for clarification if questions remain prior to scoring. Proposals, however, should detail any concerns, which affect successful completion of the project as described herein. Firms are encouraged to propose innovations or alternative tasks to enhance the intended project

scope and demonstrate experience and mastery over the tasks described. SJTPO reserves the right to reduce or otherwise adjust the scope as necessary.

A. Background

Through the efforts of this RFP, SJTPO is seeking a qualified firm, or group of firms, to develop a Bicycle and Pedestrian Safety Action Plan for Cumberland County and the municipalities therein. The Plan will document a number of action-oriented tasks geared towards advancing data-driven bicycle and pedestrian projects via New Jersey's Local Safety Program funded through the federal Highway Safety Improvement Program (HSIP). For more information about The Highway Safety Improvement Program in New Jersey, see the [New Jersey HSIP Manual](#). The effort will include all crash data, including State, County, and municipal data, but will guide safety projects at County and municipal locations.

Qualified firms should have and effectively demonstrate experience with Highway Safety Manual methodologies as relates to evaluation and advancement of safety projects. The selected firm or group of firms will include expertise with processing and analyzing data, with bicycle and pedestrian issues and countermeasures, as well as with substantive (as opposed to nominal) safety.

B. Content

Task 1. – Coordination

Regular communication shall take place between the firm's project manager and the SJTPO project manager as well as other stakeholders as-needed. The firm will be responsible to document all communications and deliver them to SJTPO. Meetings shall require meeting minutes to be prepared, whereas phone conversations shall simply require a follow-up email summarizing talking points and decisions made. These should generally be provided to SJTPO within three business days.

The firm shall provide brief status updates every two weeks to SJTPO via email. The status updates should describe tasks completed in the past two weeks, upcoming tasks for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from SJTPO or other stakeholders in the coming weeks.

Deliverable 1.a.	Bi-weekly emails: The firm will provide an email to SJTPO's project manager on a bi-weekly basis as described above.
Deliverable 1.b.	Meeting and discussion summaries: The firm will provide minutes of meetings and email summaries of all conversations, which will include summary of talking points and decisions made within three (3) business days.

Task 2. – Creation of a Bicycle and Pedestrian Steering Committee

In partnership with SJTPO staff, the selected consultant shall assist in identifying partners and establishing a Countywide Bicycle and Pedestrian Steering Committee. The Committee will serve throughout the process as a coordination and validation mechanism against major activities

in the process. The Steering Committee will include at a minimum, representatives of SJTPO, State partners, Cumberland County, City of Bridgeton, City of Millville, City of Vineland, select businesses with interests in bicycle and pedestrian safety, and community based organizations with an interest in bicycle and pedestrian issues, with additional communities added if projects are located in their jurisdictions. The consultant shall participate in, and be responsible for the preparation of meeting agendas and minutes for up to six (6) meetings, which may include the following:

- **Meeting 1:** Narrow Top 100 crash locations to Top 25 (Task 3)
- **Meeting 2:** Discuss outreach strategy (Task 6)
- **Meeting 3:** Discuss public input, identify Top 10 locations (Task 6)
- **Meeting 4:** Discuss draft Toolbox (Task 5)
- **Meeting 5:** Discuss public input, select countermeasures (Task 8)
- **Meeting 6:** Present Final Plan (Task 10)

Deliverable 2.a.	Steering Committee Meeting Agendas: The firm will develop agendas for up to six (6) Steering Committee meetings and incorporate edits from SJTPO.
Deliverable 2.b.	Steering Committee Meeting Minutes: The firm will attend and prepare minutes for up to six (6) Steering Committee meetings and incorporate edits from SJTPO.

Task 3. – Retrieve and Process Crash Data

The firm shall retrieve crash data for all Cumberland County crashes (all crash types) from years 2009 through 2016. Typically, only a five-year crash history is required for pedestrian crash analysis. However, this effort will work based on existing network screening lists, which include 2009-2013 data, so this effort will include those years as well as all recent completed years. This data should be available for download from the New Jersey Department of Transportation (NJDOT) Safety Voyager application. If this is unavailable, SJTPO can assist in retrieving data. The firm will analyze all fields available in the dataset and report on all relevant data elements. The firm shall provide maps that show bicycle-related crashes and pedestrian-related crashes as well as heat maps for each as well as up to eight (8) additional maps, showing any relevant breakdowns of crashes identified by SJTPO and the firm. The firm will then use Highway Safety Manual (HSM) approved methodologies to weight and score crash locations to identify the top 100 bicycle and pedestrian crash locations in Cumberland County, consistent with SJTPO's current network screening lists. For locations not on SJTPO's existing network screening lists, the firm will indicate the rank each location would have on one of the existing lists. SJTPO's current network screening lists are available on the HSIP webpage at www.sjtpo.org/HSIP. Top 100 locations will include a mix of spot locations and one-mile corridors. The proportion of the list composed of spot locations vs. corridors will be determined by the data. The Top 100 list will be a mix of state, county, and municipal roadways.

SJTPO will use the Top 100 crash location list, developed by the firm to meet with Cumberland County, the Cities of Bridgeton, Millville, and Vineland, as well as any other relevant jurisdictions to determine if any locations are not appropriate for advancement for safety infrastructure improvement. Reasons may include if recent projects have changed the geometry or traffic control, if locations have pending improvements planned, if locations are deemed not

viable, etc. Based on these exclusions as well as the crash data, SJTPO with the County and municipalities, will create a Top 25 crash locations list. State roadways will not carry forward to the Top 25 list. This list will also include a mix of spot locations and corridors. The firm will be asked to formalize and map this list.

Deliverable 3.a.	Raw Crash Data: The firm will download all crash data from years 2009 through 2016 from NJDOT and deliver raw data to SJTPO.
Deliverable 3.b.	Analysis, Reporting, and Mapping of Crash Data: The firm will conduct and report on analysis, as described above, and provide maps of all bicycle-related crashes, pedestrian-related crashes, heat maps of each, and up to eight (8) additional maps.
Deliverable 3.c.	Top 100 Bicycle and Pedestrian Crash Location List: The firm will provide a list and map of the top 100 crash locations, as described above.
Deliverable 3.d.	Top 25 Bicycle and Pedestrian Crash Location List: The firm will take the notes delivered by SJTPO and formalize the list of top 25 crash locations. The firm will map the top 25 crash location list. No analysis will be required for this task.

Task 4. – Identification of Crash Problems

SJTPO will retrieve crash reports from NJDOT for each of the Top 25 List locations, and will deliver them to the firm. The crash reports will include all crashes, and should not be limited to bicycle and pedestrian crashes. The firm shall thoroughly review each crash report and prepare crash diagrams for each location. It should be noted that locations may include a mix of spot and corridor locations and corridors are typically a mile in length and may include multiple intersections. The proportion of the list composed of spot locations vs. corridors will be determined by the data. The effort to review crash diagrams will often include reviewing the narrative of the crash report as well as any diagrams in the report, as summary information in the report and in the crash records are often not enough to confirm the accurate location of the crash. The firm will also provide a summary of each crash location, which should include the total number of crashes, severity of crashes, crash types, and any other information that may inform further discussions about solutions, such as geometric conditions, lighting, parking, time of day, etc.

The firm will present the findings of each crash diagram and summary to the Steering Committee to get feedback and ensure that findings do not conflict with local knowledge.

Deliverable 4.a.	Prepare Crash Diagrams: The firm will prepare crash diagrams for each location on the Top 25 Location list.
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Task 5. – Toolbox of Bicycle and Pedestrian Safety Strategies

The firm will develop a toolbox of potential bicycle and pedestrian safety strategies. This toolbox will serve to inform the public, elected officials, and professional staff when discussing safety issues and potential solutions. The toolbox should include well-tested countermeasures as well

as newer, more innovative or experimental measures. Each countermeasure listed should include:

- **Rating System:** A clear method of rating the countermeasure overall, as well as a clear way to rate elements of the countermeasure, such as cost, data quality, challenges, triggers, etc.
- **Images:** Clean, attractive images or created graphics, that demonstrate the countermeasure well and may be used freely by SJTPO and local jurisdictions publicly when discussing or presenting the countermeasure in public or online. Images from New Jersey communities, and preferably South Jersey communities, are highly encouraged.
- **Description:** A clear, complete, but brief description of the countermeasure.
- **Applicability:** Under what circumstances the countermeasure is appropriate to be applied.
- **Challenges:** A thorough discussion of the design, regulatory, institutional, or any other challenges in implementing the countermeasure, especially in Cumberland County.
- **Triggers:** Many countermeasures trigger other requirements, those should be identified and discussed. For example, a pedestrian signal on an existing traffic signal, triggers MUTCD requirements that the signal be brought up to current standards. New crosswalks require installation of ADA ramps.
- **Cost:** A reasonable approximation of the cost to implement the countermeasure, based on expenses roughly equal to costs in New Jersey.
- **Timeframe:** A reasonable approximation of the time required to implement the improvement (short-term, medium-term, and long-term) as well as any notes that may expand on that information.
- **Data:** Data that demonstrate the safety benefit of the countermeasure. The firm should focus on data related directly to reduction of crashes, injuries, and fatalities. Only if that data cannot be found, may the firm, upon receiving approval from SJTPO, discuss any other measures of benefit of the countermeasure (ex: speed data, survey information, law enforcement actions). The need for this is in demonstrating tangible crash reduction benefit when projects are evaluated using Highway Safety Manual (HSM) methodologies. All data sources should be cited. When available, Crash Modification Factors (CMFs) from the CMF Clearinghouse should always be included. Information regarding the quality and applicability of the CMF should be included. When a CMF is available, other data sources are still welcomed and highly encouraged, as bicycle and pedestrian countermeasures tend to be underrepresented in the CMF Clearinghouse. Available CMFs may also be vague, only applicable to select roadway types, or have low quality ratings, all of which present a need for additional data.

The firm will initially meet with SJTPO to discuss countermeasures that it would intend to include in the Toolbox, to allow discussion and possible addition to or removal of countermeasures. The firm will present the draft Toolbox to SJTPO for a minimum of two rounds of edits. The firm will present the final draft Toolbox at a meeting of the Steering Committee and will make edits for the final product before it goes public.

The firm will also create brief versions of the Toolbox, with single page sheets for each countermeasure. The sheets will be succinct, attractive, and visual to make the topics simple to understand. The firm will also adapt this version into a presentation to present to the public and is encouraged to adapt it into other formats to gather input by other methods outside of formal public meetings.

Deliverable 5.a.	Toolbox: The firm will develop a toolbox, as described above.
Deliverable 5.b.	Toolbox Summary Sheets: The firm will develop a brief version of the full Toolbox, as described above.
Deliverable 5.c.	Summary Sheets Adapted: The firm will also adapt the Summary Toolbox into other digital versions, as described above.

Task 6. – Public Meetings, Round 1

Outreach Strategy: The firm will be responsible to develop and implement an aggressive and innovative strategy to educate and inform the public about the purpose and need for the process and events to encourage meaningful participation in the effort. This effort must specifically address how to reach underserved populations, who may be more impacted by bicycle and pedestrian safety issues than the population at-large. This must specifically include reaching Spanish-speaking populations. Strategies should account for persons with limited or no internet access or access to a smart phone. The firm should be prepared to incorporate two rounds of edits from SJTPO and/or Steering Committee members.

Public Meetings: The objective of this task is to go to the public, begin with an educational component about substantive safety for bicyclists and pedestrians, identify noteworthy practices, present the Top 25 locations, get feedback, and ultimately identify the Top 10 locations for immediate project advancement. Information about the Top 100 list will be made available to allow the public to see all top crash locations on the state and local systems; however, the discussion will be directed primarily to the Top 25 list, as that will guide the locations that are available for advancement through this effort. This task will include up to three (3) public meetings. However, the firm is encouraged to present additional methods to gather the most feedback. This can include any mix of non-traditional online or in-person activities.

SJTPO can consistently supply two staff at events and may be able to supply two additional, as needed. Technical proposals, as well as separate cost proposals should be based on an assumption that two SJTPO staff can be made available at all needed events and costs/hours can be changed if additional SJTPO staff can be provided.

The firm will summarize the feedback received from the public and present it to the Steering Committee. This task may not require a formal meeting. The Steering Committee members will provide feedback and ultimately endorse the final Top 10 locations list, which will advance for evaluation of countermeasures. The Top 10 locations list will include a mix of spot locations and corridors. The proportion of the list composed of spot locations vs. corridors will be determined by the data.

SJTPO staff, with the assistance of jurisdictional representatives from the Steering Committee, will present the findings and final selections of the Steering Committee at a meeting of the Cumberland County Board of Chosen Freeholders, as well as municipal councils of the Cities of Bridgeton, Millville, Vineland, and any other municipalities with crash locations advancing for implementation. SJTPO will seek approval of the proposed locations, entertain changes thereto, and seek formal resolution of support to begin the public process to develop recommended countermeasures.

Deliverable 6.a.	Outreach Strategy: The firm will develop and deliver to SJTPO, an outreach strategy, as described above.
Deliverable 6.b.	Public Meetings: The firm will develop materials and activities for a round of up to three (3) similar/identical meetings.
Deliverable 6.c.	Other Activities/Events to Gather Input: The firm will implement additional activities or events to gather public feedback outside of formal public meeting attendance.
Deliverable 6.d.	Summary of Public Feedback: The firm will prepare a summary of the feedback received from the public to present to Steering Committee members. The firm will provide a summary of Steering Committee feedback to be included with the public feedback for the Cumberland County Freeholders and any municipal council meetings.

Task 7. – Pedestrian Road Safety Audits (Ped RSAs)

The objective of this task is to bring a diverse cross section of relevant experts to conduct an in-person review of the issues and needs of the locations from the Top 10 list. The firm will work with SJTPO and the Steering Committee to identify specific experts who will participate. The firm will be responsible to plan and coordinate each event. The road safety audit model that will be employed will be that of a Pedestrian Road Safety Audit, as it will need to include elements of pedestrian and multi-modal issues as well as the roadway issues of a traditional RSA. The selected firm or group of firms will be familiar with the standards identified in the FHWA publication, “[Pedestrian Road Safety Audit Guidelines and Prompt Lists](#),” and will use these standards to guide the RSA and develop the report thereof. The firm will present the draft RSA reports to SJTPO for a minimum of two rounds of edits and to NJDOT and the local roadway owners during the first round of edits. The firm will present the final draft RSA reports at a meeting of the Steering Committee and be ready prior to the second round of public meetings, to be used to inform the discussion of countermeasures.

Deliverable 7.a.	Pedestrian Road Safety Audits: The firm will plan and coordinate ten (10) Pedestrian Road Safety Audits, one for each location on the Top 10 List, with input from SJTPO and the Steering Committee.
Deliverable 7.b.	Pedestrian RSA Report: The firm will develop a formal report that identifies the findings of each of the ten (10) Pedestrian RSAs. The final report will include one round of edits from the NJDOT Bureau of Traffic Data and Statistics and two rounds of edits from SJTPO.

Task 8. – Public Meetings, Round 2

The objective of this task is to go to the public, again begin with an educational component about substantive safety for bicyclists and pedestrians, present each of the Top 10 locations, present the Toolkit of available countermeasures, and get feedback on the public’s preferred safety countermeasures, which will ultimately help inform the selection of safety countermeasures for safety project advancement. This task will include up to five (5) similar/identical public meetings. However, the firm is encouraged to present additional methods to gather the most feedback. This can include any mix of non-traditional online or in-person activities. As described in Task 5, the firm will be responsible to develop and implement a robust, innovative strategy to

generate knowledge and interest in the effort among the public. This effort must specifically address how to reach underserved populations, who may be more impacted by bicycle and pedestrian safety issues than the population at-large. This must specifically include reaching Spanish-speaking populations. Strategies should account for persons with limited or no internet access or access to a smart phone.

SJTPO can consistently supply two staff at events and may be able to supply two additional, as needed. Technical proposals, as well as separate cost proposals should be based on an assumption that two SJTPO staff can be made available at all needed events and costs/hours can be changed if additional SJTPO staff can be provided.

The firm will prepare a summary of the feedback received from the public. The firm will present the results of public outreach at a meeting of the Steering Committee, which will discuss the results and determine the final countermeasures to be included in applications, based on the public input, data-driven safety performance, and local knowledge. The firm will, as a part of its Task 2 deliverables, prepare minutes from this Steering Committee, and provide a summary to be included with the public feedback for the Cumberland County Freeholders and any municipal council meetings.

SJTPO staff, with the assistance of jurisdictional representatives from the Steering Committee, will present the findings and final selections of the Steering Committee at a meeting of the Cumberland County Board of Chosen Freeholders, as well as municipal councils of the Cities of Bridgeton, Millville, Vineland, and any other municipalities with crash locations advancing for implementation. SJTPO will seek approval of the proposed countermeasures, entertain changes thereto, and seek formal resolution of support for project application.

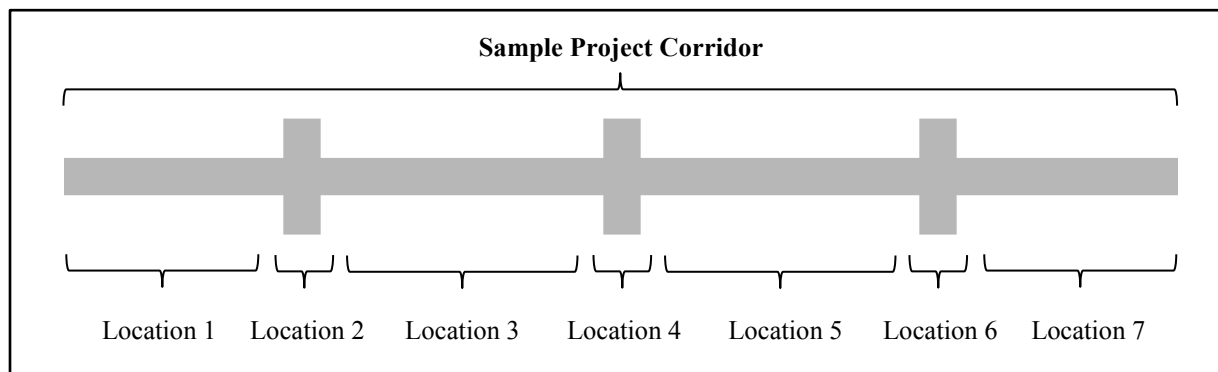
Deliverable 8.a.	Public Meetings: The firm will develop materials and activities for a round of up to five (5) similar/identical meetings, as described above.
Deliverable 8.b.	Other Activities/Events to Gather Input: The firm will implement additional activities or events to gather public feedback outside of formal public meeting attendance.
Deliverable 8.c.	Summary of Public Feedback: The firm will prepare a summary of the feedback, as described above.

Task 9. – Local Safety Program Project Applications

The firm will be responsible to prepare and assemble all materials needed to submit a complete project application package to the NJDOT for Highway Safety Improvement Program (HSIP) funding through its New Jersey Local Safety Program. Submission of materials to NJDOT will be done by SJTPO.

Traffic Count Data is an important element when evaluating a project using Highway Safety Manual methodology. However, often locations lack recent traffic counts, if any. The firm shall conduct traffic count collection for up to all ten (10) project locations. This number may be reduced at SJTPO's discretion, if adequate count information is available. Counts shall provide Annual Daily Traffic (ADT) and gather volume and vehicle classification for autos, pedestrians, and other non-motorized vehicles, including bicyclists.

The firm will compile or complete Deliverables #9.a-k for each project and submit them to SJTPO for review. It is important to note that corridors are treated as multiple locations for the purposes of Highway Safety Manual analysis. Corridors must be broken down into each intersection and each corridor segments between and around segments. For example, the corridor below would have seven location, three (3) intersections and four (4) segments. These locations must have data broken out.



The firm will complete edits necessary to meet documentation requirements of the New Jersey Local Safety Program. Upon receiving a satisfactorily completed Highway Safety Manual Inputs Spreadsheet, SJTPO will conduct the Highway Safety Manual Analyses and Benefit-Cost Analyses and will give the results to the firm. The firm will then develop the Summary Memo.

Each of the items listed below, Deliverables 9.a-l, are to be completed for each of the ten (10) project locations.

Deliverable 9.a.	Completed SJTPO Local Safety Program Application (attached as appendix)
Deliverable 9.b.	Completed Highway Safety Manual Inputs Spreadsheet (attached as appendix)
Deliverable 9.c.	Data: Any Crash Modification Factors (CMFs) or other data used to justify the benefit of proposed countermeasures
Deliverable 9.d.	Project Schedule
Deliverable 9.e.	Cost estimate
Deliverable 9.f.	Crash Diagram(s)
Deliverable 9.g.	Crash Data: Including a summary and raw data
Deliverable 9.h.	Traffic Count Data: The firm will collect count data, if not already available, for up to ten (10) locations.
Deliverable 9.i.	Straight Line Diagrams , if available
Deliverable 9.j.	USGS Map of location
Deliverable 9.k.	Warrants (signal, etc.) , if required
Deliverable 9.l.	Summary Memo , identifying included materials, purpose and need, overview of the project location, discuss rankings on network screening lists, and provide an overview of the crash history, CMFs/crash data used, alternatives considered, public process, assumptions, and any other supporting data. (example attached as appendix)

Task 10. – Plan Document

The Plan will serve to formalize and document the items laid out in Tasks 1-9. The Plan will present the data, maps, other visuals, and offer a succinct narrative of bicycle and pedestrian crash data in Cumberland County. The Plan will detail the process followed, specifically the public outreach process followed, the input received, and conclusions. It will further include the lists of crash locations (Top 100, Top 25, and Top 10), present a visual and informative detailing of improvements for each of the Top 10 locations, as well as the Toolkit. Applicants are encouraged to refer to the [City of Newark Pedestrian and Bicycle Safety Action Plan](#), as that is an appropriate example of the quality and depth that SJTPO is seeking for this Plan document.

Deliverable 10.a.	Plan Document: The firm will develop a Cumberland County Bicycle and Pedestrian Safety Action Plan document, as described above.
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C. Schedule

We anticipate a Notice to Proceed on or about Monday, December 11, 2017 and the entire project must be completed by Friday, March 29, 2019.

III. CONSULTANT SELECTION

SJTPO's consultant selection is a two-step, quality-based selection process. First, based on an assessment of the technical qualifications of responding firms, we will select a firm best suited to carry out the scope of work as outlined in our RFP. A review committee will evaluate each proposal and may recommend firms to present additional information and appear for interviews; or, the proposal may be the sole basis for the selection.

Second, SJTPO will negotiate a price with the selected firm. Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. If we cannot negotiate an acceptable contract with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm.

As the selection of the firm is based solely on technical qualifications, the budget for the scope of work is not material to selecting the most qualified firm. SJTPO's Unified Planning Work Program is publicly available through SJTPO's website (www.sjtpo.org/UPWP), but should only be used to provide general budgetary information for work activities based on preliminary estimates.

LATE PROPOSALS WILL NOT BE EVALUATED.

The submission should be stapled or bound with no loose pages. The following criteria have been established to guide the evaluation of each consultant proposal with each criterion weighted as indicated below.

A. Technical Proposal

- 1. Technical Approach** (Criterion weight: 40 percent)
 - a. Demonstrate a clear understanding of the effort and products required.
 - b. Explicit consideration of the features listed in Section II, *Scope of Work*.
 - c. Innovations or efficiencies to be used in completing the project with descriptions of how they add value to the project.
 - d. Demonstrate an ability to perform needed tasks and meet stated completion date.
 - e. Quality, clarity, thoroughness in addressing required tasks and submission guidelines.
 - f. Demonstrate the ability to complete project within the schedule stated in this document.
- 2. Firm Qualifications** (Criterion weight: 20 percent)
 - a. Demonstrate successful experience of the firm or team (particularly recent) on similar projects.
 - b. Demonstrate expertise in specialized areas required for this project.
 - c. Firm(s) references submitted with proposal.
 - d. Availability of resources needed to successfully complete the project.
- 3. Staff Qualifications** (Criterion weight: 25 percent)
 - a. Staffing Plan demonstrates staff (particularly Project Manager) ability to successfully complete project.
 - b. Resumes demonstrate staff (particularly Project Manager) experience successfully implementing similar projects.
 - c. Location of office that will be performing the work on this project.
- 4. DBE/ESBE Utilization** (Criterion weight: 15 percent)
 - a. DBE/ESBE firm must be explicitly identified. If a specific DBE/ESBE firm is not identified, a zero percent DBE/ESBE commitment will be assumed.
 - b. Staffing Plan clearly states the hours and specific tasks of DBE/ESBE staff as well as percent of total budget to be dedicated to DBE/ESBE firm(s). Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal.

Federal and State goals for DBE/ESBE participation must be addressed explicitly in the proposal. This is satisfied by stating the percentage of total project cost devoted to DBE/ESBE firm involvement in the Technical Proposal. Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal. See Section IV for definition of DBE/ESBE firms. Note: SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (effective 10/1/2016 through 9/30/2019), which is 12.44 percent.

The highest-ranking firms may be invited, at the option of SJTPO, to an interview to present relevant details of their proposals and introduce key staff.

B. Cost Proposal

The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope. The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Proposals and costs should address the full scope of the project as described within the RFP. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommend to enhance the intended project scope. Cost proposals must include all tasks or alternatives discussed within the technical proposal. If applicable, multiple costs scenarios are acceptable.

SJTPO will review proposals based solely on the merit of the Technical Proposal and its adherence to the goals and requirements laid out in this RFP in conformity with the Brooks Act. Only after selection of a top proposal will the separate, sealed cost proposal be opened.

If an acceptable contract cannot be negotiated with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm. The consultant selection and negotiated contract are subject to approval by the U.S. Department of Transportation in accordance with its policies and procedures. The dollar and percentage participation of DBE/ESBE firms must be separately itemized in the cost proposal.

IV. DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND EMERGING SMALL BUSINESS PARTICIPATION (ESBE)

A. General

Regulations of the Department of Transportation relative to Non-Discrimination in Federally assisted projects of the Department of Transportation (49 CFR Part 21), is made part of the Agreement. In order to ensure The State of New Jersey Department of Transportation (NJDOT) achieves its federally mandated statewide DBE goal, SJTPO encourages the participation of Disadvantaged Business Enterprise (DBE) or Emerging Small Business Enterprise (ESBE), as defined below, in the performance of consultant contracts financed in whole or in part with federal funds.

- 1. Disadvantaged Business Enterprise (DBE)** is defined in 49 CFR Part 26, as a small business concern (from Section 3 of the Small Business Act), which is:
 - a.** At least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals, and
 - b.** Whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

'Socially and economically disadvantaged' is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: "Black Americans,"

"Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" disadvantaged pursuant to Section 8 of the Small Business Act).

2. **Emerging Small Business Enterprise (ESBE)** is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by The State of New Jersey Department of Transportation:
 - a. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
 - b. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26, which is \$750,000. All appropriately certified DBEs fall into this definition due to their size.

B. Policy

The CONTRACTOR agrees that DBE/ESBE firms shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement, the CONTRACTOR and its subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of USDOT-assisted contracts in accordance with 49 CFR Part 21. DBE requirements of 49 CFR Part 23 applies to this agreement. The SJTPO strongly encourages the use of DBE/ESBEs in all of its contractual efforts.

C. Certified DBE/ESBE Firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. Current guidance on DBE/ESBE is available on the website of the New Jersey Department of Transportation (www.state.nj.us/transportation/business/civilrights). Firms who wish to be considered for DBE/ESBE certification are encouraged to contact the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the DBE/ESBE is generally counted toward the applicable DBE/ESBE goal. If state matching and/or non-matching funds are also awarded to a DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

There are only two lists that count towards meeting this DBE/ESBE goal. Firms should check these sites PRIOR TO submitting a proposal.

1. New Jersey ESBE: <http://www.nj.gov/transportation/business/civilrights/pdf/ESBEDirectory.pdf>
2. New Jersey DBE: <https://njucp.dbesystem.com/>

There are some certifications that have similar requirements, such as MBE, SBE, or any similar certifications in another state – THESE DO NOT COUNT for this goal.

D. Consultant Documentation

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (effective 10/1/16 through 9/30/19), which is 12.44 percent.

If, at any time a firm intends to subcontract or modify any portion of the work already under contract, or intends to purchase material or lease equipment not contemplated during the original preparation of the cost proposal, the firm must notify SJTPO in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual DBE/ESBE or participation rate for the consultant's contract is in danger of falling below the agreed upon DBE/ESBE participation, then a request must be made for a DBE/ESBE Goal Exemption Modification through SJTPO.

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A.** Consultants and subconsultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.
- B.** All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment opportunity because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The Consultant must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Fair Employment Practices Act.
- C.** In response to this Request for Qualifications/Request for Proposals, the Consultant should furnish a detailed statement relative to its Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subconsultants.

VI. INSURANCE REQUIREMENTS

- A.** The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.
- B.** Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.
- C.** The insurance coverage under such policy or policies shall not be less than specified herein.
- 1.** Worker's Compensation and Employer's Liability:
 - a.** Each Accident \$ 100,000
 - b.** Disease-Each Employer \$ 100,000
 - c.** Disease Policy Limit \$ 500,000
 - 2.** Comprehensive General Liability:
 - a.** Bodily Injury
 - Each Person \$ 250,000
 - Each Occurrence \$ 1,000,000
 - b.** Property Damage
 - Each Person \$ 1,000,000
 - Aggregate \$ 2,000,000
 - 3.** Comprehensive Automobile Liability:
 - a.** Bodily Injury
 - Each Person \$ 500,000
 - Each Occurrence \$ 1,000,000
 - b.** Property Damage
 - Each Occurrence \$ 250,000
 - 4.** Professional Liability Insurance:
 - a.** Claims made/aggregate \$ 1,000,000

SJTPO FY 2016-2017
Local Safety
 Program



PROJECT APPLICATION

LAST DAY TO REQUEST RAW CRASH DATA FROM SJTPO: Friday, January 16, 2015

APPLICATION DEADLINE: Tuesday, February 24, 2015

A. PROJECT SUMMARY

1. Project Name:

Only applications for systemic treatments may include more than one location. For systemic applications, **PLEASE ATTACH** a list that addresses items A.2-7 for all included locations in Excel format.

2. Street Name and Route Number (if applicable):

3. SRI (if applicable):

PLEASE ATTACH: Straight Line Diagram (if applicable, not for systemic)

4. Functional Classification:

5. Limits (include cross-streets and mileposts):

6. County or Counties:

7. Municipality(s):

8. If submitting more than one application, what is the sponsor's priority of this application?

Priority # of applications

B. SPONSORING AGENCY

1. Project Sponsor (county or municipality):

2. Project Manager's Name and Title (Responsible Charge):

Responsible Charge MUST be a full-time employee of the project sponsor.

3. Agency and Agency Address:

4. Telephone Number:

5. Fax Number:

6. E-Mail Address:

7. Who is the roadway owner? (
- check all that apply*
-)

☐ Project sponsor

☐ Different agency or agencies – Please specify below:

If the project sponsor is not the sole roadway owner, please provide written documentation of support for this application from the roadway owner(s).

8. Identify the jurisdiction(s) of the roadway (as well as sidewalks if applicable) within the project's limits. If jurisdiction changes (e.g., county to municipality) within the project's limits list each roadway section individually by milepost and cross streets, as well as the overall project limits.

9. Is the project sponsor eligible to apply for federal funding?

☐ Yes

☐ No

- a. If no, has the project sponsor begun their eligibility assessment?

☐ Yes

☐ No

C. LOCATION SELECTION (STEP 1)

1. Does your project address a hot spot location for crashes or series of locations selected based on a systemic approach?

☐ Hot Spot (*proceed to C.2.*) ☐ Systemic (*skip to C.5.*)

2. Does the project location appear on one of SJTPO's Network Screening Lists of regional hot spot locations? (www.sjtpo.org/HSIP.html)

☐ Yes (*proceed to C.3.*) ☐ No (*skip to C.4.*)

3. Please identify on which list(s) your project location appears, then indicate your location's **SJTPO Rank** on that list. *Then skip to C.5.*

<input type="checkbox"/> Pedestrian Spot	SJTPO Rank: <input type="text"/>
<input type="checkbox"/> Pedestrian Corridor	SJTPO Rank: <input type="text"/>
<input type="checkbox"/> Intersection	SJTPO Rank: <input type="text"/>
<input type="checkbox"/> High Risk Rural Roads (HRRR)	SJTPO Rank: <input type="text"/>

Strong preference will be given to project locations ranked higher on one of the lists above bonus points awarded for projects with an SJTPO Ranking within the top 25 of each Network Screening List.

4. **For project locations not on one of the Network Screening lists above**, applicants must sufficiently demonstrate a significant (three-year) crash history. Applicants are strongly encouraged to request this crash history by contacting SJTPO staff as soon as possible, no later than January 16, 2015. The crash history should be presented to SJTPO prior to beginning an application to allow time to determine if the location is eligible. This is not applicable for systemic applications.

5. **Project Schedule**

PLEASE ATTACH: Project schedule (Including CED, Preliminary PS&E, Final PS&E)

D. PROBLEM IDENTIFICATION (STEP 2)

1. Has a Road Safety Audit (RSA) or Scan (RSS) been performed at this location?

☐ Yes: (☐ RSA ☐ RSS) (*proceed to D.2.*) ☐ No (*skip to D.3.*)

2. Please indicate the month and year the RSA/RSS was performed:

 /

3. **Demonstrated crash history**

PLEASE ATTACH: a full three-year crash history of the location in Excel format, inclusion of crash diagram(s) is encouraged.

Applicants are strongly encouraged to request a crash history for your project location by contacting SJTPO staff no later than January 16, 2015. Applicants are encouraged to make their request as soon as possible to allow more time to complete their application.

4. Please indicate the predominant crash type(s) at this project location:

5. **Alignment with New Jersey's 2007 Comprehensive Strategic Highway Safety Plan (CSHSP) and FHWA Focus Areas** (FHWA Focus Areas in *italics*)

In order for a project to be eligible to receive Highway Safety Improvement Program (HSIP) funds, your objective(s) in performing this project must align with one or more of the following:

- ☐ Minimize Roadway Departure Crashes
☐ *Improve Design/Operation of Intersections*
☐ Curb Aggressive Driving
☐ Reduce Impaired Driving
☐ Reduce Young Driver Crashes
☐ Sustain Safe Senior Mobility
☐ Increase Driver Safety Awareness

Reduce Pedestrian, Bicycle, Rail, and Vehicular Conflicts:

- ☐ *Pedestrian and Vehicular Conflicts*
☐ Bicycle and Vehicular Conflicts
☐ Rail and Vehicular Conflicts

E. COUNTERMEASURE SELECTION (*STEP 3*)

1. Consideration of FHWA Proven Safety Countermeasures:

Below are FHWA Office of Safety's proven countermeasures to address intersection, pedestrian, and run-off road crashes. Please answer for each countermeasure that appears under the crash type(s) you are addressing in this project application (per Section B).

a. Intersection Crashes

Please check if these countermeasures were included in this proposed project.

- ☐ Inclusion of Roundabout
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)
- ☐ Corridor Access Management Improvements
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)
- ☐ Installation of Traffic Signal Back-Plates with Retro-Reflective Borders
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)
- ☐ "Road Diet" Roadway Configuration
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)

b. Pedestrian Crashes

Please check if these countermeasures were included in this proposed project.

- ☐ "Road Diet" Roadway Configuration
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)
- ☐ Medians and Pedestrian Crossing Islands in Urban and Suburban Areas
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)
- ☐ Pedestrian Hybrid Beacon
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)

c. Run-Off Road Crashes

Please check if these countermeasures were included in this proposed project.

- ☐ Longitudinal Rumble Strips and Stripes on Two-Lane Roads
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)
- ☐ Safety Edge_{SM}
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)
- ☐ Enhanced Delineation and Friction for Horizontal Curves
If not, was it considered? ☐ Yes ☐ No (*if not, explain in E.1.d. below*)

- d. If any of the FHWA Proven Safety Countermeasures were not considered, please explain why.

2. Provide a brief explanation of the existing conditions and safety issue(s) at the specific location(s). It may be useful to **ATTACH** an aerial or diagram(s) to illustrate these conditions.

3. Please provide a description of the proposed safety improvement project. Be specific in terms of highlighting major safety countermeasures. Identify for each countermeasure if they were recommendations of an RSA.

F. BENEFIT-COST ANALYSIS (STEP 4)

Projects must quantify the safety benefit measured against the cost of the project. To this end, all projects must include information that SJTPO will utilize to perform a Highway Safety Manual (HSM) analysis. This analysis will be utilized to determine if the safety benefits exceed the total cost of the entire project.

PLEASE ATTACH: Completed Appendix A Spreadsheet of HSM Data Inputs

1. Has design been conducted for the proposed project?
☐ Yes (*proceed to F.2.*) ☐ No (*skip to F.3.*)
2. Has the design of the proposed improvements been certified and approved by the local engineer?
☐ Yes (*skip to F.4.*) ☐ No (*proceed to F.2.a.*)
 - a. If design plans for the proposed improvement have not been certified, please identify the date by when you expect these design plans to be finalized and approved,
 / then skip to F.4.

PLEASE ATTACH: Reduced size preliminary or final plans (as appropriate)

3. Do you need final design assistance for this project?
☐ Yes ☐ No
4. **Cost Estimate:**
 For what phases are you requesting funds? (indicate dollar amount, fiscal year for each)

<input type="checkbox"/> Right of Way:	\$	<input type="text"/>	FY:	<input type="text"/>
<input type="checkbox"/> Construction:	\$	<input type="text"/>	FY:	<input type="text"/>
<input type="checkbox"/> Construction Inspection:	\$	<input type="text"/>	FY:	<input type="text"/>
Total Requested:	\$	<input type="text"/>		

PLEASE ATTACH: Line item cost estimate

5. Please describe how these funds will be used. (Please indicate if funds will be used to support in-house work or to hire an outside consultant.)

6. Will the funds requested cover all project costs?

☐ Yes (*skip to F.7.*)

☐ No (*proceed to F.6.a.*)

a. If not, please list additional funding sources.

7. Please list below all permits and approvals required for this project. For each permit and approval, please identify whether it has been received or not. For those permits and approvals not received, please identify the date when it is expected be received.

For SJTPO Use Only

Total Project Cost

\$

Total Crash Benefit

\$

Benefit / Cost Ratio

G. TECHNICAL REVIEW COMMITTEE (STEP 5)

The following information will assist the Technical Review Committee to ensure that there are no barriers to implementation. No field-testing or sampling of any kind is needed in order to answer the following questions.

1. Additional Project Information:	<u>Yes</u>	<u>No</u>
a. Is this project one of the activities that qualifies for a Programmatic Categorical Exclusion in the NEPA process?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, Project Type: <input style="width: 480px; height: 25px;" type="text"/>		
b. Will right-of-way be acquired?	<input type="checkbox"/>	<input type="checkbox"/>
Acquisition:	<input type="checkbox"/>	<input type="checkbox"/>
Easement:	<input type="checkbox"/>	<input type="checkbox"/>
c. Will the project result in residential or business displacement?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, approximately how many?		
Residential: <input style="width: 60px; height: 25px;" type="text"/>		
Business: <input style="width: 60px; height: 25px;" type="text"/>		
d. Will public facilities, schools, churches, emergency services, be affected by the project? <i>(If yes, list in G.5.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
e. Will new drainage facilities be installed / extended?	<input type="checkbox"/>	<input type="checkbox"/>
f. Will retention/detention basins be constructed?	<input type="checkbox"/>	<input type="checkbox"/>
g. Have any environmental studies (Cultural Resource, Hazardous Waste, Air, Noise, Soil borings studies etc.) been undertaken previously within or adjacent to the project area? <i>(If yes, list in G.5.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
h. Is there any potential impact for federal and state rare, threatened, or endangered species or their habitat within the project study area? <i>(If yes, list in G.5.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
i. Describe the land use/ecology of the project site		
<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, or river)		
j. Are any of the following conditions present at the project site?		
<input type="checkbox"/> Wetlands <input type="checkbox"/> Floodplains <input type="checkbox"/> Sole source Aquifers		
<input type="checkbox"/> Vernal Pools <input type="checkbox"/> Wildlife Habitat <input type="checkbox"/> Stream crossings		

2. Cultural Resources:	<u>Yes</u>	<u>No</u>	<u>TBD</u>
<i>(If yes or TBD, provide list or explanation in G.5.)</i>			
a. 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are any properties included in a local county/ municipal listing of historic properties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the project located in a known or potential Historic District(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are there any 50+ year old buildings in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Will the project impact a 50+ year old bridge or culvert?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Will the project impact a 50+ year old railroad line?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Section 4(f) Properties:	<u>Yes</u>	<u>No</u>	
<i>(If yes, list in G.5.)</i>			
a. Will there be any use of land from the following:			
Historic Sites:	<input type="checkbox"/>	<input type="checkbox"/>	
Publicly owned Parkland:	<input type="checkbox"/>	<input type="checkbox"/>	
Publicly owned recreation areas:	<input type="checkbox"/>	<input type="checkbox"/>	
Publicly owned wildlife or waterfowl refuges:	<input type="checkbox"/>	<input type="checkbox"/>	
Federal Lands:	<input type="checkbox"/>	<input type="checkbox"/>	
4. Hazardous Waste:	<u>Yes</u>	<u>No</u>	<u>TBD</u>
<i>(If yes or TBD, provide list or explanation in G.5.)</i>			
a. Are there any known or suspected hazardous waste sites (underground storage tank (UST), landfills, known NJDEP Case, Environment Cleanup Responsibility Act (ECRA Case) within the project study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are there active or abandoned industries, service stations, or repair shops within the project study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is there evidence of potential contamination (monitoring wells, stained soils, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are railroads or rail yards located in the project study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE ATTACH: 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.

5. Additional Comments:

Include lists or explanations for selections of yes or TBD as required in G.1-4, above.

H. ATTACHMENTS

Please identify attachments that are included with your application:

1. ☐ List *for systemic applications* that addresses items A.2-7 for all included locations in Excel format;
2. ☐ Straight Line Diagram, *if applicable*;
3. ☐ Project schedule, including CED, Preliminary PS&E, Final PS&E;
4. ☐ Full three-year crash history of the location in Excel format, inclusion of crash diagram(s) is encouraged;
5. ☐ An aerial or diagram(s) to illustrate existing conditions and safety issues at location, *if applicable*;
6. ☐ Completed Appendix A Spreadsheet of HSM Data Inputs;
7. ☐ Reduced size preliminary or final plans, as appropriate;
8. ☐ Line item cost estimate; and
9. ☐ USGS MAP showing the project location, limits, and all environmental parameters (e.g., wetlands, historic properties) relevant to your project. Please also include route/street names and mileposts.

I. APPLICATION SUBMISSION

All applications must be submitted digitally. To avoid issues with submitting large files, please email jmarandino@sjtpo.org to gain access to SJTPO's FTP site. Alternatively, digital applications may be submitted by CD or DVD to the address below. Each application requires multiple attachment files. For applicants submitting more than one application, each application with ALL of its required attachments should be contained in its own separate folder, named for that project application.

South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, NJ 08361
Attn: Jennifer Marandino

LAST DAY TO REQUEST RAW CRASH DATA FROM SJTPO: Friday, January 16, 2015

APPLICATION DEADLINE: Tuesday, February 24, 2015

Questions or comments may be directed to Jennifer Marandino at (856) 794-1941 or via email at jmarandino@sjtpo.org.

This application, program guidelines, and all SJTPO Network Screening lists are available on our website at www.sjtpo.org/HSIP.html.

HSM Inputs Spreadsheet: Spot Location

HSM: METHOD 1

Project Name:	[Project Name]
Municipality:	[Municipality]
County:	[County]
Roadway:	[Roadway]
Intersection:	_____ Road (CR _____) and _____ Road (CR _____)
Jurisdiction:	[Jurisdiction(s)]
Total Cost:	\$1,450,000
Design Cost:	\$250,000
Right-of-Way Cost:	\$100,000
Construction Cost:	\$1,000,000
Construction Inspection Cost:	\$100,000
Analysis Year:	2015
Construction Year:	2018
Service Life* (Years):	25
Urban/Rural:	Rural
Urban/Rural Notes:	-
Functional Classification _{major} :	Rural Local
Functional Classification _{minor} :	Rural Local
Intersection type (3ST, 4ST, 4SG):	6ST
AADT _{major} (veh/day):	4,700
AADT _{minor} (veh/day):	3,200
Intersection skew angle (degrees):	30
Calibration factor:	1.0

SJTPO Intersection Rank:	64
County Crash Rank:	
Total Crashes:	16
Prominent Crash Type, #:	Right angle, 13
Crash Type Notes:	-
Years of Crash Data:	3
Total Observed Crashes (crashes per year):	5.33
Multiple Vehicle Observed Crashes:	15
Single-Vehicle Observed Crashes:	1
Annual Traffic Growth:**	1.00%

Proposed Countermeasure(s):	Modern Roundabout
Proposed CMF(s):	NCHRP 572 - Safety Prediction Models; Table 19: 1 Circulating Lane, 5 legs
CMF Applies:	Total Crashes
Proposed Countermeasure(s):	Modern Roundabout
Proposed CMF(s):	NCHRP 572 - Safety Prediction Models; Table 20: 1 or 2 Circulating Lanes, 5 legs
CMF Applies:	Injury Crashes
Current Control:	2-way stop
Proposed Control:	None
Existing Lighting:	Yes
Proposed Lighting:	Yes
Existing Turn lanes:	0
Proposed Turn Lanes:	0

Total Crash Benefit:	
Total Project Cost:	\$1,450,000
Benefit/Cost Ratio:	

* consistent with guidance provided by NJDOT and utilized by other MPOs in similar analysis

** Source: NJDOT Access Permit Annual Background Growth Rate Table. http://www.state.nj.us/transportation/business/accessmgt/pdf/growth_rate_table.pdf

Notes
Counts were conducted in 2009 for _____ Rd, 2014 for _____ St, and 2015 for _____ Rd; most recent year used for conservative estimate of predicted crashes
Service life from NJDOT Bureau of Transportation Data and Safety "Service Life of Countermeasure Items for Cost Calculations"; January 14, 2016
Functional Classifications from Straight Line diagrams
AADT _{major} is _____ Rd AADT; AADT _{minor} is the sum of _____ Rd AADTs.
All four minor road approaches intersect _____ Rd 30 degrees off of perpendicular.

Roundabout Crash Frequency Models
$0.0049(\text{AADT})^{0.7490}$; applicable within AADT range of 4,000 to 18,000
Total Crashes
$0.0029(\text{AADT})^{0.5923}$; applicable within AADT range of 2,000 to 52,000
Injury Crashes

AADT = average annual daily traffic entering the intersection

HSM Inputs Spreadsheet: Corridor Location

HSM: METHOD 2

Project Name:	[Project Name]
Municipality:	[Municipality]
County:	[County]
Roadway:	[Roadway]
Limits:	_____ Street (MP 2.87) to _____ Street (MP 3.06)
Jurisdiction:	[Jurisdiction(s)]
Total Cost:	\$494,290
Design Cost:	\$92,858
Right-of-Way Cost:	\$0
Construction Cost:	\$371,432
Construction Inspection Cost:	\$30,000
Analysis Year:	2015
Construction Year:	2019
Service Life* (Years):	15
Urban/Rural:	Urban
Calibration factor:	1.0

Mar-11-2015

Intersection: Street 1 (MP 2.87):	
Functional Classification _{minor} :	Urban Local
Intersection type (3ST, 4ST, 4SG):	4ST
AADT _{minor} (veh/day):	200
Multiple-vehicle crashes:	0.00
Single-vehicle crashes:	0.00
Intersection skew angle (degrees):	0
Left Turn Lanes:	None
Right Turn Lanes:	None

Intersection: Street 2 (MP 2.93):	
Functional Classification _{minor} :	Urban Local
Intersection type (3ST, 4ST, 4SG):	3ST
AADT _{minor} (veh/day):	200
Multiple-vehicle crashes:	0.00
Single-vehicle crashes:	0.33
Intersection skew angle (degrees):	0
Left Turn Lanes:	None
Right Turn Lanes:	None

Intersection: Street 3 (MP 3.00):	
Functional Classification _{minor} :	Urban Local
Intersection type (3ST, 4ST, 4SG):	4ST
AADT _{minor} (veh/day):	200
Multiple-vehicle crashes:	0.00
Single-vehicle crashes:	0.17
Intersection skew angle (degrees):	0
Left Turn Lanes:	None
Right Turn Lanes:	None

Intersection: Street 4 (MP 3.06):	
Functional Classification _{minor} :	Urban Local
Intersection type (3ST, 4ST, 4SG):	4ST
AADT _{minor} (veh/day):	200
Multiple-vehicle crashes:	0.50
Single-vehicle crashes:	0.00
Intersection skew angle (degrees):	0
Left Turn Lanes:	None
Right Turn Lanes:	None

Corridor: South of Street 1	
Functional Classification _{major} :	Urban Major Collector
Roadway type (2U, 3T, 4U, 4D, 5T):	2U
AADT _{major} (veh/day):	1,650
Multiple-vehicle crashes:	0.33
Single-vehicle crashes:	0.17

Corridor: Street 1 to Street 2	
Functional Classification _{major} :	Urban Major Collector
Roadway type (2U, 3T, 4U, 4D, 5T):	2U
AADT _{major} (veh/day):	1,650
Multiple-vehicle crashes:	0.50
Single-vehicle crashes:	0.00

Corridor: Street 2 to Street 3	
Functional Classification _{major} :	Urban Major Collector
Roadway type (2U, 3T, 4U, 4D, 5T):	2U
AADT _{major} (veh/day):	1,650
Multiple-vehicle crashes:	0.17
Single-vehicle crashes:	0.00

Corridor: Street 3 to Street 4	
Functional Classification _{major} :	Urban Major Collector
Roadway type (2U, 3T, 4U, 4D, 5T):	2U
AADT _{major} (veh/day):	1,650
Multiple-vehicle crashes:	0.17
Single-vehicle crashes:	0.00

Appendix B: Example of HSM Inputs Spreadsheet

Corridor: North of Street 4	
Functional Classification _{major} :	Urban Major Collector
Roadway type (2U, 3T, 4U, 4D, 5T):	2U
AADT _{major} (veh/day):	1,650
Multiple-vehicle crashes:	0.00
Single-vehicle crashes:	0.00

SJTPO Ped. Corridor Rank:	70
County Ped. Corridor Rank:	1
SJTPO Ped. Spot Rank (Intersection with Street 1):	241
County Ped. Spot Rank (Intersection with Street 1):	5
SJTPO Ped. Spot Rank (Intersection with Street 2):	131
County Ped. Spot Rank (Intersection with Street 2):	1
Total Crashes (Whole Corridor):	14
Prominent Crash Type, # (Corridor):	Same-Direction Sideswipe, 8
Crash Notes (if applicable):	Pedestrian, 2; Bicycle, 1
Years of Crash Data:	6-years; 2010-2015
Total Observed Crashes (crashes per year):	2.333
Multiple Vehicle Observed Crashes:	1.833
Single-Vehicle Observed Crashes:	0.5
Annual Traffic Growth:**	1.00%

Length of Segment (miles):	0.22
Type of on-street parking (none/parallel/angle):	Parallel
Proportion of curb length with on-street parking:	0.85
Median width (ft) - for divided only:	Not Present
Lighting:	Present
Auto speed enforcement (present / not present):	Not Present
Major commercial driveways (number):	0
Minor commercial driveways (number):	0
Major industrial / institutional driveways (number):	0
Minor industrial / institutional driveways (number):	0
Major residential driveways (number):	0
Minor residential driveways (number):	7
Other driveways (number):	1
Speed Limit:	25
Roadside fixed object density (fixed objects / mi):	222.72
Offset to roadside fixed objects (ft):	2

Proposed Countermeasure(s):	Traffic Calming
Proposed CMF(s):	0.68
CMF Applies:	All crashes
Total Crash Benefit:	\$456,829
Total Project Cost:	\$494,290
Benefit/Cost Ratio:	0.92

Also, Right angle, fixed object, rear end, 1

Possible CMFs

Service Life*

High Visibility Crosswalk (Longitudinal Stripe) 2* 0.6 Ped-Vehicle, No S.E. given; 0.81 All others, No S.E. given	3 if Thermo-plastic tape
Pedestrian Hybrid Beacon (PHB or HAWK) 4* 0.712 All Crashes, 0.065 S.E.	15 on segments
Remove On-Street Parking 5* 0.73 PDO only, 0.02 S.E.	
Increase Triangle Sight Distance 3* 0.53 Serious & Minor Injury, 0.29 S.E.; 0.89 PDO, 0.15 S.E.	15 bulb-outs/median
Traffic Calming 4* (proxy for Bulb-outs?) 0.68, All Crashes; 0.08 S.E.	15 bulb-outs/median
Bulb-outs 0.70, All Crashes; S.E. not given (Source Michigan DOT****) 0.61-0.54, All Crashes, S.E. not given (Source Minnesota DOT****) (Maybe we could treat this as 0.575 with S.E. of 0.035)	15 bulb-outs/median

* Source: Illinois DOT. Safety Engineering Policy Memorandum, SAFETY 1-, Highway Safety Improvement Program (HSIP). Appendix F. Effective November 1, 2006. <http://www.idot.illinois.gov/Assets/uploads/files/Transportation->

** Source: NJDOT Access Permit Annual Background Growth Rate Table. http://www.state.nj.us/transportation/business/accessmgt/pdf/growth_rate_table.pdf

*** Source: https://www.michigan.gov/documents/mdot/mdot_Crash_Reduction_Factors_303744_7.pdf

**** Source: Minnesota's Best Practices for Bicycle/Pedestrian Safety. Stated as percent of crashes reduced (39-46%). <http://www.dot.state.mn.us/research/TS/2013/201322.pdf>



South Jersey Transportation Planning Organization

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Date: June 30, 2017

To: Sophia Azam
New Jersey Department of Transportation, Division of Traffic Data and Safety

From: Alan Huff
Senior Transportation Planner, SJTPO

Re: FY 2018 SJTPO Local Safety Program
Roundabout

Overview

The _____ Intersection is the complex intersection of _____ (CR____), _____ (CR____), and _____ (CR____) in _____ Township, _____ County. _____ (CR____) is a two-lane, east/west urban/rural local roadway. The speed limit is posted at 50 MPH in this section of roadway. _____ (CR____) is a two-lane, north/south (northeast to southwest) urban/rural local roadway with a posted speed of 50 MPH in this section of roadway. _____ (CR____) is a two-lane, north/south (northwest to southeast) rural local roadway. The speed limit is posted at 35 MPH in this section of roadway. All three roadways are under the jurisdiction of _____ in _____ County. The intersection currently has stop control on four of the six legs, using stop signs with supplemental flashing beacons on the _____ and _____ approaches and overhead flashing beacons for the _____ approaches.

Included in Submission

- A. Cover Memo
- B. Completed SJTPO Local Safety Program Application
- C. HSM Analysis
- D. HSM Benefit-Cost Analysis
- E. SPF Used (see Tables 19 and 20 on page 28)
- F. Project Schedule – Design
- G. Project Schedule – Construction
- H. Line Item Cost Estimate
- I. Crash Diagram
- J. Crash History Details in Excel Format
- K. Traffic Count Information
- L. Straight Line Diagram(s)
- M. Map of Location – USGS
- N. Map of Location – Threatened and Endangered Species
- O. Map of Location – Wetlands
- P. Map of Location – Ecological Constraints
- Q. Road Safety Audit (November 2012)
- R. Conceptual Plan
- S. Aerial Photo

Purpose and Need

The purpose and need of the project is to reduce the right-angle crashes, which is the predominant crash type at this unique and challenging intersection.



South Jersey Transportation Planning Organization

Date: June 30, 2017

Re: FY 2018 SJTPO Local Safety Program
Roundabout

Network Screening List

The intersection of _____ (CR____), _____ (CR____), and _____ (CR____) is ranked on Intersection Crash Network Screening List for the SJTPO region. The intersection ranks XX in the SJTPO region and X in _____ County.

Crash Data Analysis

In the five-year period between 2011 and 2013 there were a total of 16 crashes at this intersection. Looking at the type of crashes, right-angle crashes account for 88% of intersection crashes, topping the list. There were no other prominent crash types observed.

Proposed Countermeasure(s)

_____ proposes to address the right-angle crashes by converting the four-way stop-controlled, six-legged intersection with a modern roundabout. The cost for the proposed improvements is estimated at \$1,450,000, inclusive of Design (\$250,000), Right-of-Way (\$100,000), Construction (\$1,000,000), and Construction Inspection (\$100,000).

Crash Modification Factor (CMF)

For purposes of this analysis, the Safety Performance Function (SPF) for a modern roundabout was utilized from NCHRP 572 - Safety Prediction Models as opposed to applying a crash modification factor. The SPF was applicable for total crashes based on a single circulating lane, a closest option of a 5-leg intersection, and AADT of 4,000 to 18,000, at $0.0049(\text{AADT})^{0.7490}$ with a dispersion factor of 0.8986. Injury crashes were estimated using the SPF for 1 or 2 circulating lanes, a closest option of a 5-leg intersection, and AADT of 2,000 to 52,000, at $0.0029(\text{AADT})^{0.5923}$ with a dispersion factor of 0.9459.

Alternatives

No alternatives analysis was conducted for the project. The superiority of safety benefit of a modern roundabout over signalization is the highest and best countermeasure that can be chosen for an intersection. That, coupled with the unusual geometry of this six-legged intersection, it was determined by the applicant and SJTPO staff that no other countermeasure was appropriate to address this unique safety issue.

HSM Benefit-Cost Analysis

A Benefit-Cost Analysis was complete utilizing the Highway Safety Manual (HSM) methodology. The Rural, Two-Lane Roadway spreadsheet was utilized to estimate the predicted crash prediction for the existing unsignalized intersection. Method 1 was utilized for this analysis, using the appropriate safety performance function for the existing condition. Future year crash predictions utilized the previously discussed safety performance function for a modern roundabout. **This analysis resulted in a calculated safety benefit of \$5,859,394, a project cost of \$1,450,000, and a Benefit-Cost Ratio of 4.04.**

The unique geometry at the six points intersection warrants further explanation of the analysis of existing conditions. Traffic volumes along the minor street approaches of _____ and _____ were combined to determine the total minor street volume at the intersection. The resulting crash prediction was compared to the actual crash history at the intersection. The crashes observed at this intersection from 2011 through 2013 were 5.33 per year, with 5 or more crashes consistently each year, whereas 4.487 crashes were predicted for 2015. As such, it



South Jersey Transportation Planning Organization

Date: June 30, 2017

Re: FY 2018 SJTPO Local Safety Program
Roundabout

was determined that the use of the predictive crash analysis for existing conditions was a conservative and appropriate analysis.

SJTPO Recommendation

_____ engaged in good faith with SJTPO and demonstrated a safety-first mindset regarding this project location. There was acknowledgement by the County and municipality that this proven safety countermeasure offered the best potential safety benefit and offered full support in pursuing this countermeasure. The County selected the countermeasure that addresses the crashes that are occurring at this unique intersection. The Benefit-Cost ratio of this proposal is positive, it addresses an intersection that has been a major problem in South Jersey for many years, and offers a great opportunity to develop a positive association among regional drivers between roundabouts and safety improvements. **As this project represents a very strong safety benefit, utilizes a best available safety countermeasure, and offers an opportunity to establish a positive association with modern roundabouts for drivers, SJTPO enthusiastically recommends this project for advancement and HSIP funding.**

Assumptions

- Service life for the selected countermeasure was obtained from the FHWA's Roundabout: An Informational Guide (Publication Number: FHWA-RD-00-067), dated June 2000. Chapter 2 - Policy Considerations, 2.1.7 Operation and maintenance costs.
www.fhwa.dot.gov/publications/research/safety/00067/000672.pdf
- Annual Traffic Growth was obtained from the NJDOT Access Permit Annual Background Growth Rate Table. www.state.nj.us/transportation/business/accessmgt/pdf/growth_rate_table.pdf
- When indicating the AADT_{major} and AADT_{minor}, the major roadway was identified as _____ (CR____) and the minor was the sum of _____ (CR____), and _____ (CR____).
- SJTPO utilized Part C predictive method, specifically Method 1 for this HMS analysis.

EXHIBIT A**P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE****PROCUREMENT, PROFESSIONAL, AND SERVICES CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

The contractor or subcontractor; where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act;

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time;

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions; and

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (NJAC 17:27)**.

EXHIBIT B**NOTICE TO ALL BIDDERS
SET-OFF FOR STATE TAX**

Please be advised that, pursuant to P.L. 1995, c.159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions, which might be attributable to the taxpayer, partner, or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

EXHIBIT C**REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR
PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS**

All successful vendors must submit one of the following within seven (7) days of the notice of intent to award:

1. A photocopy of their Federal Letter of Affirmative Action Plan Approval; OR
2. A photocopy of their Certificate of Employee Information Report; OR
3. A completed Affirmative Action Employee Information Report (AA302).

**PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AS PART OF THE BID
PACKAGE IN THE EVENT THAT YOU OR YOUR FIRM IS AWARDED THIS CONTRACT.**

1. Our company has a Federal Letter of Affirmative Action Plan Approval.

Yes _____ No _____

2. Our company has a Certificate of Employee Information Report.

Yes _____ No _____

3. Our company has neither of the above. Please send Form #AA302
(AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT)
_____ Check here

NOTE: This form will be sent only if your company is awarded the bid.

I certify that the above information is correct to the best of my knowledge.

NAME:

(Please type or print)

SIGNATURE:

TITLE:

DATE:

PHONE:

FAX

EXHIBIT D

SAMPLE STAFFING PLAN IN TECHNICAL PROPOSAL
(DO NOT include any cost information in your Technical Proposal)

Staff Name	Title	Hours per Task								Total Hours
		First task	Second task	Third task	Fourth task	Fifth task	Sixth task	Seventh task	Eighth task	
		1	2	3	4	5	6	7	8	
Company 1										
[Name]*	Project Manager	25	0	20	0	15	0	41	0	70
[Name]*	Planner 1	5	0	4	0	2	3	1	4	19
Company 1 Subtotal		30	0	24	0	17	3	42	4	89
Company 2 (DBE Firm)										
[Name]*	Technician 1	0	8	0	2	0	0	0	0	10
[Name]*	Technician 2	0	6	0	4	0	0	0	0	10
Company 2 Subtotal		0	14	0	6	0	0	0	0	20
Sub-Total Hours		30	14	24	6	17	3	42	4	119

* Staff Name should generally be included; however, staff title may be substituted, where appropriate

STAFFING PLAN IN COST PROPOSAL

A Staffing Plan identical to the one in the Technical Proposal should also be included in the Cost Proposal. However, in the Cost Proposal, the Staffing Plan should include billable rates and cost totals for each staff member and company.

Note: All titles, numbers, number of companies, etc. used in this table are illustrative only. The table is only used to show the types of information required in each Staffing Plan. Format may differ from the table shown above as long as it includes, at a minimum, the information shown above. **DO NOT** include any cost information in your Technical Proposal.



Date: Wednesday, September 27, 2017

To: Recipients

Re: Cumberland County Bicycle and Pedestrian Safety Action Plan
Questions and Answers

Q1. The FY 2018 Unified Planning Work Program (UPWP) indicates a budget of \$152,400 for this effort. In reviewing the scope of this RFP, the budget seems to greatly understate the cost of the tasks as described. Can you confirm if this is the budget for this activity?

A1. SJTPO's FY 2018 Unified Planning Work Program (UPWP), effective July 1, 2017 through June 30, 2018, provides general budgetary information for work activities based on preliminary estimates and scope of the project. The document is publicly available through SJTPO's website (www.sjtpo.org/upwp). The budget indicated in the UPWP was developed based on activities identified at an early point in scope development. The scope has grown significantly since that time as a result of conversations with the New Jersey Department of Transportation (NJDOT) related to substantive safety and the needs of the State's data-driven Local Safety Program. This effort will be funded using Highway Safety Improvement Program dollars, which allow SJTPO a degree of flexibility for additional funding above what was noted in the UPWP as the additional funds would address scope changes that benefit safety.

SJTPO utilizes a two-step, quality based selection process to procure professional services. First, based on our assessment of the qualifications of responding firms, we will select a firm that we believe is best suited to carry out the scope of work as outlined in our RFP. Second, we will negotiate a price with the selected firm. Firms are encouraged to submit proposals that reflect the full scope of efforts described in the RFP. The staffing plan as well as the separate, sealed cost proposal should reflect these activities. Because the selection of the firm is based solely on the qualifications of the firm, the budget for the work is not material to selecting the most qualified firm. Negotiations and award of the contract will be to the firm that provides the most advantageous proposal.

Q2. Are original signatures needed for the cover letter?

A2. Ideally, at least one copy of the cover letter submitted would include an original signature. Whether or not the letter includes an original signature, the cover letter is the opportunity for proposing firms to indicate either their acceptance of the SJTPO Standard Contract or proposed changes thereto. SJTPO requires this at the time of proposal to ensure a smooth transition from firm selection to Notice to Proceed. SJTPO would expect that the letter has been reviewed and approved by the appropriate parties to affirm what has been indicated in the cover letter.

Q3. Are any additional forms needed other than providing a DBE/ESBE statement and EEO Statement?

A3. The requirements are summarized in Section I.B, on pages 4 and 5 of the RFP document, with details expanded upon throughout the document. Section VI details requirements to submit Certificate of Insurance, which firms may provide at the time of proposal submission or separately prior to final contract execution.



Date: Wednesday, September 27, 2017

Re: Cumberland County Bicycle and Pedestrian Safety Action Plan
Questions and Answers

Q4. What is the proposed budget for this project?

A4. A similar question was asked and answered in Q1. Firms are encouraged to submit proposals that reflect the full scope of efforts described in the RFP. The staffing plan as well as the separate, sealed cost proposal should reflect these activities. Because the selection of the firm is based solely on the qualifications of the firm, the budget for the work is not material to selecting the most qualified firm. Negotiations and award of the contract will be to the firm that provides the most advantageous proposal.