



New Jersey Department of Transportation
NJDOT Safe Routes to School Resource Center
Request for Proposal
2025 - 2026 SPR Program

Project Title: NJDOT Safe Routes to School Resource Center

Posting No.: 2025-02

Date of RFP Announcement: 1/03/2025

Closing Date: 2/10/2025

NOTE: Due to P.L. 2019, c. 196, the New Jersey Department of Transportation cannot award research grants to PRIVATE and/or OUT OF STATE institutes of higher education.

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

All proposals must also have a corresponding online PreAward Risk Assessment form completed and submitted by the Principal Investigator (PIs) prior to the RFP closing date and time. This online form can be found at:

https://www.state.nj.us/transportation/business/research/risk_assessment_forms.shtm

1 - PROBLEM STATEMENT AND OBJECTIVES

1.1 Problem Statement

The New Jersey Department of Transportation (NJDOT) is seeking a qualified University to run the NJDOT Safe Routes to School Resource Center (SRRC) and assist with the support of the New Jersey Safe Routes to School (SRTS) Non-Infrastructure Program, which enables and encourages children across the state to walk and bicycle to school safely. The selected University will:

1. develop and maintain a statewide community partnership to advance the SRTS Program,
2. 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,
3. offer technical assistance directly to New Jersey communities, and
4. assist with an evaluation program that will help to guide the SRTS program into the future.

This resource center will be known as the NJDOT Safe Routes to School Resource Center, but all work will be done in coordination with the Department's established partners, including NJ Transit, the Metropolitan Planning Organizations (MPOs), Transportation Management Associations (TMAs), counties, municipalities, schools, school districts, advocacy groups and other agencies or organizations with an interest in safe and active transportation to and from schools.

Descriptions of the tasks, activities and deliverables proposed for the Calendar Years 2025 and 2026 are described in the RFP objectives that follow. Revisions to this work program may be negotiated between NJDOT and the University with Federal Highway Administration (FHWA) approval.

Universities are asked to provide additional information on how they would fulfill each task.

1.2 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 were to 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 subsequent legislation, including the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), signed in November 2021, which expanded the program to include high schools. SRTS is no longer a standalone federal program (it has been folded into the Transportation Alternatives Set-Aside program [TASA]) but NJDOT and the MPOs have elected to continue it as a separate program. The NJ SRTS program is funded through the Federal Highway Administration's Federal Aid Program and the New Jersey Transportation Trust Fund (TTF). It 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 NJDOT Division of Local Aid and Economic Development solicits grant applications for SRTS infrastructure projects, but the non-infrastructure program is implemented by the State's eight Transportation Management Associations (TMAs), overseen by NJDOT's Office of Bicycle and Pedestrian Planning and assisted by the NJDOT Safe Routes to School Resource Center.

The NJ SRTS Resource Center was established by the NJDOT in 2006 to empower communities to identify and overcome barriers to walking and bicycling to school through research, education, and sharing of resources. In 2011, the duties of the 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.

Research will not be an activity in the 2025-2026 work program.

The NJDOT Safe Routes to School Resource Center is guided by the NJ SRTS Strategic Plan, last updated in 2020. Core elements of the work program undertaken each year include serving as an information clearinghouse; providing support to local SRTS programs and regional SRTS coordinators; and providing on-call technical expertise to NJDOT, schools, municipalities, government officials, and other stakeholders.

All work products shall be the property of the New Jersey Department of Transportation.

Task 1: TMA Regional Coordinator Partnership

As has been the case in previous years, the NJDOT Safe Routes to School 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 University will review training for local SRTS coordinators from around the country and provide assistance to Regional Coordinators as needed.

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

The University will develop, coordinate and/or facilitate trainings and roundtables for TMA Coordinators and/or other community or professional practitioners.

Task 1-1 Deliverables

1. A review of training for local SRTS coordinators from around the country
2. 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 (This may involve training for new coordinators.)
3. Training/roundtable summaries offering highlights, recommendations, and tips for how best to integrate the training materials into local and regional SRTS programs

Task 1-2: NJ SRTS Regional Coordinator Monthly Meetings

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

Task 1-2 Deliverables

1. Monthly agendas and meeting summaries
2. Associated logistics

Task 1-3: TMA Records of Contact

TMA SRTS Coordinators will provide updated information each month describing their outreach and education efforts. The University will be responsible for compiling this information, tracking outreach efforts and comparing them to previous years.

Task 1-3 Deliverables

1. Compilation and review of monthly outreach and education information from each TMA
2. Determination of the effectiveness of the monthly reporting method and whether upgrades or changes are warranted
3. Comparison of TMA Coordinator outreach efforts to those of previous years in New Jersey

Task 1-4: New Jersey Walk, Bike & Roll to School Day Support

The first National Walk & Roll to School Day—called Walk Our Children to School Day—was held in 1997. In May 2012, the first-ever National Bike & Roll to School Day—called Bike to School Day—was celebrated across the U.S. SRTS Coordinators at the TMAs have helped schools and towns across New Jersey plan events in October and May that raise awareness, celebrate active transportation, and emphasize safety, health and community. The NJDOT Safe Routes to School Resource Center will assist the TMAs with outreach and coordination for these national events.

Task 1-4 Deliverables

1. Walk & Roll to School Day and Bike & Roll to School Day draft press releases and social media posts for use by the Department and the TMAs
2. Coordination with TMAs to ensure that events within New Jersey are registered on national web sites
3. Coordination with NJ SRTS program partners to distribute announcements and support events

Task 1-5: NJ SRTS Recognition Program

The NJDOT Safe Routes to school 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. Communities are recognized based upon their accomplishments as they relate to specific criteria during each school year. TMAs will nominate schools, districts and municipalities for recognition. The University will collect nominations and submit the list of those being recognized to NJDOT for review along with electronic copies of certificates for the Commissioner's signature. The University will distribute the signed certificates to the TMAs.

Task 1-5 Deliverables

1. List of TMA-submitted nominations and assignment of recognition levels
2. Updates to nomination applications and promotional materials, including certificates
3. TMA SRTS Coordinator training on the program
4. Acknowledgement and promotion of recognition levels awarded on the NJDOT SRRC website
4. SRTS Recognition Program draft press releases and social media posts for use by the Department and the TMAs

Task 1-6: School Travel Plan Assistance

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

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

Task 1-6 Deliverables

On an as-needed basis and at the discretion of NJDOT, the University will work with TMA staff to assist in the production of School Travel Plans.

Task 1-7: Safe Routes Resource Center and Non-Infrastructure Program Evaluation

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. The purpose of this task would be to identify opportunities for improvement in assisting schools, municipalities, and SRTS Regional Coordinators at the TMAs with implementation of the NJ SRTS Non-Infrastructure Program. The University will seek feedback on the program and the Resource Center from TMA executive directors, SRTS Regional Coordinators, local programming recipients, and NJDOT.

Task 1-7 Deliverables

1. Program evaluation survey administered to each TMA and 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 2: Technical Information Resource

One of the core elements of the annual NJDOT SRRC work program is to provide technical assistance and information about Safe Routes to School to NJDOT, citizens and transportation professionals.

Task 2-1: Website

The University will maintain the **saferoutesnj.org** and the **njcrossingguards.org** websites. These websites are platforms for information distribution and play a central role in keeping government organizations, professionals and citizens informed about Safe Routes to School policies, programs and practices. The NJDOT Safe Routes to School Resource Center website will provide access to

NJ SRTS resources, including tools, templates, as well as research and other reports from around the country.

Task 2-1 Deliverables

Revisions, additions, and updates to the NJDOT Safe Routes Resource Center website and the NJ Crossing Guards website, including:

1. Development and implementation of an NJDOT SRRC logo
2. A searchable clearinghouse of bicycle and pedestrian related resources including:
 - a. electronic copies of reports and case studies from across New Jersey
 - b. a compilation of School Wellness Policies in New Jersey
 - c. a compilation of School Travel Plans in New Jersey
 - d. information on Safe Routes Academies, with session presentations
 - e. information on Walk, Bike & Roll to School events
 - f. information on Crossing Guard resources
 - g. an electronic image library
 - h. an electronic video library
 - i. links to other relevant websites
 - j. links to the *NJ Walks and Bikes* and *Safe Routes Scoop* newsletter archives
3. Website functionality for posting announcements, events, and calendar items
4. Renewal of domain and hosting contracts for saferoutesnj websites
5. Tracking and reporting of website traffic in quarterly reports

Task 2-2: Safe Routes Scoop Newsletter/Blog and Social Media

The Safe Routes Scoop highlights news, events, people, programs and research findings important to the NJ SRTS program. This newsletter is a vital tool for getting information out to New Jersey's SRTS community.

The University will enhance the social media presence of the NJ Safe Routes to School program. It will support and add content and postings to NJDOT and Resource Center social media, including Facebook and YouTube, as well as encourage and support the use of common tags and hashtags in coordination with the communications offices at NJDOT and the TMAs.

The University should identify ways to improve the NJ SRTS program's social media presence and assist in the production and/or promotion of graphic or video-based social media content. **All articles, newsletters and social media posts must be reviewed and preapproved by NJDOT prior to public release.**

Task 2-2 Deliverables

1. Maintain email subscription list
2. Prepare, edit and post the Safe Routes Scoop newsletter
3. Prepare, edit and post NJDOT preapproved articles
4. Prepare, edit and post NJDOT preapproved news items and TMA articles as they become available
5. Distribute completed NJDOT preapproved newsletter articles via blog and electronic listserv notification
6. Develop and post NJDOT preapproved content to social media, including Facebook and YouTube, for the NJDOT SRRC and the NJDOT Safe Routes to School program
7. Track and report Web traffic and statistics pertaining to the newsletter and social media in quarterly reports

Task 2-3: NJDOT SRTS Help Desk

The NJDOT Safe Routes to School Resource Center will respond to requests for information and technical assistance on SRTS issues by telephone and e-mail.

Task 2-3 Deliverables

1. Responses to help desk requests
2. A record of help desk requests
3. A list of requests received to be provided to the NJDOT SRTS Coordinator in the quarterly contract reports
4. A short summary of trends in help desk requests to identify areas of priority for SRTS outreach

Task 2-4: Sustainable Jersey Program Coordination

Sustainable Jersey is a network of municipalities, schools and school districts working collectively to bring about a sustainable New Jersey. Acting with state agencies, non-profit organizations, foundations, academia and industry, Sustainable Jersey staff and volunteers research best practices for what communities can do to contribute to a sustainable future. The program culminates in a certification award to municipalities and schools that have documented specific actions and met a set of rigorous standards.

NJDOT and the Safe Routes to School 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 program. Sustainable Jersey has been a key partner and resource for municipalities and schools in adopting SRTS programs. The University will work with NJDOT and



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Sustainable Jersey staff to develop and host regional training events that provide guidance, tips, and tools for SRTS programs to New Jersey communities.

Task 2-4 Deliverables

1. Active participation in meetings of the Sustainable Jersey for Schools Health and Wellness Committee, including progress reports to the NJDOT SRTS Coordinator
2. Development and revision of Sustainable Jersey actions that involve SRTS goals
3. Assistance with the planning and organization of up to two (2) regional trainings per year, including associated logistics, agendas, handouts, presentations, speaker recruitment, and follow up as needed

Task 3: Education and Outreach

Task 3-1: New Jersey Safe Routes Academy

The NJ Safe Routes Academy is an educational event that provides information on the NJ Safe Routes to School program and guidance for local SRTS programs across the state. The Academy will either be held virtually or in person in conjunction with the NJ Bike & Walk Summit hosted by the NJ Bike & Walk Coalition. The University is responsible for developing the curriculum for the training. One focus will be on implementation of SRTS programs in underserved and overburdened communities. The University, in conjunction with NJDOT's SRTS Coordinator, will coordinate and facilitate all Safe Routes Academy training.

Task 3-1 Deliverables

As part of this task, the University will provide:

1. Facilitation and documentation of up to two (2) NJ Safe Routes Academy trainings per year
2. Assistance with preparation of presentations and handout materials, as needed
3. A program and agenda, with sessions and speakers, in coordination with NJDOT
4. Registration of participants
5. Collection of presentations, speaker biographies and photos to be posted on the SRRC website
6. A summit summary report to be posted on the SRRC website

Task 3-2 Transportation Alternatives Set-Aside/SRTS Grant Application Webinars

The New Jersey Department of Transportation (NJDOT) offers funding for the Transportation Alternatives Set-Aside Program (TASA), which is federally funded and administered by 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).

TASA grants are community-based, non-traditional transportation projects (land and water) which expand travel choice, strengthen the local economy, improve quality of life, and protect the environment. Because TASA funding is used for SRTS projects, the NJDOT Safe Routes Resource Center has produced webinars, in coordination with NJDOT's Bureau of Safety, Bicycle and Pedestrian Programs and Division of Local Aid & Economic Development, which are held in the weeks following the announcement of a TASA and/or SRTS grant solicitation.

Task 3-2 Deliverables

As part of this task, the University will provide:

1. Facilitation and documentation of up to three (3) TASA/SRTS grant trainings per year
2. Development and delivery of presentations
3. An agenda, in coordination with NJDOT and the MPOs
4. Registration of participants
5. Webinar recordings to be posted on the SRRC website

Task 3-3: Presentation Materials for Meetings, Workshops and Conferences

The NJDOT Safe Routes to School Resource Center will help the Department showcase its resources by developing presentations about the program for local, regional, state and national meetings and conferences at the request of NJDOT's SRTS Coordinator. The University will maintain a list of events and organizations interested in presentations about walking, biking, healthy community design and SRTS programs and will submit panel ideas at the request of NJDOT. They will develop material for NJDOT to present. University staff may also be asked to assist in presentations.

Task 3-3 Deliverables

1. Up to three (3) presentations for local, regional, state and national meetings and conferences, pending NJDOT approval
2. Up to two (2) presentations at an internal NJDOT event

Task 3-4: Crossing Guard Training and Support

School crossing guards assist children in crossing the roadways on their way to and from school, and they model appropriate street skills and behavior for young children. In 2013, after the death of a local crossing guard, NJDOT and the SRTS Resource Center, in coordination with the New Jersey Division of Highway Traffic Safety (DHTS), the New Jersey Department of Health Occupational Health Surveillance Unit, the New Jersey Municipal Excess Liability Joint Insurance Fund, and the New Jersey Police Traffic Officers Association (NJPTOA) developed a NJ School Crossing Guard

Training & Resources Program for crossing guards and the traffic safety officers who supervise them. As part of the NJDOT Safe Routes Resource Center, the Crossing Guard Program prepares guards for their duties and supports them through projects that address pedestrian safety.

NJDOT and the SRTS Resource Center will seek to build on the program's success with the goal of establishing a comprehensive, crossing guard training program to be used statewide. This will include coordination with the NJ Division of Highway Traffic Safety and the NJPTOA.

Task 3-4 Deliverables

1. Crossing Guard Working Group

- a. Facilitation of up to two (2) meetings of the Crossing Guard Working Group per year, including all associated logistics, agendas, handouts, speaker recruitment, and follow up as needed
- b. Attendance at meetings of the NJ Police Traffic Safety Officers Association and similar groups, as requested by NJDOT
- c. Strategies to address mutual goals across agencies that will enhance the Crossing Guard Training Program

2. Crossing Guard Trainings and /or Train the Trainer Workshops

- a. Facilitation and documentation of up to two (2) crossing guard related trainings per year
- b. Assistance with preparation of presentations and handout materials, as needed

Task 3-5: Video Program Promotion

The use of video may be beneficial in promoting or enhancing the SRTS Program. The University may develop videos for the NJ SRTS program upon request from NJDOT.

Task 3-5 Deliverables

1. A list of potential video topics for NJDOT review
2. Professional video(s) on a New Jersey SRTS topic as requested by NJDOT

Task 4: Summaries/Profiles of Successful SRTS Projects and Programs in New Jersey

The NJDOT SRTS Resource Center is, above all, a resource for New Jersey schools and communities but one of its primary goals is to help the Department increase the number and success of Safe Routes to School projects and programs across the state. One way to do this is to share successful practices from around the country. One of the best approaches in New Jersey has been to document and highlight examples of successful implementation here at home.

Sharing positive examples of efforts in New Jersey schools and municipalities raises awareness of the obstacles to safe walking and bicycling in school neighborhoods and helps those who are interested in starting a SRTS program, or applying for a SRTS infrastructure grant, to succeed. Of particular interest are SRTS programs in underserved and overburdened communities.

The primary purpose of this task would be to highlight examples of successful SRTS programs or projects in New Jersey. Examples will be shared in a user-friendly format, posted on the NJDOT SRTS Resource Center website and publicized through the Safe Routes Scoop newsletter/blog and social media to allow New Jersey communities interested in these programs to learn from one another.

Universities are asked to provide additional information on the following potential topics and suggest an additional topic. They should provide ideas on how projects and programs can improve safety and be replicated and implemented in the short term.

Task 4 Deliverables

Production of up to three profiles per year, to be agreed upon by the University and NJDOT from the following:

- **High School Safe Routes to School Programs**

Now that SRTS funds may be used for high school programs, there are new issues to address and opportunities to educate older students about traffic safety and the importance of active transportation to their health, their community and the environment. Some of the TMAs in New Jersey have begun to implement high school SRTS programs based on what has worked in other states. The purpose of this task would be to highlight the developing SRTS activities in New Jersey high schools, providing examples from other states as needed, to inform the development of high school-specific programs and events across the state.

- **High School Travel Plans**

A SRTS School Travel Plan (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. In previous years, the Resource Center developed model STPs for a single elementary or middle school and for large school districts with numerous schools. The purpose of this task would be to identify items in these plans that should be revised for use in high schools, providing examples of readily available plans for high schools in other states as needed, and make suggestions for a model New Jersey High School Travel Plan.

- **Walking School Bus Programs**

A walking school bus is a group of students and parent volunteers who walk to school together. There are a number of New Jersey communities who have implemented this program, most with the help of a SRTS Coordinator at one of the state's TMAs. The purpose of this task would be to explain the purpose of a walking school bus program, report on the trend, and highlight successful programs in New Jersey.

- **Bike Bus Programs**

A bike bus is a group of students and parent volunteers who ride to school together. Born in Spain in 2021, the bike bus movement is increasingly popular in the United States and there are several in operation in New Jersey communities. The purpose of this task would be to explain the purpose of a bike bus program, report on the trend, and highlight successful programs in New Jersey.

- **Micromobility Policies, Procedures and Safety Education**

The popularity of e-bikes and e-scooters has risen dramatically in the last few years, as has their use for the trip to and from school. The purpose of this task would be to find out if this has impacted policies and procedures at schools and how it has impacted communities in New Jersey. Examples of micromobility policies, procedures and safety education programs at New Jersey schools will be the focus but examples from nearby states may be highlighted.

- **Crossing Guard Programs**

Throughout the development of the New Jersey 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 students traveling to and from school. The purpose of this task would be to assemble this information and share examples of successful programs, help inform other towns and school districts across New Jersey and assist NJDOT with improving the NJ School Zone Design Guide.

- **Additional topics may be provided by the University responding to this RFP.**

Task 5: Coordination with other NJDOT Resource Centers and Consultants

In order to avoid overlapping work scopes and make the best use of available skills and funding, NJDOT will be developing a formal process for resource center managers, NJDOT managers, and on-call consultants to prioritize NJDOT research and outreach needs on a regular basis and to collaborate on work efforts. The University will assist the NJDOT Safe Routes to School Coordinator with input and reporting for this effort.

Task 5 Deliverables

Attendance at up to four (4) meetings with NJDOT, other resource center managers and on-call consultants during the course of the two-year contract.

Task 6: Scope Development and Progress Reporting

On a quarterly basis, the University will document/ track progress on the NJ SRTS Non-Infrastructure Program and prepare a report on new products, features and research generated by the project as well as the reach of the program through TMA activity. The quarterly report will also provide estimated budget expenditures. A quarterly progress meeting will be held in-person or via phone conference as requested by NJDOT. The Bureau of Research shall be included in NJDOT Safe Routes to School Resource Center (SRRC) quarterly progress and programmatic review meetings. Weekly coordination meetings will be held virtually with the Bureau of Safety, Bicycle and Pedestrian Programs (BSBPP).

Task 6 Deliverables

1. Development and refinement of Year 1 and 2 scopes of work and budgets, as requested by NJDOT and in coordination with FHWA
2. Quarterly reports submitted by the end of the month following a calendar quarter
3. Quarterly progress briefings (in-person or via phone conference) as requested by NJDOT
4. Weekly coordination meetings (virtual) with BSBPP staff
5. End of year contract summary reports

1.3 Special Instructions

1.3.1 Progress Meetings and Annual Reporting

Progress Meetings: Bureau of Research staff shall be included in NJDOT Safe Routes to School Resource Center progress and programmatic review meetings.

Annual Reporting: NJDOT Safe Routes to School Resource Center shall submit annual 10–15-page summary report of complete and ongoing activities to the Bureau of Research. A sample template specific to all NJDOT resource centers/support programs will be provided.

1.3.2 Pilot, Testing, and Demo Projects

Bureau of Research staff shall serve as an extended branch of NJDOT Safe Routes to School Resource Center staff by providing funding and/or management of pilot/testing projects.

1. Any pilot tasks should be identified in the RFP.



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2. Bureau of Research, Innovation and Information Transfer can assist in applying for and managing special grants that would be beneficial to NJDOT Safe Routes to School Resource Center efforts.

1.3.3 Build on Bureau of Research's Technology Transfer Program

1. The NJDOT Safe Routes to School Resource Center, the Bureau of Safety, Bicycle and Pedestrian Programs, and the Bureau of Research shall work together to identify topics and content.
2. Tech Transfer program services include, but are not limited to, the following:
 - A. Articles
 - B. Videos
 - C. Tech Talks
 - D. Training
3. There will be cross-posting between NJDOT Tech Transfer and NJDOT Safe Routes to School Resource Center webpages.

1.4 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 **\$1,500,000 US Dollars (\$750,000 per calendar year)**. The overhead rate for this RFP proposal **shall not exceed 15%**.

The PI must provide the anticipated 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 of subcontractors, as well as no less than three months for Final Report review and acceptance. Please note that new task orders with valid justification will be permitted only a one-time extension under 2 CFR 200.

A 24-month total project duration is preferred.

Please provide a Gantt Chart schedule, by month number (e.g., 1-24), showing tasks start/end, and deliverables. List corresponding deliverables below the chart.

3 - Oral Presentations

Oral presentations may be requested as part of this RFP. If required, you will be notified by the Bureau of Safety, Bicycle and Pedestrian Programs to schedule your oral presentation. They may



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be conducted online or at the NJDOT headquarters in Trenton, NJ, and will be limited to a maximum of one hour, including time for questions and answers.

4 – Deadline

Proposals (no hard copies required) are due at the NJDOT Bureau of Safety, Bicycle and Pedestrian Programs no later than **4:00 p.m. on February 10, 2025**. Electronic proposal documents (preferred pdf) shall be emailed to William.Riviere@dot.nj.gov with the subject: **RFP-2025-02 University – PI's name**.

Approximate Start Date: 04/01/25. The official start date is the date that the NJDOT Bureau of Safety, Bicycle and Pedestrian Programs obtains a signature from the Assistant Commissioner.

5 – CONTACTS

Interested parties shall send all questions related to this RFP to the NJDOT Bureau of Safety, Bicycle and Pedestrian Programs by sending an e-mail to William.Riviere@dot.nj.gov or by phone (609-963-2230). Questions on this topic **shall not** be directed to any Project Manager, Customer, or any other NJDOT personnel. All questions must be received **on or before 01/24/2025 in order to be answered**.

PROPOSAL DELIVERY INSTRUCTIONS:

Electronic proposal documents (preferred pdf) shall be emailed to William.Riviere@dot.nj.gov with the subject: **RFP-2025-02 University – PI's name**.

A confirmation of receipt will be sent via email.