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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSAL

FY 2011 - 2012 ROAD SAFETY ASSESSMENT

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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REQUEST FOR PROPOSALS

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I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct project development work for safety projects included in prior SJTPO Road Safety Audits or other plans. This work is included in the SJTPO FY 2011 - 2012 Unified Planning Work Program. Technical proposals must be prepared and submitted in accordance with the requirements, format, and guidelines presented in this RFP document.

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

B. Submission

Interested firms must submit four copies of their technical and cost proposals no later than 5:00 P.M., prevailing time, on **Thursday, October 14, 2010**. Note that cost proposals must be submitted in a separate sealed envelope, and the technical proposal must not provide any cost information. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

South Jersey Transportation Planning Organization
Timothy G. Chelius, P.P., AICP, Executive Director
782 S. Brewster Road, Unit B - 6
Vineland, New Jersey 08361

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

C. Interpretations and Addenda

All questions, requests for interpretations and comments must be submitted in writing and submitted to Timothy G. Chelius, P.P. at the above address. Faxes are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

D. Anticipated Consultant Selection Schedule

Proposal Due Date – Thursday, October 14, 2010
Policy Board Action – Monday, October 25, 2010
Notice to Proceed – On or about Monday, November 8, 2010

E. Contracting

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

II. SCOPE OF WORK

Safety is a top priority in SJTPO's plans and programs. Along with the South Jersey Traffic Safety Alliance (SJ TSA), SJTPO is actively engaged in many safeties – related initiatives, including Transportation Safety Planning, crash data analysis, Road Safety Audits and Scans, and others.

A Road Safety Audit (RSA) is the formal examination of an existing or future road or traffic project by an independent team of trained specialists. SJTPO conducted RSAs on area roads in FY 2005, 2006, and 2007, and \$1 Million in federal safety funds will be available in both FY 2011 and FY 2012 to implement low-cost, quick turnaround safety improvements identified in the RSA's.

This RFP seeks a qualified consultant or team to provide assistance to SJTPO project sponsors in implementing safety improvements. Work could include conducting Road Safety Audits, plan preparation, signal design, warrant and progression analysis, etc., as needed and the following projects are contemplated for FY 2011 and FY 2012 consultant assistance:

- Road Safety Audit of Ventnor Avenue, CR 629, in the Cities of Ventnor and Margate, Atlantic County
- A review of traffic signals for compliance with AASHTO and MUTCD specifications on federal – aid roads (whether under County or municipal jurisdiction) in North Wildwood, Wildwood, and Wildwood Crest, in Cape May County
- A Road Safety Assessment on a Cape May County road to be selected by March 2011. For budgeting purposes, assume a length of two miles, some of which may be covered by vehicle(s) if warranted
- Road Safety Audit of Brigantine Boulevard (entire length), CR 638, City of Brigantine, Atlantic County

The following information will be available for use by the selected consultant:

- A crash analysis for Ventnor Avenue (which may be downloaded from the RFP section of SJTPO's website www.sjtpo.org);
- Short duration vehicle and pedestrian counts at several Ventnor Avenue intersections (also available on the website);

- A crash analysis for Brigantine Boulevard, which will be produced in late 2010 in a similar fashion as the Ventnor Avenue report.

Project deliverables must be identified in the proposal and would include engineering data and products. Also, the final Progress Report must contain a summary of all project materials delivered to sponsors.

All final products must be submitted in electronic and hard copy versions. Microsoft formats, pdf, and ArcView are preferred, and the proposal should state the specific formats for the deliverables.

We anticipate a Notice to Proceed on or about Monday, November 8, 2010. The project must be completed by June 30, 2012.

III. CONSULTANT SELECTION

A review committee will evaluate each proposal and may recommend firms to present additional information and appear for interviews. Or, the proposal may be the sole basis for the selection.

Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. The SJTPO reserves the right to reject any and all proposals.

LATE PROPOSALS WILL NOT BE EVALUATED.

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

A. Technical Proposal

1. Technical Approach (30 percent of the total rating): A narrative describing the understanding of the effort and products required, including descriptions of the specific tasks and subtasks to be undertaken.
 - a. The issues or problems and a detailed approach to completing the work program. List and description of deliverables.
 - b. A project schedule indicating project milestones, deliverables, and key meetings using a Notice to Proceed as "Day 0". The schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
2. Firm Qualifications (25 percent of the total rating): Qualifications of the firm and any subcontractors:
 - a. A list of similar work, including the name and telephone number of the clients, and a full description of the services provided by the firm. An organizational chart and description of the firm.

A. General

Regulations of the Department of Transportation relative to Non-Discrimination in Federally assisted projects of the Department of Transportation (49 CFR Part 21), is made part of the Agreement. ‘Socially and economically disadvantage’ is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: “Black American,” “Hispanic Americans,” “Native American,” “Asian-Pacific Americans,” “Asian-Indian Americans”, “Women (regardless of race, ethnicity, or origin); or “Other” (disadvantaged pursuant to Section 8 of the Small Business Act).

B. Policy

It is the policy of SJTPO that Emerging Small Business Enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of a contract financed in whole or in part with federal funds under this agreement. Consequently, the ESBE requirements of 49 CFR Part 23 applies to this agreement.

C. ESBE Participation

The ESBE referred to herein is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by the State of New Jersey as follows:

1. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last three completed tax years, or by the number of employees.
2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000.

D. Certified ESBE firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. The current list of certified ESBE firms is available on the website of the New Jersey Department of Transportation (http://www.state.nj.us/transportation/business/civilrights/pdf/esbe_directory.pdf).

Firms who wish to be considered for ESBE certification are encouraged to contact Ms. Linda Errico at the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the ESBE is generally counted toward the applicable ESBE goal. If state matching and/or non-matching funds are also awarded to an ESBE, the total dollar value of the ESBE contract or subcontract may also be counted toward the applicable ESBE goal.

E. Consultants Documentation

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to disadvantaged and ESBE firms. The consultant’s contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant’s contract obligates the consultant

to aggressively pursue ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the ESBE goal and the ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize ESBE firms. SJTPO utilizes the NJDOT federally approved ESBE goal for FY 2009 which is 15.7 percent.

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

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

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

VI. INSURANCE REQUIREMENTS

- A. The consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.
- B. Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.
- C. The insurance coverage under such policy or policies shall not be less than specified herein.

1.	Worker's Compensation and Employer's Liability:	
	a) Each Accident	\$ 100,000
	b) Disease-Each Employer	\$ 100,000
	c) Disease Policy Limit	\$ 500,000
2.	Comprehensive General Liability:	
	a) Bodily Injury	
	- Each Person	\$ 250,000
	- Each Occurrence	\$ 1,000,000
	b) Property Damage	
	- Each Person	\$ 1,000,000
	- Aggregate	\$ 2,000,000
3.	Comprehensive Automobile Liability:	
	a) Bodily Injury	
	- Each Person	\$ 500,000
	- Each Occurrence	\$ 1,000,000
	b) Property Damage	
	- Each Occurrence	\$ 250,000
4.	Professional Liability Insurance:	
	a) Claims made/aggregate	\$ 1,000,000

EXHIBIT A

P.L. 1975, C. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS

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

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

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

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

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

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

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

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

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

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

EXHIBIT B

NOTICE TO ALL BIDDERS
SET-OFF FOR STATE TAX

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

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

EXHIBIT C

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

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

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

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

1. Our company has a Federal Letter of Affirmative Action Plan Approval.
Yes_____ No_____
2. Our company has a Certificate of Employee Information Report.
Yes_____ No_____
3. Our company has neither of the above. Please send Form #AA302
(AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT). _____Check here

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

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

NAME _____
(Please type or print)

SIGNATURE _____

TITLE _____

DATE _____

PHONE _____

FAX _____