SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

**NOTICE OF
REQUESTS FOR PROPOSALS**

FOR

HOUSEHOLD TRAVEL SURVEY

05/13/10

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to design, test, and implement a household travel survey representing the population across the SJTPO region throughout the year. This work is included in the SJTPO FY 2011 Unified Planning Work Program (http://sjtpo.org/upwpinfo.html).

Copies of the RFPs can be obtained from the SJTPO at 782 S. Brewster Road, Unit B6, Vineland, New Jersey 08361, by e-mail (sjtpo@sjtpo.org), or by calling (856) 794-1941. Copies may also be obtained immediately via our website www.sjtpo.org/rfpnotices.html; however, **please notify us that you have obtained an RFP. All revisions and updates to the RPF will be posted on our website.**

Requests for Proposals will be accepted until **Thursday, June 10, 2010 at 5:00 p.m. prevailing time.**

The contract with the SJTPO will be executed via the South Jersey Transportation Authority (SJTA), and all contractual provisions and requirements of the SJTA will be in effect. The project is funded with Federal Highway Administration PL funds administered through SJTPO and the New Jersey Department of Transportation, and all applicable federal and state financial provisions will be in effect.

May 13, 2010

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSAL

HOUSEHOLD TRAVEL SURVEY

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
782 S. Brewster Road, Unit 6
Vineland, NJ 08361
856-794-1941
856-794-2549(Fax)
Website: www.sjtpo.org

DANIEL BEYEL, CHAIRMAN
TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR

TABLE OF CONTENTS

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

HOUSEHOLD TRAVEL SURVEY

I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms to design, test, and implement a household travel survey representing the population across the SJTPO region throughout the year. This work is included as Task 11-12/406 in the SJTPO FY 2011 Unified Planning Work Program (http://sjtpo.org/upwpinfo.html). 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 five hard copies of their technical and cost proposals, and one electronic copy of the technical proposal, no later than 5:00 P.M., prevailing time, on **Thursday, June 10, 2010**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

William Schiavi, CPA, AICP
South Jersey Transportation Planning Organization
782 S. Brewster Road, Unit 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 on or before **Thursday, May 27, 2010** and submitted to **William Schiavi** at the above address. Faxes and e-mails 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, June 10, 2010
Policy Board Action – Monday, June 28, 2010
Notice to Proceed – On or about Thursday, July 1, 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

A. Background

The main objectives of this project are to prepare and conduct a regional household travel survey to obtain detailed and reliable information on the travel behavior and socioeconomic characteristics of the SJTPO region, which represent the significant changes throughout the year by season (winter, fall/spring, and summer). **The household survey must include at minimum any information included in the 2001 household survey** (http://sjtpo.org/htsrpt.pdf). The information collected in the survey will be incorporated into the update of the South Jersey Travel Demand Model (SJTDM), support advanced model development, and provide an assessment of current travel behavior. The design and implementation of this survey must be based on procedures that have been thoroughly tested and refined, and examples of similar work should be provided that demonstrate this. The procedures used in this survey will be designed to make this survey as representative as possible of all population groups within the area. The consultant should refer to and include, as appropriate, any surveys conducted by other agencies (NJDOT, NJTransit, DVRPC, NJTPA, etc.), which may help to enlighten the analysis of movements to, from, and within the SJTPO region by any mode. **The survey must be based on already tested methodologies and can begin with minimal prep time, to allow the summer sub-sample to be captured before the 2010 Labor Day weekend.**

The requirements indicated in this RFP reflect the needs of the SJTPO in gathering data to input into the South Jersey Travel Demand Model (SJTDM) and to update the Regional Transportation Plan (RTP). Any methodologies or series of methodologies not directly discussed or implied in this RFP, but which would address these needs will be considered, giving preference to innovative methodologies, which maximize the quality and efficiency of the information collected.

B. Tasks

The following is a list of minimum tasks the proposals must include:

1. **Project Management and Coordination:** Within seven (7) calendar days of contract execution, the consultant will meet with SJTPO staff to initiate the project, discuss the work plan and schedule, and define project management roles and responsibilities. The outcome of this meeting will be a work program and a project management plan as initial deliverables that:
   - Integrate activities with SJTPO staff;

- Include a schedule that will meet all requirements contained in this RFP. The schedule shall include tasks and subtasks to accommodate the SJTPO timeline with the project completion expected by **Thursday, March 31, 2011 at 5:00 pm**;
- Clearly indicate how the development of the Household Travel Surveys will be performed;
- Suggest methods to communicate the Household Travel Survey process, analysis, decision making, conclusions, and recommendations in an understandable, meaningful manner; and
- Suggest how to supplement these surveys with travel behavior and socioeconomic data from other sources, like the American Community Survey and the National Household Travel Survey.

2. **Survey Plan Preparation:** The consultant will prepare a survey sampling plan for review and discussion with SJTPO staff within fourteen (14) calendar days of contract execution. The proposal should include a preliminary definition of the sampling plan to produce a representative sample for the region and a discussion, at least, of the following:
   - Definition of the sampling frame for the household travel survey;
   - Identification of the survey methodology or methodologies that will be used;
   - The number of households to be sampled, and the expected number of completed surveys by cell of the main survey sampling frame;
   - The need for augment samples (households that are recruited specifically for certain characteristics that are relatively rare in the local general population). These could include:
     - Households using alternative modes (e.g., walking, bus or bicycle);
     - Households using specific road facilities (e.g., certain highways, toll roads, or HOV lanes); and/or
     - Households that represent other special population groups.
   - Time dimensions of samples must capture characteristics of:
     - Weekday sub-samples;
     - Weekend sub-samples; and
     - Seasonal sub-samples – The SJTPO region experiences major population shifts, by season. It is essential that the survey methodology capture the three unique seasonal times of year: Summer (effectively ends by the Labor Day weekend), Fall (assumed to be representative of Spring as well), and Winter. These seasons represent different movement patterns related to shore activity. In any areas deemed to be significantly affected by shore activity, seasonal changes must be fully addressed in the sample.
   - To overcome unanticipated sample loss (refusals, etc.), a large random sample should be drawn. The sample size should be based on the expected non-response rate (which may be determined during the pretest);

   While developing the sampling plan, the consultant shall:
   - Clearly describe the data sources to be used in developing the survey sample frame;
   - In consultation/coordination with SJTPO staff, develop a multi-method data collection strategy to be used to conduct the survey. This multi-method data collection strategy should enable household recruitment and survey participation by a variety of means; and
   - Provide overall consistency and quality for key data items collected by different methods.

3. **Developing Survey Instruments and Data Collection Procedures:** Discussion in the proposal must include at least the following:

- Proposed survey questions, mailed materials, response categories, and level of coding. A question to verify reported non-mobility must be included;
- A schedule of contacts and reminders for the data collection process, specifying the type of contact to be used in each step;
- Data collection procedures including:
  - How non-English speaking households will be handled;
  - How household requests to be contacted in specified ways and at specific times will be handled; and
  - How household callbacks and re-contacts will be handled.
- Data checking, editing, and validation:
  - Missing data items; and
  - A recommended “tolerable” level of failure.
- Proxy reporting;
- Techniques that will be used to encourage reluctant households to participate;
- Approach for contacting households that are difficult to contact;
- The survey management and quality control procedures; and
- Interviewer selection and training procedures.

The consultant must use at least the following four final disposition codes for households:

a) Complete interviews;
b) Eligible cases that were not interviewed (non-respondents);
c) Case of unknown eligibility; and
d) Ineligible cases.

4. **Conducting the Survey:** The consultant will:
   - In consultation/coordination with SJTPO staff, select and determine the sample of households for the survey and how the selected households will be contacted;
   - Interview the households selected using the revised survey methods, material, and procedures;
   - Check, edit, and validate all household, person, vehicle, and trip/activity data collected;
   - Geocode all home, work, school, and trip locations and include all household, person, and vehicle information;
   - Conduct a non-respondent follow-up survey; and

5. **Data Coding**
   - All data fields must be filled with alphanumeric data. Blanks are not acceptable; and
   - The consultant must discuss a coding approach and specify the anticipated level in the proposal. However, the final level of coding will be determined jointly by the consultant and the SJTPO staff.

6. **Data Weighting:** The consultant will in consultation/coordination with SJTPO staff, develop and apply a weighting procedure that will compensate for response bias in the data, and will expand the sample to be representative of households in the SJTPO region by County and place type. Place type will include 4-8 categories (urban core, suburban, rural, etc) to be provided to the consultant by SJTPO staff.

7. **Interim Delivery of Data**
   Data must be delivered in a mutually agreeable schedule, to permit periodic review and acceptance of the completed households. This review is to be ongoing throughout the data collection period.

8. **Delivery of Final Dataset**
   The consultant must provide the following data files at the conclusion of the survey in digital format, such as the 2007 Microsoft Office Suite, or another program(s) as approved by SJTPO Staff:
   - All raw data files;
   - Partial data from incomplete households;
   - The final data file for non-respondent follow-up surveys;
   - The final, edited, geocoded data files in ArcGIS shapefile format; and
   - The final dataset including the weights along with a description of the weighting process in the metadata.

9. **Final Report**
   The final report must at minimum, include the following information in addition to other data and information required by the SJTPO:
   - ***Identification***—clear identification of the sponsoring Agency, the Contractor, and the name(s) of the Contractor's subcontractors and/or fieldwork agency, if any;
   - ***Survey purpose and objectives***—description of why the survey is being conducted, what it hopes to achieve, and the expected results;
   - ***Survey Methodologies*** – Detail the survey methodology or methodologies being used to collect the household data;
   - ***Copies of the questionnaire and other survey documents***—this includes the wording of all questions including specific interviewer and respondent instructions and aids such as recruitment scripts, interview script (telephone and personal interview), maps, travel diaries, memory joggers, etc. These should be provided in an appendix;
   - ***Other useful survey materials***—interviewer instruction manuals, validation of results (techniques employed), codebooks, and incentive descriptions (monetary levels offered);
   - ***Population and sampling frame***—a description of the population that the survey is intended to represent as well as why this population was selected and a description of the sampling frame used to identify this population;
   - ***Sample design***—a complete description of the sample design: sample size, sampling frame, information on eligibility criteria, and screening procedures;
   - ***Sample selection procedures***—methods by which respondents were selected by the Contractor, details of how the sample was drawn, the levels of proxy reporting, what constituted a complete household, and the sample size;
   - ***Sample disposition***—refusals, terminations, ineligibles, completed interviews, and non-contacts. Also a description of the level of item non-response accepted for key variables and why;
   - ***Response rates***—how the eligibility rate for the unknown sample units was determined, a description of the response rate formula used, as well as the calculation of the overall response rate;
   - ***Processing description***—editing, data adjustment, and imputation procedures used;
   - ***Precision of estimates***—sampling error and include other possible sources of error to inform user of accuracy or precision and a description of weighting or estimating procedures;

- ***Basic statistics***—a description of all base percentages or estimates on which conclusions are made;
- ***Data collection methods***—survey mode and procedures;
- ***Survey period***—dates of interviews of fieldwork or data collection and reference dates for reporting—that is, time, day, and date when calls or other forms of contact were made;
- ***Interviewer characteristics***—number and background of fieldwork staff;
- ***Quality indicators***—results of internal validity checks and any other relevant information such as external research;
- ***Contextual information***—any other information required to make a reasonable assessment of the findings and data; and
- ***Geocoding description***—including how geocoding was conducted, the level of data imputation and inference, and how these values are flagged, etc.

The Contractor will provide the necessary organizational documentation: the RFPs, proposal submission, contract and modifications, progress reports, key meeting, results, key personnel costs, and information about situations that occurred during the survey period.

The final report must include a mutually agreed set of quality indicators such as estimate of non-response, the percent of non-mobile days, estimate of coverage error, assessment of sampling bias, data cleaning statistics, and household trip rates.

10. **Presenting the Results:**
    The consultant must be prepared to present the results of the final report to the Technical Advisory Committee (TAC) as well as to the SJTPO Policy Board. These presentations should include visual aids, to be approved by SJTPO staff, and the Consultant must be prepared to address questions and comments from the public at the open Policy Board meeting.

11. **Compliance with All Applicable Regulations:**
    It is the sole responsibility of the consultant to ensure that all efforts comply with existing and pending federal, state, local and SJTPO rules, regulations, and laws applicable to any and all facets of this project.

C. Deliverables

Project deliverables must include, at a minimum:

1. **Weekly Updates –** The nature of this project is particularly time sensitive. Many tasks must be performed within limited times to ensure data is collected within the limits of the seasonal subsamples and by the final deadline to ensure the success of other time sensitive SJTPO efforts. It is therefore necessary that the SJTPO receive weekly updates, through Mid-September 2010 (regarding summer subsampling) and beginning again in the last week of February 2011. Weekly updates shall be submitted by email in memo format, which detail progress in the previous week, and how SJTPO deadlines shall be met. These memos should generally not exceed five (5) pages in length.

2. **Draft Report(s) –** Drafts must be submitted to the SJTPO for edits and/or approval digitally in PDF format or as an editable format, such as the 2007 Microsoft Office Suite or another

program(s) as approved by SJTPO Staff. An editable version may make communicating edits by SJTPO staff simpler in constructing the final report.

3. **Final Report –** Must be submitted to the SJTPO as twenty (20) hard copies and digitally in PDF format as well as an editable format, such as the 2007 Microsoft Office Suite or another program(s) as approved by SJTPO Staff. All reports, which refer to any outside source(s), must include a live link(s) to that source(s), where appropriate, within the report. The source material must be available either, on a reliable, accessible third party site(s), or the source(s) must be provided to the SJTPO for inclusion on the SJTPO's website, with link(s) thereto provided within the report. A report will not be considered "final" until all edits by SJTPO staff are included and the report is approved by SJTPO staff and the SJTPO Policy Board. The final report shall include all elements described in the Tasks section of this RFP.

4. **Technical Report –** Must be submitted to the SJTPO as five (5) hard copies and digitally in PDF format as well as an editable format, such as the 2007 Microsoft Office Suite or another program(s) as approved by SJTPO Staff. The consultant must prepare a technical report, which explains and summarizes all methodology, collection techniques used, explanation of all calculations, sampling and weighting procedure, and any assumptions used. All references to any outside source(s), must include a live link(s) to that source(s), where appropriate, within the report. The source material must be available either, on a reliable, accessible third party site(s), or the source(s) must be provided to the SJTPO for inclusion on the SJTPO's website, with link(s) thereto provided within the report.

5. **Handout materials –** In addition to hard copies, any handout materials must also be submitted to the SJTPO digitally for record keeping purposes in PDF format.

6. **Meeting minutes and summaries –** Must be submitted to the SJTPO as a hard copy and digitally for record keeping purposes in PDF format.

7. **Display boards and/or other presentation materials –** Presentation materials are a necessary component to display trends in the report to the audiences at the two required presentations (TAC and Policy Board). Digital presentation materials are acceptable if the SJTPO staff determine that they represent the data in a clear, understandable manner. If digital format is decided to be unclear, display boards must be produced for meetings. All materials produced for meetings, must also be submitted to the SJTPO digitally for record keeping purposes in PDF format.

8. **All data used throughout these efforts –** Must be submitted to the SJTPO digitally, in formats compatible with programs accessible to SJTPO staff, such as the 2007 Microsoft Office Suite, ESRI ArcGIS 9.x, or another program(s) as approved by SJTPO Staff. The data should be submitted to the SJTPO on CD(s) or DVD(s) separate from all reports, handout materials, and meeting minutes.

9. **CD(s) or DVD(s) containing all required digital materials –** Must include all required deliverables indicated in 1-7 above and must be separate from data disc(s).

D. Schedule

We anticipate a Notice to Proceed on or about **Thursday, July 1, 2010**, and the entire project must be completed no later than 5:00 pm, prevailing time, on **Thursday, March 31, 2011**.

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. <u>Technical Proposal</u>

1. Technical Approach (Criterion weight: 30 percent): 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 (Criterion weight: 25 percent): 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.

- **b.** A description of the firm's facilities, number of offices and employees in each office, any special equipment and other factors, (knowledge, skills, etc.) which may affect the delivery of the required services.

3. Staff Qualifications (Criterion weight: 30 percent): Qualifications, experience and office address of firm's and any subcontractor's staff:

- **a.** Resumes of the professional staff.

- **b.** Location of office that will be performing the work on this project.

4. DBE/ESBE Utilization (Criterion weight: 15 percent)

Federal and State requirements that must be addressed is the mandated DBE/ESBE participation. See Section IV for definition of DBE/ESBE firms. This section must identify any proposed

DBE/ESBE firms and the proposed percentage participation in the total contract. Do not site a dollar amount, as that must be provided in the separate Fee Proposal. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2009) which is 15.7 percent**.

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

B. Cost Proposal

The Technical Proposals must be accompanied by same number of proposals of a Cost Proposal in a separate, sealed envelope. The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Please also include a list of key personnel arranged by title and level with hourly rates.

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

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

A. General

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

A Disadvantaged Business Enterprise (DBE) is defined in 49 CFR Part 26, as "a small business concern (from Section 3 of the Small Business Act), which is:

l. At least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals: and

2. Whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

   ‘'Socially and economically disadvantaged' is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: "Black Americans," "Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" disadvantaged pursuant to Section 8 of the Small Business Act).

Emerging Small Business Enterprise: The Emerging Small Business Enterprise (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 Department of Transportation:

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 3 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. All appropriately certified DBEs fall into this definition due to their size.

B. Policy

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

C. Certified DBE/ESBE Firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. 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/esbedirectory.pdf). Firms who wish to be considered for DBE/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 DBE/ESBE is generally counted toward the applicable DBE/ESBE goal. If state matching and/or non-matching funds are also awarded to an DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

D. Consultant Documentation

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

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

A. 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)**.

EXIBIT 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____

Household Survey Questions and Answers

1. Q: Is it possible to obtain pricing for the 2001 Study?
1. A: This is not readily available at this time and will have no bearing on the current proposal.
2. Q: Is it possible to obtain a budget projection for the upcoming study?
2. SJTPO's Work Program is publicly available through SJTPO's website; but understand that it provides general budgetary information for work activities based on preliminary estimates and may not encompass work activities that span multiple years. Budgeted amounts may also incorporate costs for SJTPO staff or other state or county staff. Also note that proposal rating will be based on quality of proposed scope and experience level of participants. Selection of best proposal will first be determined. Only then will the cost proposal of only the top candidate be reviewed. Then, SJTPO will determine the financial feasibility of the top proposal. (SJTPO UPWP can be found at http://sjtpo.org/FY11upwp-final-3-22-10.pdf.)
3. Q: How many interviews will be expected to be weekday versus weekend?
3. A: Decisions regarding how much information is to be collected shall be made by the consultant and shall be based on an amount of information needed to clearly represent the population, season, and time of week (weekday versus weekend) in a statistically significant manner.
4. Q: What was the response rate on the mailing section of the survey in 2001?
4. A: Any information we have on this subject is limited to the information included within the 2001 Household Travel survey (http://sjtpo.org/htsrpt.pdf).
5. Q: How many languages is the phone survey conducted in, and what are the languages?
5. A: Any information we have on this subject is limited to the information included within the 2001 Household Travel survey (http://sjtpo.org/htsrpt.pdf). However, a proper sample of the SJTPO population will contain potential respondents with a primary language other than English. Potential respondents in the properly constructed sample must be communicated with adequately in order to uphold sample integrity.
6. Q: Is there an incumbent and how many years has the incumbent held the contract?
6. A: The previous household survey was conducted in 2001, by NuStats Research and Consulting in association with Cambridge Systematics (http://sjtpo.org/htsrpt.pdf). No other survey has been conducted since that time.
7. Q: What is the average length of time to complete the phone?

7. A: Any information regarding time spent on the phone with participants is included in Section 2 of the 2001 Household Travel Survey (http://sjtpo.org/htsrpt.pdf). The average Advance Call was 4.3 minutes, the average Recruitment Call was 18.6 minutes, and the average length of the Retrieval Call was 18.6 minutes.
8. Q: Does SJTPO expect to field the same number of surveys in 2010 as in 2001 or will there be an increase of surveys?
8. A: Decisions regarding how much information is to be collected shall be made by the consultant and shall be based on an amount of information needed to clearly represent the population, season, and time of week (weekday versus weekend) in a statistically significant manner.
9. Q: Does SJTPO anticipate using the exact same methodologies, or will other methodologies be examined?
9. A: The methodologies shall be chosen by the consultant and shall be based on already tested and proven methodologies, which maximize the quality and efficiency of the information collected. Candidates must describe the methods that they intend to use in their proposal.
10. Q: Was there an incentive offered for participation? What was the amount of gratuity/incentive for each respondent?
10. A: It is unknown if an incentive was offered either to each respondent or as a possible prize(s) for participation. The decision to offer an incentive shall be made by the consultant based on their previous experience regarding the effectiveness of incentives. Any costs to include incentives shall be included in the cost proposals.
11. Q: Can vendors submit a proposal with multiple options? Can they be submitted as one technical proposal or as separate documents?
11. A: Consultants should submit a proposal, which best and most efficiently meets the criteria described in the RFP. Separate proposals (each with their own separate, cost proposal, included in a separate sealed envelope, as specified in the RFP) will be considered if they meet the criteria specified in the RFP.
12. Q: Scope of Work – "The survey must be made based on already tested methodologies and can begin with minimal prep time, to allow the summer sub sample to be… captured before the 2010 Labor Day weekend" – Does this mean that there is already a means established, for instance a data application or spreadsheet, that is already pre-built for the vendor to use to collect the information?

12. A: We do not have a proscribed methodology to impose on the process. It will be up to the consultant to use methodologies, which have been already tested and shown to be reliable in a situation relevant to our region, preferably methods that have already been tested by that consultant. The objective is to avoid including time consuming pretesting or pilot surveying in this process, which will better allow the process to be conducted in the timeline stated in the RFP.

13. Q: Survey Size – Approximately how many households are in the desired survey population?

13. A: The candidate is to determine the survey size that will yield accuracy sufficient for MPO transportation planning practices. The number of households in the region is to be obtained by the candidate. The following website may be useful: http://www.capemaycountygov.net/Cit-e-Access/webpage.cfm?TID=5&TPID=4647.

14. Q: Section 9. Final Report – There is a mention of "(telephone and personal interview)" – Is it desired that one of the survey methods used by the vendor be a personal interview, by going door to door?

14. A: The candidate is to determine which method is best suited to collect data. Technology and the behavior of potential respondents are always changing. Candidates should explain their choice of techniques to best capture the information needed. Any methodology that would include a script, such as a telephone interview or personal interview, the transcript of the interview(s) shall be provided by the consultant as a part of the final report. The specific methodologies used shall be chosen by the consultant and shall be based on already tested and proven methodologies, which maximize the quality and efficiency of the information collected.

15. Q: Please clarify the type of contract for the award (e.g. fixed firm cost, time and materials, etc.).

15. A: The contract will have a fixed total cost. The cost proposal must include a price and level of effort for the Scope of Work, broken down by subparts and task. All other charges, such as fringe benefit, overhead, profit, etc. must be identified, yield a total project cost.

16. Q: Please provide additional information or a source for reference material regarding SJTA contract provisions and requirements.

16. A: Contract is on SJTPO Website. (See: http://www.sjtpo.org/contract-boilerplate.pdf)

Household Survey Questions and Answers