



University Transportation Research Center  
RFP Cover Sheet

**Title:** Safe Routes to School Support Program  
**Proposal Number:** 2018-05  
**Sponsor:** NJDOT  
**Date Issued:** August 1, 2018  
**Pre-Proposal Meeting:** On Request by August 27  
**RFP Due at NJDOT:** September 10, 2018 4:00 PM  
**RFP Closing Date:** September 10, 2018

If you plan to apply:  
(research.bureau@dot.nj.gov, 609-530-5637) with any questions.

If you plan to submit a proposal through UTRC, please notify us by email at [peickemeyer@utrc2.org](mailto:peickemeyer@utrc2.org). Also please indicate whether you are open to teaming up with faculty at other universities on this project.

Proposal submission guidelines:  
When you apply, insert the UTRC cover sheet. <http://www.utrc2.org/resources> .

Note that matching funds will not be made available from UTRC for this project.

**Please visit the NJDOT Research Website for important information about this RFP**

**[http://www.state.nj.us/transportation/refdata/research/research\\_procurement.shtm](http://www.state.nj.us/transportation/refdata/research/research_procurement.shtm)**



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**Project Title: Safe Routes to School Support Program**

**Posting No.: 2018-05**

**Date of RFP Announcement: 08/01/2018**

**Closing Date: 9/10/2018**

Proposals must be prepared in accordance with NJDOT's *Supplemental and Proposals guidelines*. Please visit <https://www.state.nj.us/transportation/refdata/research/guidelines.shtm> for the most current version.

## **1 - RESEARCH PROBLEM STATEMENT AND OBJECTIVES**

### **1.1 Problem Statement**

The New Jersey Department of Transportation (NJDOT) is seeking a qualified University to run the New Jersey Safe Routes to School (NJ SRTS) Resource Center ("the Project") and assist with the continuation and support of the NJ SRTS Non-Infrastructure Program, which enables and encourages New Jersey children to walk and bicycle to school safely. The Selected University will develop and maintain a statewide community partnership to advance the SRTS Program without the burden to local governments of grant application and administration, will provide training, support and outreach materials to Transportation Management Association (TMA) staff who are the local community liaisons for the NJ SRTS Non-Infrastructure Program, will offer technical assistance directly to New Jersey communities and will undertake a comprehensive evaluation and research program that will help to guide the NJ SRTS Program into the future.

### **1.2 Research Objectives**

In July 2005, Congress passed federal legislation that established a National Safe Routes to School (SRTS) program to improve the ability of primary and middle school students to walk and bicycle to school safely. The Federal Highway Administration administered the SRTS program funds and provided guidance and regulations. Federal SRTS funds were distributed to states based on student enrollment. SRTS funds could be used for both infrastructure projects and non-infrastructure activities. The legislation also required each state to have a Safe Routes to School Coordinator to serve as a central point of contact for the state.

The Safe Routes to School Program has been continued under the Moving Ahead for Progress in the 21st Century (MAP-21) legislation enacted in July 2012 and under the Fixing America's Surface



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Transportation Act (FAST Act) signed in December 2015. Under MAP-21 and the FAST Act, the Transportation Alternatives Program (TAP) funding does not provide for a standalone Safe Routes to School Program but the New Jersey Department of Transportation (NJDOT) has elected to continue it. The SRTS program is funded through the Federal Highway Administration's Federal Aid Program and is being administered by the NJDOT, in partnership with the North Jersey Transportation Planning Authority (NJTPA), the Delaware Valley Regional Planning Commission (DVRPC), and the South Jersey Transportation Planning Organization (SJTPO).

The main objectives of the program are to:

1. Enable children, including those with disabilities, to walk and bicycle to school;
2. Encourage bicycling and walking to school as safer and more appealing transportation alternatives to automobile travel, thereby fostering a healthy and active lifestyle from an early age; and
3. Facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (approximately 2 miles) of primary and middle schools (Grades K-8).

The NJDOT Division of Local Aid solicits grant applications for infrastructure projects but the non-infrastructure program is implemented by the State's eight Transportation Management Associations (TMAs), in partnership with NJDOT's Office of Bicycle and Pedestrian Programs and the New Jersey Safe Routes to School Resource Center.

The NJ SRTS Resource Center was established by the NJDOT in 2006 in order to empower communities to identify and overcome barriers to walking and bicycling to school through cutting-edge research, education, and sharing of resources. In 2011, the duties of the NJ SRTS Resource Center expanded to include assistance with the NJ SRTS Non-Infrastructure Program implemented by the TMAs. Since its inception, the NJ SRTS Resource Center annual work program has included the following core activities: 1) applied research/studies and program evaluation/analysis; 2) training and education and 3) information dissemination, outreach, and technical assistance.

The NJ SRTS Resource Center is guided by the NJ SRTS Strategic Plan, last updated in 2013. Core elements of the work program undertaken each year include serving as an information clearinghouse via maintaining a help desk, web-based resources, and a blog; providing leadership and support to the New Jersey SRTS Coalition; and, providing on-call research and technical expertise to NJDOT, local schools, municipalities, government officials, and other stakeholders.



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Building on successful strategies from past years, the NJ SRTS Resource Center will:

1. Maintain and expand a statewide community partnership to advance SRTS non-infrastructure involvement without the burden to local governments of grant application and administration;
2. Provide training, support, and outreach materials to TMA staff who will be the community liaisons for the NJ SRTS non-infrastructure program; and
3. Offer research and technical assistance directly to New Jersey communities.

Detailed descriptions of the tasks/scope of work activities proposed for the NJ SRTS Resource Center for the Calendar Years 2019 and 2020 are:

The Selected University shall accomplish the RFP objectives through the following tasks and deliverables in year 1 and year 2:

**Task 1: TMA Regional Coordinator Partnership**

The NJ SRTS Resource Center will work closely with all participating New Jersey TMAs by training and supporting the SRTS Regional Coordinators and other TMA staff as they promote and implement SRTS programs in their service areas. The NJ SRTS Resource Center will provide assistance to Regional Coordinators as needed, including but not limited to disseminating information about SRTS opportunities, assisting with outreach materials such as flyers, supporting projects and programs as needed, and following up on concerns or questions raised in monthly meetings. The Resource Center will also provide research into best practices in implementing SRTS non-infrastructure programs in other states and compare them to, and evaluate the success of, the New Jersey program.

**Task 1-1: NJ Regional SRTS Coordinator Training and Support**

The NJ SRTS Resource Center will develop, coordinate and/or facilitate technical assistance trainings for TMA Coordinators and/or other community or professional practitioners. The NJ SRTS Resource Center will also develop, coordinate and facilitate roundtables to explore barriers to walking and biking to school and how to overcome them. The Resource Center will also investigate best practices in training from around the country.



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**Task 1-1: Deliverables**

1. Planning and organization of up to three (3) trainings and/or roundtables per year, including all associated logistics, agendas, handouts, speaker recruitment, and follow up as needed
2. Training/roundtable summaries offering highlights, recommendations, and tips for how best to implement the training materials into local and regional SRTS programs
3. Comparison of New Jersey's training programs compared to others from around the country

**Task 1-2: TMA Records of Contact**

TMA Regional Coordinators will provide updated information each month describing their outreach efforts through Records of Contact that provide information on the amount and level of contact made with local schools and municipalities. The NJ SRTS Resource Center will be responsible for compiling these Records of Contact, tracking outreach efforts and comparing them to previous years.

**Task 1-2: Deliverables**

1. Compilation and review of monthly Records of Contact from each TMA
2. Determination of the effectiveness of the monthly reporting method and whether upgrades or changes to the reporting method are warranted
3. Comparison of this year's outreach efforts to those of previous years in New Jersey

**Task 1-3: SRTS Regional Coordinator Monthly Meetings**

Regional Coordinators will be required to attend monthly meetings, rotating between meetings held in-person and via conference call. The SRTS Resource Center will create agendas and facilitate these meetings with input from NJDOT and in consultation with the TMAs. Following the meetings, the SRTS Resource Center will prepare meeting summaries for dissemination to NJDOT and TMAs.

**Task 1-3: Deliverables**

Agendas and meeting summaries for monthly meetings including all associated logistics

**Task 1-4: School Travel Plan Assistance**

A SRTS School Travel Plan, or STP, outlines how to improve pedestrian and bicycle travel to and from school to increase the number of students who walk and bike to school and to improve safety. STPs garner additional point for applicants to the NJ SRTS Infrastructure Grant Program.



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Many schools that the TMAs work with, especially those in New Jersey's disadvantaged communities, may need more time-intensive services than a single TMA/SRTS Coordinator can offer. The NJ SRTS Resource Center will continue to work with SRTS Regional Coordinators to aid in the development of School Travel Plans for communities in need.

**Task 1-4: Deliverables**

On an as-needed basis and at the discretion of NJDOT, the NJ SRTS Resource Center will work with TMA staff to produce School Travel Plans.

**Task 2: Convene and Facilitate the New Jersey Safe Routes to School Academy at the NJ Bike/Walk Summit**

The NJ Safe Routes to School Academy is a training program for the NJ Safe Routes to School program that provides input on the statewide program, and provides guidance for SRTS programs across the state. The NJ SRTS Resource Center is responsible for investigating best practices in training from across the country and developing the curriculum for the training. Additionally, the NJ SRTS Resource Center, in conjunction with NJDOT's Safe Routes to School Coordinator, will coordinate and facilitate all SRTS Academy training.

**Task 2: Deliverables**

1. Research on training practices from around the country
2. Scheduling, facilitation and documentation of up to two NJ SRTS Academy trainings per year
3. Assistance with preparation of presentations and handout materials, as needed

**Task 3: Sustainable Jersey Program Coordination**

NJDOT and the NJ SRTS Resource Center have been involved with the creation of the SRTS action for the Sustainable Jersey Program and SRTS related actions for the Sustainable Jersey for Schools programs. The Sustainable Jersey Program has been a key partner and resource for municipalities in adopting SRTS programs. To encourage communities seeking certification to complete the SRTS Actions, the NJ SRTS Resource Center will work with the Sustainable Jersey staff to develop and host regional training events to provide guidance, tips, and tools that will lead to additional SRTS programs statewide that will also count towards Sustainable Jersey for Schools Certification.



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**Task 3: Deliverables**

1. Active participation in meetings of the Sustainable Jersey Land Use and Transportation Committee and the Sustainable Jersey for Schools Health and Wellness Committee
2. Development and revision of Sustainable Jersey actions that involve SRTS goals
3. Planning and organization of up to three (3) regional trainings per year, including all associated logistics, agendas, handouts, presentations, speaker recruitment, and follow up as needed. These may include presentations for the New Jersey State League of Municipalities (NJSLOM) annual conference, Sustainable Jersey workshops and the Conservation Foundation Land Rally.

**Task 4: SRTS Statewide Promotion**

**Task 4-1: Awareness and Outreach – Statewide and National SRTS Events**

The NJ SRTS Resource Center will pursue various strategies for increasing and generating awareness of and involvement in the statewide SRTS program as well as significant and important events, especially New Jersey Walk and Bike to School Week in April and National Bike to School month in October. The Resource Center will also investigate how other states participate in Walk and Bike to School events and compare them to New Jersey.

**Task 4-1: Deliverables**

1. TMA program materials such as fliers, articles that can be used for newsletters and blogs, etc.
2. Website promotion of the programs and events
3. Coordination with Friends of the NJ SRTS Program and other partners to distribute announcements and support events
4. Coordination with TMAs to ensure that events within New Jersey are registered on national web sites
5. A PowerPoint presentation to be given at various meetings and conferences
6. A comparison of New Jersey's Walk and Bike to School events with those of other states

**Task 4-2: NJ SRTS Recognition Program**

The NJ SRTS Resource Center will expand upon the success of the NJ SRTS Recognition Program. The program is divided into levels. Each level signifies a school's or a municipality's progress toward implementing and sustaining SRTS programs. Schools and municipalities are recognized based upon

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their accomplishments as they relate to specific criteria during each school year. TMAs nominate schools, districts and municipalities for recognition. The Resource Center will also investigate how other states recognize participation in the SRTS program and compare it to New Jersey.

**Task 4-2: Deliverables**

1. Review of TMA-submitted nominations and assignment of recognition levels
2. Updates to nomination applications and promotional materials
3. TMA Coordinator training to explain nomination levels and promotional materials
4. Acknowledgement and promotion of recognition levels awarded through the NJ SRTS website
5. A comparison of New Jersey's SRTS recognition program with those of other states

**Task 5: Technical Information Resource**

**Task 5-1: Friends of the NJ SRTS Program**

In partnership with NJDOT, upon request, the NJ SRTS Resource Center will meet with counties, school districts, businesses and other interested parties to provide information on the Safe Routes to School program in order to answer questions and seek continued participation and feedback. This task involves forging partnerships with leaders from areas outside transportation who have a great interest in SRTS programming but have come to SRTS through other concerns including health and wellness and the environment.

**Task 5-1: Deliverables**

1. Documentation of meetings and discussions with partner organizations
2. Strategies to support mutually beneficial programs and events
3. Strategies to recognize partners for their efforts on behalf of the NJ SRTS Program
4. Analysis of trends in partnerships in New Jersey

**Task 5-2: Presentations**

The NJ SRTS Resource Center will seek to showcase NJ SRTS resources and research by providing presentations about New Jersey's SRTS program at state and national conferences. Resource Center





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staff will seek out and maintain a list of events and organizations interested in presentations about walking, biking, healthy community design and SRTS programs.

**Task 5-2: Deliverables**

Presentations at local, regional, state and national meetings and conferences, pending NJDOT approval.

**Task 5-3: NJ SRTS Help Desk**

The NJ SRTS Resource Center will respond to requests for information and technical assistance on SRTS issues by telephone and e-mail. The NJ SRTS Resource Center will document and submit a record of technical assistance requests.

**Task 5-3: Deliverables**

1. A record of help desk requests
2. Analysis of trends in help desk requests to identify areas of priority for SRTS outreach or research

**Task 6: SRTS Communications and Outreach**

Communication and outreach are key to building new partnerships and spreading and increasing awareness of the NJ SRTS program. This task includes all activities related to informing, educating, and recognizing existing partners and friends of the program as well as expanding outreach to identify and attract new program partners.

**Task 6-1: Website Updates**

The NJ SRTS Resource Center website provides access to NJ SRTS resources, including the NJDOT SRTS Toolbox, Research Center reports and the online School Travel Plan template. Under this contract, the NJ SRTS Resource Center will enhance the NJ SRTS Resource Center website, [www.saferoutesnj.org](http://www.saferoutesnj.org) and the NJ Crossing Guards website, [www.njcrossingguards.org](http://www.njcrossingguards.org) by streamlining existing materials, refining presentation, troubleshooting issues and adding new features.



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**Task 6-1: Deliverables**

1. Revisions, additions, and updates to the NJ SRTS Resource Center website
2. Revisions, additions, and updates to the NJ Crossing Guards website
3. New electronic materials added to the sites as they are developed
4. Tracking and reporting of website traffic in quarterly reports
5. Renewal of domain and hosting contracts for saferoutesnj websites

**Task 6-2: Safe Routes Scoop and Listserv**

The *Safe Routes Scoop* blog highlights news, events, people, programs and research findings important to the NJ SRTS program. This blog has proven to be a vital tool for spreading ideas and information to New Jersey's SRTS community.

To facilitate the informal exchange of ideas, issues, news and announcements relating to Safe Routes to School topics in New Jersey, the NJ SRTS Resource Center will also administer the NJ\_SRTS listserv/email. Membership will be open to anyone interested in SRTS in New Jersey. In addition, the NJ SRTS News, featuring New Jersey and national SRTS related stories, will be updated monthly.

**Task 6-2: Deliverables**

1. Maintain email subscription list
2. Prepare, edit and post articles as decided by NJDOT
3. Prepare, edit and post news items and TMA articles as they become available
4. Prepare, edit, and post NJ SRTS News every month
5. Distribute completed newsletter articles via blog and electronic listserv notification
6. Prepare, publish, and maintain Safe Routes Scoop blog and email listserv for notification
7. Track and report Web traffic and statistics pertaining to the blog in quarterly reports
8. Administer NJ\_SRTS e-mail listserv



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**Task 6-3: Video Program Promotion**

The use of video to promote programs and events has increased significantly over the last several years along with the number of websites and YouTube channels. The NJ SRTS Resource Center partnered with Civic Eye Collaborative to produce the NJ Crossing Guard Training Video. This video was received so well that it has spawned the desire for more spots on issues that are important to Safe Routes to School – particularly those that have been addressed successfully in New Jersey. Potential video topics include Walking School Buses, School Travel Plans and Successful Walk to School Day Events.

**Task 6-3: Deliverables**

At least one brief, professional video on a New Jersey SRTS success per year

**Task 7: Crossing Guard Training and Support**

In 2013, the NJ SRTS Resource Center developed a NJ School Crossing Guard Training Program for crossing guard supervisors. The program has grown since then and the NJ SRTS Resource Center will seek to build on the training program with the goal of establishing a comprehensive, training program to be used statewide. This will include attempting to identify funding sources for trainings, videos and tip sheets. The NJ SRTS Resource Center will also look to expand funding partnerships for the long-term stability of the training program and will investigate how other states run their crossing guard training programs.

**Task 7-1: Crossing Guard Working Group**

Throughout the development of the Crossing Guard Training Program, valuable information and feedback from various partners has helped NJDOT and the NJ SRTS Resource Center to shape and refine the program. To maintain these important relationships, the Resource Center will facilitate meetings of the Crossing Guard Working Group. Additionally, the NJ SRTS Resource Center will actively seek opportunities to work with project partners to develop strategies to address mutual goals that will enhance the Crossing Guard Training Program.

**Task 7-1: Deliverables**

1. Facilitation of up to two meetings of the Crossing Guard Working group per year, including all associated logistics, agendas, handouts, speaker recruitment, and follow up as needed
2. Regular attendance at meetings of the NJ Police Traffic Officers Association and similar groups
3. Strategies to address mutual goals that will enhance the Crossing Guard Training Program



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4. Communication with crossing guard supervisors and others regarding the crossing guard training, and policy and procedures for supervision of crossing guards
5. Technical Memorandum including research on the New Jersey program compared to peer states

**Task 7-2: Case Studies of Successful of Crossing Guard Programs in New Jersey**

Throughout the development of the Crossing Guard Training Program, valuable information has been received from towns that have successfully implemented crossing guard programs and initiatives to make their school zones safer for children travelling to and from school. The NJ SRTS Resource Center will assemble this information and produce case studies that will help inform other towns and school districts across New Jersey and will lead to improvements to the existing NJ School Zone Design Guide.

**Task 7-2: Deliverables**

1. Meetings with the selected municipalities' crossing guard supervisors to discuss training programs and school zone treatments that have been successful in making school travel safer
2. Up to three case studies on successful programs and initiatives
3. Technical Memorandum detailing successful New Jersey crossing guard programs

**Task 8: Research Studies and Evaluation**

Building on the successful efforts and initiatives generated through collaborative work with NJDOT and key NJ stakeholders, the NJ SRTS Resource Center shall undertake a comprehensive evaluation and research work program that contains new initiatives as well as the continuation of long term research. A summary of proposed activities for research and evaluation services is as follows:

**Task 8-1: Methodology and Web-based Tool for District-Wide School Travel Plans**

A SRTS School Travel Plan, or STP, outlines how to improve pedestrian and bicycle travel to and from school to increase the number of students who walk and bike to school and to improve safety. An STP identifies where students currently walk and bike, where students would walk and bike if they could, and what changes need to be made so that students can and will walk and bike to school. The STP identifies short-term solutions for immediate action and implementation as well as long term ones that may require further planning.

The NJ SRTS Resource Center has previously developed an effective model for developing an STP for a single school and for large school districts with numerous schools. The purpose of this task is to refine a



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methodology that allows for and aids large school districts to develop comprehensive, district-wide STPs on their own or with the help of TMA staff. To develop a district-wide STP process, the NJ SRTS Resource Center, in a previous contract, collected information detailing district-wide STP best practice from throughout the country. The NJ SRTS Resource Center has worked with four municipalities to test the process and will now work to refine a methodology and develop a web-based tool for large districts to use to implement the process.

**Task 8-1: Deliverables**

1. Tech memo detailing methodologies and lessons learned from the four pilot schools, how the STPs have been used by the schools, and laying out a process that allows for and aids large school districts to develop comprehensive, district-wide STPs
2. A web-based tool for large school districts to use to develop district-wide STPs
3. A test of the tool

**Task 8-2: Assessment of School Zones on State Highways**

Research on the impact of school locations on state highways including traffic congestion and pedestrian safety, and whether school zones actually slow vehicles down. This would include research on being able to identify the proper data sources for this study.

**Task 8-2: Deliverable**

Development of a study measuring the impact of school zones on State highways, and their effectiveness in lowering speeds

**Task 8-3: Correlation of Walk to School Day and Encouragement Activities with Infrastructure Improvements**

Research on the effectiveness of Walk to School Day Events and encouragement activities. Research should measure whether participation by a school and/or municipality correlates with actual infrastructure improvements being implemented.



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**Task 8-3: Deliverable**

A summary report of research findings.

**Task 8-4: SRTS Program Implementation and Student Outcomes**

The NJ SRTS Resource Center shall determine through research connections between SRTS program implementation and positive performance outcomes for the students. Possible measurements can include, but are not limited to:

- Student Education Performance
- Student Attendance
- Student Transportation Safety
- Student Health

**Task 8-4: Deliverable**

A summary report of research findings.

**Task 8-5: SRTS Local Evaluation Data**

Despite the past success of the *NJ SRTS Parent/Caregiver Survey*, achieving a high response rate has become more difficult over time. The Student Arrival and Departure Tally is a simple one-page form that can be used to collect information about student travel to and from school at the classroom-level. The Arrival and Departure Tally is a simple evaluation method for project partners to establish within their communities and tends to be used more often than the NJ SRTS Parent/Caregiver survey. While response rates for the Parent/Caregiver surveys have dropped, it still remains a useful tool for partners in many communities throughout New Jersey, and the NJ SRTS Resource Center will continue to make the online survey available and will tabulate and summarize results from NJ SRTS Parent/Caregiver surveys as well as Student Arrival and Departure Tallies. The Center will also return the results to the communities who complete the forms in a detailed report.

**Task 8-5: Deliverables**

1. Collection, tabulation, and management of Parent/Caregiver Survey and Arrival and Departure Tally information submitted from schools throughout New Jersey
2. Production of detailed final reports for each local school/community submitting survey and tally information



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**Task 8-6: Address Emerging Research Needs and Disseminate Research Findings**

NJDOT often has a need to conduct research on critical issues as they emerge. To serve that need, the NJ SRTS Resource Center created the “Emerging Issues” task to allocate resources that would allow the Center to be responsive. Resources associated with this task have been used to research and write short topical papers, provide technical assistance, prepare case studies or initiate the preliminary phase of larger research studies which may be completed in a subsequent year. The process of writing, submitting and responding to peer review of journal articles from past SRTS research topics is lengthy and can even take years. Funds from this task will be used to further dissemination of important NJ SRTS research.

The NJ SRTS Resource Center will explore possible new and emerging tasks in consultation with NJDOT that may be undertaken including:

1. Community Cohesion and Bike/Walk Events
2. Case Study of the Effectiveness of Remote Drop-Off Points at New Jersey Schools
3. Vision Zero and SRTS Overlap
4. A Cost/Benefit Analysis of SRTS Programs in New Jersey
5. School Zone Design for State Highways, including signage and the use of solar equipment.
6. Pedestrian Near Miss Research
7. Distracted Driving in School Zones
8. Community Profiles of SRTS Successes

**Task 8-6: Deliverable**

Production of up to three topical papers or case studies per year

**Task 9: Progress Reports and Program Monitoring and Performance**

The overall goals of the NJ SRTS Program are to get more students walking and bicycling to school where it is safe to do so and where it is not safe, to make it safe. Outcome performance measures will be used to determine the effectiveness of both SRTS infrastructure and non-infrastructure projects and programs. Outcome performance measures will focus on the overall goals.



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**Task 9-1: Progress Reports, Future Scope Development & Future Funding**

On a quarterly basis the NJ SRTS Resource Center will document/ track progress on the NJ Safe Routes to School Center Non-infrastructure Program and prepare a report, which will list new products, features and research generated by the project. The quarterly report will also provide estimated budget expenditures. TMAs will provide monthly reports and submit them with billing. The NJ SRTS Resource Center will also work with NJDOT, TMA Directors, and the MPOs to coordinate meetings to discuss future funding options for the TMAs to continue their SRTS programs under MAP-21 funding.

**Task 9-1: Deliverables**

1. Quarterly report submitted by the 15th of the month following a calendar quarter
2. Development of future scope of work and budget
3. Coordination of meetings on an as needed basis with NJDOT, TMA Directors, and the MPOs to discuss future funding options for the TMAs to continue their SRTS programs under MAP-21 funding

**Task 9-2: Evaluate SRTS Resource Center & Program Evaluation Reports**

To address opportunities for improvement in assisting SRTS Regional Coordinators through the non-infrastructure program, the NJ SRTS Resource Center will continue to seek feedback on this program from TMA Directors, Regional Coordinators, and NJDOT in order to improve the program and providing relevant technical assistance.

**Task 9-2: Deliverables**

1. Program evaluation survey administered to each TMA and any additional partners as needed
2. Summary of survey findings
3. Compilation of Records of Contact, tracking outreach efforts and progress reports each year
4. Performance measure summary report

**Task 9-3: Annual Activities Summary Report**

A report summarizing all contract activity, expenditures and research findings is to be drafted and submitted on an annual basis.





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**Task 9-3: Deliverable**

Annual end of contract report.

**Task 10: NJ SRTS Strategic Plan Update**

The SRTS Strategic Plan Update will include reassessment of the SRTS program mission and goals from the last update in 2013, development of performance measures, and refinement of strategies for moving the statewide program forward. NJDOT is committed to seeing SRTS programs continue whether there is future dedicated SRTS funding or not. A critical component of the strategic plan is to identify and evaluate potential methods for allowing SRTS programs to continue into the future even if federal funding is absent. A steering committee of knowledgeable stakeholders from a variety of disciplines will be gathered to provide direction for the future of the program.

Five subtasks have been identified to be advanced as a scope of work under this task order agreement in conjunction with work to be performed by the Project Team. These include the following:

1. Project Initiation
2. Steering Committee
3. Mission and Goals
4. Evaluation Plan (including performance measures)
5. Strategic Plan Update

**Task 10-1: Deliverables**

Updated NJ SRTS Strategic Plan 2020.

**1-3. TYPE OF CONTRACT**

It is proposed that if the Issuing Office enters into a contract because of this Request for Proposal (RFP), it will be a **Cost Reimbursement, Deliverable-Based** contract containing the Standard Contract Terms and Conditions.

**2 - BUDGET and CONTRACT TIME**

The **TOTAL** project budget shall not exceed **\$1.2 million (\$600,000 for year 1 and \$600, 000 for year 2)**. The PI must provide the anticipated research study duration based on the proposed tasks. Consideration should be given to potential impediments so that adjustments are incorporated into the schedule minimizing the need for time extensions. Contract time shall include sufficient time for the procurement

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of subcontractors, as well as no less than three months for Final Report review and acceptance. Please be advised that going forward, new task orders having permissible justification will be allowed no more than one time extension with the advent of 2 CFR 200.

Please provide a Gantt Chart schedule, utilizing the sample provided within this document.

### **3 – ORAL PRESENTATIONS**

Oral presentations may be requested as part of this RFP. If required, you will be notified by the Bureau of Research to schedule your oral presentation. They will be held at NJDOT headquarters in Trenton, NJ, attended by the Technical Advisory Panel (TAP), and be limited to no more than an hour, including time for questions and answers.

### **4 – DEADLINE**

Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research no later than **4:00 p.m. on September 10, 2018.**

**Approximate Start Date: January 1, 2019.** The official start date will be the date signed by the Assistant Commissioner of Planning, Multimodal, and Grants Administration.

### **5 – CONTACTS**

Interested parties shall send all questions related to this RFP to the Bureau Manager by sending an e-mail to [Research.Bureau@dot.nj.gov](mailto:Research.Bureau@dot.nj.gov) or by phone (609-530-5966). Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions must be received **on or before August 13, 2018 in order to be answered.**

A pre-proposal meeting may be scheduled with interested parties upon the request of **more than one** Institution of Higher Education. **This must be requested on or before August 27, 2018.**



**New Jersey Department of Transportation  
Bureau of Research  
RESEARCH PROJECT  
Request for Proposal  
2019-2020 Program**

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**For private, paid messenger services such as Federal Express, DHL, UPS, etc., or for hand-carried deliveries:**

RFP No. 2018-05 PROPOSAL-NJDOT  
New Jersey Department of Transportation  
Bureau of Research  
1035 Parkway Avenue  
Trenton, New Jersey 08625-0600

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