



**New Jersey Department of Transportation  
Bureau of Research  
RESEARCH PROJECT  
Request for Proposal  
2023 – 2024 SPR Program**

**Project Title: NJDOT Safe Routes to School Support Program**  
**Posting No.: 2022-12**  
**Date of RFP Announcement: 09/12/2022**  
**Closing Date: 10/24/2022**

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 Pre-Award Risk Assessment form completed and submitted by the Principal Investigator (PI) 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](https://www.state.nj.us/transportation/business/research/risk_assessment_forms.shtm)

## **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 NJDOT Safe Routes Resource Center (SRRC) and assist with the continuation and support of the NJ 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 develop and maintain a statewide community partnership to advance the SRTS Program, 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 SRTS Program into the future.

This resource center will be known as the NJDOT Safe Routes 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 NJDOT Safe Routes Resource Center for the Calendar Years 2023 and 2024 are described in the RFP objectives that follow. Revisions to this work program may be negotiated between NJDOT and the University within the first two months of each calendar year, with FHWA approval.

**Universities are asked to provide additional information on how they would fulfill each task and to submit at least two ideas for emerging research topics under Task 8-6.**

### **1.2 Research Objectives**



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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 Program (TAP)] but the NJDOT has elected to continue it as a separate program. The NJ 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 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), in partnership with NJDOT's Office of Bicycle and Pedestrian Planning and the NJDOT Safe Routes 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 cutting-edge 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.

Now known as the NJDOT Safe Routes Resource Center, the SRRRC 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 research and technical expertise to NJDOT, schools, municipalities, government officials, and other stakeholders.

Building on successful strategies from past years, the University will 1) maintain and expand a statewide community partnership to advance local SRTS non-infrastructure programs 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 NJDOT and New Jersey communities.



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**Task 1: TMA Regional Coordinator Partnership**

As has been the case in previous years, the NJDOT Safe Routes 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 provide assistance to Regional Coordinators as needed. The University 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 University will develop, coordinate and/or facilitate trainings and roundtables for TMA Coordinators and/or other community or professional practitioners and will also investigate best practices in training from around the country.

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

**Task 1-2: Deliverables**

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

**Task 1-3: 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 NJDOT and in consultation with the TMAs. Following the meetings, the University will prepare meeting summaries for dissemination.

**Task 1-3: Deliverables**



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Agendas and meeting summaries for monthly meetings, including all associated logistics

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

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. STPs garner additional point for applicants to the NJDOT SRTS Infrastructure Grant Program.

Many 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 1-4: Deliverables**

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

**Task 2: New Jersey Safe Routes Academy**

The NJ Safe Routes Academy is a training event that provides information on the NJ Safe Routes to School program and provides guidance for local SRTS programs across the state. The Academy will either be held virtually or in-person in conjunction with the NJ Bikes & Walks Summit. The University is responsible for investigating best practices from across the country and 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 2: Deliverables**

As part of this task, the University will provide:

1. Research on best practices from around the country
2. Facilitation and documentation of up to two NJ Safe Routes Academy trainings per year
3. Assistance with preparation of presentations and handout materials, as needed

**Task 3: 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 could and should do to contribute to a sustainable future. The program culminates in a prestigious certification award to municipalities and schools that have documented specific actions and met a set of rigorous standards.



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NJDOT and the Safe Routes 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 in adopting SRTS programs. The University will work with Sustainable Jersey staff to develop and host regional training events that provide guidance, tips, and tools for SRTS programs to New Jersey communities.

**Task 3: Deliverables**

1. Active participation in meetings of the Sustainable Jersey for Schools Health and Wellness Committee
2. Development and revision of Sustainable Jersey actions that involve SRTS goals
3. Assistance with the planning and organization of up to three (3) regional trainings per year, including associated logistics, agendas, handouts, presentations, speaker recruitment, and follow up as needed (This may include presentations on the NJ SRTS program at various conferences.)

**Task 4: SRTS Statewide Promotion**

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

The NJDOT Safe Routes Resource Center will pursue various strategies for increasing awareness of and involvement in the statewide SRTS program as well as important events, like New Jersey Walk and Bike to School Week in May and National Walk and Bike to School month in October. The University 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. NJ SRTS program materials such as fliers, press releases and newsletter articles
2. Website promotion of NJ SRTS 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 NJDOT Safe Routes 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



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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 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. It 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 on the program
4. Acknowledgement and promotion of recognition levels awarded
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**

Under the direction of NJDOT, the University will meet with municipalities, school districts, businesses and other interested parties to provide information on the NJ Safe Routes to School program, answer questions, encourage participation and seek feedback. This task involves forging partnerships with stakeholders from areas outside transportation who have an interest in SRTS programming.

**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 NJDOT Safe Routes Resource Center will seek to showcase NJ SRTS resources and research by developing presentations about the program for state and national conferences and delivering them upon request from NJDOT's Safe Routes to School Coordinator. The University will seek out and maintain a list of events and organizations interested in presentations about walking, biking, healthy community design and SRTS programs. University staff may also be asked to present to Department staff at internal DOT events.

**Task 5-2: Deliverables**





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1. Up to three (3) presentations at local, regional, state and national meetings and conferences, pending NJDOT approval.
2. Up to two (23) presentations at a NJDOT Lunch & Learn event

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

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

**Task 5-3: Deliverables**

1. Responses to help desk requests
2. A record of help desk requests
3. 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 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 participants and partners.

**Task 6-1: Website Updates**

The NJDOT Safe Routes Resource Center website will provide access to NJ SRTS resources, including tools, templates, research and other reports. Under this contract, the University will enhance the Resource Center website, [www.saferoutesnj.org](http://www.saferoutesnj.org), and the NJ Crossing Guards website, [www.njcrossingguards.org](http://www.njcrossingguards.org).

**Task 6-1: Deliverables**

1. Revisions, additions, and updates to the NJDOT Safe Routes 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, Listserv and Social Media**



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The Safe Routes Scoop blog highlights news, events, people, programs and research findings important to the NJ SRTS program. This blog is a vital tool for getting information out 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 University will also administer the NJ\_SRTS listserv/email. In addition, the NJ Safe Routes News, featuring local and national SRTS-related stories, will be updated monthly.

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, Twitter and YouTube, as well as encourage and support the use of common tags and hashtags in coordination with NJDOT, the MPOs and the TMAs. The University should identify ways to improve the 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 will be reviewed and approved by NJDOT.

**Task 6-2: Deliverables**

1. Maintain email subscription list
2. Prepare, edit and post articles as approved 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
9. Develop and post content to social media including Facebook, Twitter, and YouTube for the NJ Safe Routes to School program

**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. In 2013, the NJ SRTS Resource Center produced the NJ Crossing Guard Training Video. The video was so well received that it 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. The University will develop videos for the NJ SRTS program.

**Task 6-3: Deliverables**





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1. A list of potential video topics for NJDOT review
2. 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 University 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 (DHTS) and identification of funding sources for trainings, videos and tip sheets. The University will also look to expand funding partnerships for the long-term stability of the program and will investigate how other states run their crossing guard training programs.

**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, as requested by NJDOT
3. Strategies to address mutual goals that will enhance the Crossing Guard Training Program
4. Technical Memorandum including research on the New Jersey program compared to peer states

**Task 7-2: Case Studies of Successful 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 traveling to and from school. The University will assemble this information and produce case studies to highlight successful programs, help inform other towns and school districts across New Jersey and improve the NJ School Zone Design Guide.

**Task 7-2: Deliverables**

1. Meetings with selected municipalities' crossing guard supervisors to discuss training programs and school zone treatments
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 generated through collaborative work with NJDOT and key NJ stakeholders, the University will 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 in Tasks 8-1 through 8-6.



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**Task 8-1: 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 daily physical activity. The purpose of this task is to investigate what other states and countries are doing to implement SRTS programs in high schools and develop recommendations for high school-specific programs and events in New Jersey. Collaboration with state and county agencies, school boards, educators and local SRTS coordinators will be required.

**Task 8-1: Deliverables**

1. List of potential members for a working group on the topic
2. Assistance with recruitment of working group members, in coordination with NJDOT
3. Facilitation of up to four meetings of a High School Safe Routes working group per year, including all associated logistics, agendas, handouts, speaker recruitment, and follow up as needed
4. Technical Memorandum detailing physical and drivers education in New Jersey high schools
5. Technical Memorandum detailing existing and planned high school SRTS programs in other states and countries
6. Technical Memorandum detailing recommendations for high school-specific SRTS programs and events in New Jersey

**Task 8-2: Model High School Travel Plan**

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. Now that SRTS funds may be used for high school programs, there are new issues to address and opportunities to include older students in the development of School Travel Plans.

**Task 8-2: Deliverables**

1. A technical memorandum detailing existing High School Travel Plans in other states and countries
2. A model for the development and implementation of a High School Travel Plan for NJ

**Task 8-3: Sustainable Jersey**

As outlined in Task 3 above, NJDOT and Safe Routes Resource Center staff have previously 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 in adopting SRTS programs. The value of this partnership is not well-understood by many outside the NJDOT SRTS Non-Infrastructure Program. The University will



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document the history of collaboration with Sustainable Jersey and provide an analysis of the value it has added to the NJ SRTS program over the years.

**Task 8-3: Deliverable**

A technical memorandum detailing the history of the Sustainable Jersey program, its relationship to the NJ SRTS program and an analysis of the benefits of the partnership

**Task 8-4: Community Profiles of SRTS Successes**

Nothing makes a town want to develop a SRTS program more than seeing its successful implementation in other communities. Case studies help to spread the word about efforts to promote safe walking and bicycling among schoolchildren, and they help 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. Studies of these programs, identifying unique challenges and lessons learned, would help those working to make school neighborhoods in these towns safe and inviting places to walk and bike.

**Task 8-4: Deliverables**

Up to three case studies per year of successful SRTS programs or projects in New Jersey, at least one of which will detail a program in a traditionally underserved community

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

When the National Center for Safe Routes to School was established in 2006, one of its primary tasks was to track participation in the SRTS program nationally. The National Center developed a centralized data collection and reporting system to understand and evaluate the uptake of the federal SRTS Program and look for changes in walking and bicycling participation.

From 2007 to 2016, the Center provided data processing services to all schools that collected school travel data using its instruments. This provided the opportunity to create a nationally standardized means of benchmarking and evaluating SRTS practice and resulted in trend reports and analysis of program reach. It also allowed local, regional, and state SRTS partners to enter and view data collected using standardized Student Travel Tally and Parent Survey questionnaires. Use of the data system was free and available to any school. The system generated summary reports to make it easy to share findings with community stakeholders and others interested in understanding walking and biking rates for students.

The cooperative agreement that supported the data system's operation and user assistance ended March 31, 2022 but was extended to August 31, 2022. It is unclear if the data system will continue to operate at the national level.

In New Jersey, the National SRTS Data System has been used for project prioritization, needs assessment, monitoring, research and evaluation. A Parent/Caregiver Survey is used by communities in the development of School Travel Plans. Student Arrival and Departure Tallies are



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required of applicants to the NJDOT SRTS Infrastructure Grant program. The Tally is a simple one-page form used to collect information about student travel to and from school at the classroom-level. The tally tends to be used more often than the survey.

While response rates for the NJ Parent/Caregiver surveys have dropped, it still remains a useful tool for partners in many communities. The University will continue to make the online survey available and will tabulate and summarize results from the surveys as well as from Student Arrival and Departure Tallies. The University 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 Student 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
3. An analysis of issues raised in the surveys, including any differences in surveys from underserved communities

**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 “Emerging Issues” task allocates resources to allow the University to be responsive. This task has 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. This task will be used to further dissemination of important NJ SRTS research.

Once a task has been identified and approved by NJDOT, the University will deliver a technical memorandum at the completion of each task and/or a draft and final report at the conclusion of the research. The University will also submit drafts of publishable research papers to NJDOT for review and feedback.

**Universities are asked to provide additional information on the following potential research topics and submit at least two original ideas for emerging research.**

1. Strategic Highway Safety Plan input

The 2020 NJ Strategic Highway Safety Plan is a comprehensive five-year plan to reduce fatalities and serious injuries on all of New Jersey’s public roads, with an emphasis on those areas that provide the greatest opportunity for a positive impact on safety. The SHSP includes Pedestrians and Bicyclists as one of seven emphasis areas, and priority actions involving these vulnerable road users are included in other areas. Resource Center staff may



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be asked to participate on various Priority Action Teams as they relate to Safe Routes to School and the University may be asked to assist with research and reporting.

2. Analysis of Parent Surveys, Student Travel Tallies and School Travel Plans  
NJDOT currently requires applicants to submit Student Travel Tallies when applying for SRTS Infrastructure grants. It has been suggested that requiring School Travel Plans instead of travel tallies would result in better applications to the SRTS Infrastructure Program. Parent/Caregiver Surveys are often performed as part of a travel plan. An analysis of the usefulness of surveys, tallies and travel plans and recommendations as to whether or not they should be required in applications for SRTS Infrastructure grant funding would be helpful.
3. Additional topic provided by the University responding to this RFP
4. Additional topic provided by the University responding to this RFP

**Task 8-6: Deliverables**

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

**Task 9: NJ SRTS Strategic Plan Performance Update**

The Strategic Plan for New Jersey's SRTS program was updated in 2020. It included a reassessment of the program's mission and goals, development of performance measures, and refinement of strategies for moving the statewide program forward. NJDOT has expressed a commitment to continuing SRTS in New Jersey whether there is dedicated federal funding or not. One component of the strategic plan was to identify and evaluate ways to maintain and strengthen the NJ SRTS program under various funding scenarios. The University will work with NJDOT, the TMAs, and the MPOs to coordinate meetings to discuss future funding options for the continuation of the NJ SRTS Non-Infrastructure Program under the Bipartisan Infrastructure Law.

**Task 9: Deliverables**

1. An assessment of implementation of the 2020 SRTS Strategic Plan - evaluation of which performance targets are being achieved, which are not, and actions that should be taken to accomplish the plan's goals
2. An analysis of potential program structure and funding options to ensure program growth
3. Coordination of and attendance at up to two (2) meetings per year with NJDOT, the TMAs, and the MPOs

**Task 10: 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



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collaborate on work efforts. The University will assist the NJDOT Safe Routes to School Coordinator with input and reporting for this effort.

**Task 10: Deliverable(s)**

Attendance at up to four (4) meetings with NJDOT, other resource center managers and on-call consultants

**Task 11: 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.

**Task 11-1: Safe Routes Resource Center & SRTS Non-Infrastructure Program Evaluation**

To address opportunities for improvement in assisting SRTS Regional Coordinators with implementation of the NJ SRTS Non-Infrastructure Program, the University will seek feedback on the program and Resource Center performance from TMA Directors, Regional Coordinators, and NJDOT.

**Task 11-1: 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 11-2: Scope Development and Progress Reporting**

Year 1 and Year 2 scopes of work and associated budgets will be determined within two months of the start of each calendar year. 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. The project team will also provide progress briefing in-person or via phone conference as requested by NJDOT. A report summarizing all contract activity, expenditures and research findings is to be drafted and submitted at the end of the contract period.

**Task 11-2: 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 15th of the month following a calendar quarter
3. Progress briefings (in-person or via phone conference) as requested by NJDOT





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4. End of contract summary report

**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 **\$1,500,000 US Dollars (\$750,000 per year)**. Budgets will be evaluated separately, and only after a selection has been made as to which proposal is the most qualified based on technical merit.

The Principal Investigator (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 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 a one-time extension with the advent of 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 online 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. Presentations 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 (no hard copies required) are due at the NJDOT Bureau of Safety, Bicycle and Pedestrian Programs no later than **4:00 p.m. on October 24, 2022**. Electronic proposal documents (preferred pdf) shall be emailed to [Marie.Clifton@dot.nj.gov](mailto:Marie.Clifton@dot.nj.gov) with the subject: *RFP-2022-12 University – PI's name*.

**Approximate Start Date: 01/02/2023.** The official start date is the date that the Bureau of Safety, Bicycle and Pedestrian Programs obtains a signature from the Assistant Commissioner.



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**5 – CONTACTS**

Interested parties shall send all questions related to this RFP to the Bureau of Safety, Bicycle, and Pedestrian Programs by e-mail to [William.Riviere@dot.nj.gov](mailto:William.Riviere@dot.nj.gov) or by phone (609-963-2230). Questions on this topic shall not be directed to any Research Project Manager, Research Customer, or any other NJDOT personnel. All questions must be received **on or before 09/22/2022 in order to be answered.**

**PROPOSAL DELIVERY INSTRUCTIONS:**

Electronic proposal documents (preferred pdf) shall be emailed to [Marie.Clifton@dot.nj.gov](mailto:Marie.Clifton@dot.nj.gov) with the subject: *RFP-2022-12 University – PI's name.*

A confirmation of receipt will be sent via email.