

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

FOR

FY 2014 HOUSEHOLD TRAVEL SURVEY TECHNICAL ASSISTANCE

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to provide technical assistance and peer review for the upcoming FY 2014 Household Travel Survey.

Copies of the RFP will be available Monday, July 8, 2013 and can be obtained from the SJTPO via our website www.sjtpo.org , by e-mail (sjtpo@sjtpo.org), or by calling 856-794-1941. Copies may also be obtained from the SJTPO at 782 S. Brewster Road, Unit B6, Vineland, New Jersey 08361. Please notify us that you have obtained an RFP from the website so that we may send you any further information or updates that may be released to all perspective proposers.

Requests for Proposals will be accepted until **Thursday, August 15, 2013** 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 funds administered through SJTPO and the New Jersey Department of Transportation, and all applicable federal and state financial provisions will be in effect.

July 8, 2013

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSAL

FY 2014 Household Travel Survey Technical Assistance

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

782 S. Brewster Road, Unit B6

Vineland, NJ 08361

856-794-1941

856-794-2549(Fax)

Website: www.sjtpo.org

FRANK SUTTON, CHAIRMAN

TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR

TABLE OF CONTENTS

- I. Introduction**
- II. Scope of Work**
- III. Consultant Selection**
- IV. Disadvantaged Business Enterprise (DBE) and
Emerging Small Business Enterprise Participation (ESBE)**
- V. Equal Employment Opportunity Provision**
- VI. Insurance Requirements**

EXHIBITS

- Exhibit A: Affirmative Action Language**
- Exhibit B: Notice to All Bidders**
- Exhibit C: Required Affirmative Action Evidence for Procurement,
Professional and Services Contracts**

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

FY 2014 Household Travel Survey Technical Assistance

I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to provide technical assistance and peer review for the upcoming 2014 household travel survey. This work is included in the SJTPO FY 2013-2014 Unified Planning Work Program. Technical proposals must be prepared and submitted in accordance with the requirements, format, and guidelines presented in this RFP document.

B. Submission

Interested firms must submit five (5) hard copies and one (1) electronic copy of their Technical Proposal. The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope. The technical and cost proposals are to be received no later than 5:00 P.M., prevailing time, on **Thursday, August 15th, 2013**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Andrew Tracy, Transportation Planner
South Jersey Transportation Planning Organization
782 S. Brewster Road, Unit B6
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 received on or before **Monday, July 22nd, 2013** and submitted to Andrew Tracy at the above address. Faxes (856)

794-2549 and e-mails (SJTPO@SJTPO.org) 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

Questions about RFP Due	Monday, July 22 nd , 2013
Answers about RFP Published	Friday, July 26 th , 2013
Proposal Due Date	Thursday, August 15 th , 2013
Policy Board Action	Monday, September 23 rd , 2013
Notice to Proceed	On or about Tuesday, October 1 st , 2013
Project Completion Due	Monday, June 30 th , 2014

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. See the following link for the SJTPO standard contract agreement: <http://www.sjtpo.org/Documents/EmploymentandRFPs/Subcontract%20Agreement%20Boilerplate/BOILERPLATE-includes%20Exhibits%20A-H.pdf>

II. SCOPE OF WORK

A. Content

SJTPO is seeking technical assistance and peer review services for the upcoming SJTPO Household Travel Survey. As a separate contract, SJTPO will manage a project to conduct the survey in the four-county SJTPO region (Atlantic, Cape May, Cumberland, and Salem counties, New Jersey) in the spring of 2014. (See Figure 1, below, for an overview of the SJTPO region). The last household survey in the region was conducted in 2001. Since then, regional travel behavior and household characteristics have likely changed significantly. The purpose of this survey is to provide the data needed to update the household inputs to the South Jersey Travel Demand Model (SJTDM), used for air quality modeling and other general planning purposes. The SJTDM uses household travel survey data, in addition to other inputs such as traffic counts, to model multimodal travel in the South Jersey region, and to estimate future travel demand.

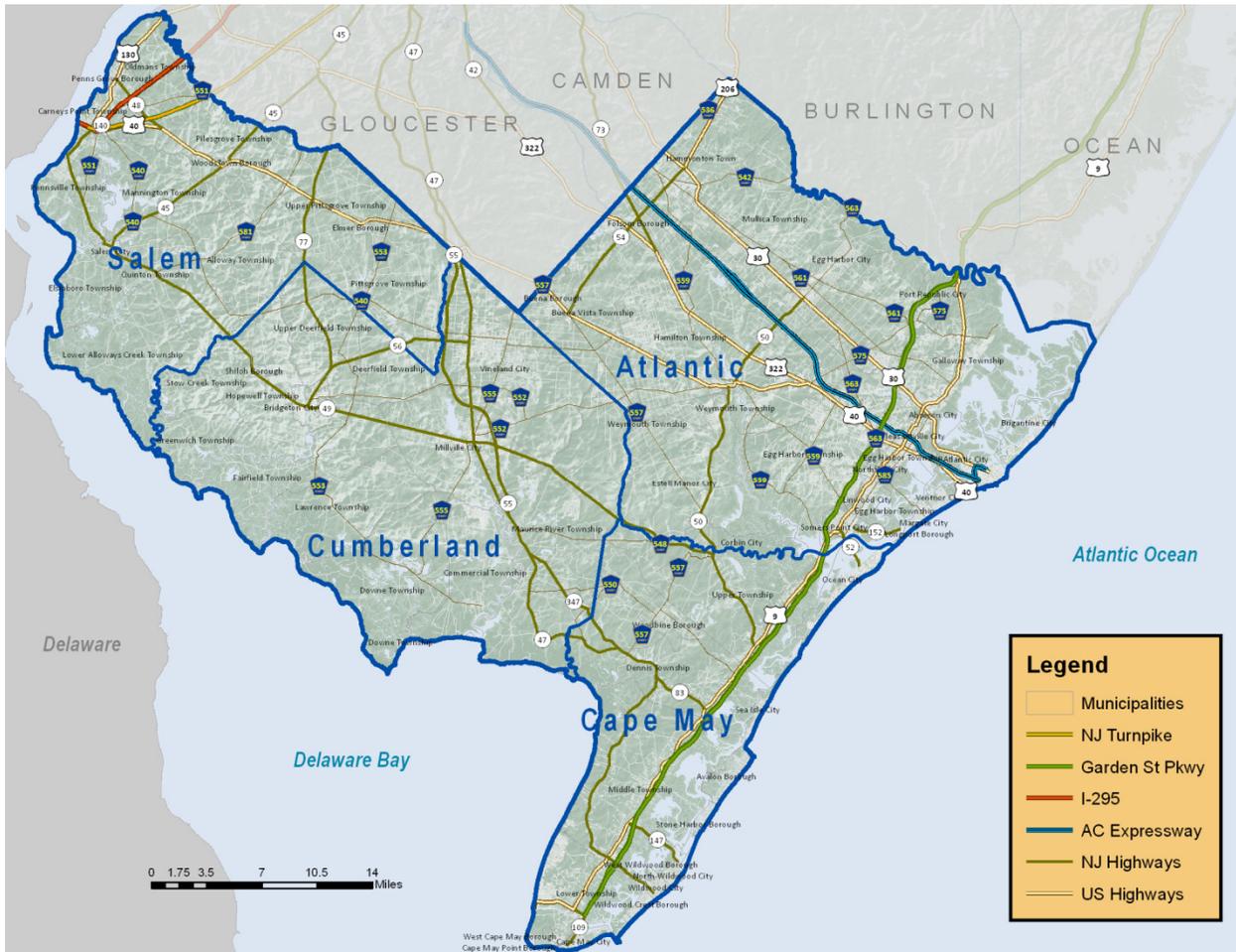


Figure 1: Overview of the SJTPO region

An outside firm is requested to provide technical assistance and peer review to SJTPO and to the survey firm in planning and conducting the survey. The technical assistance firm should ensure that the survey provides the data needed to update household travel model inputs, for later use in recalibrating the travel model. The survey is also an opportunity to collect data for future model improvements, and the firm should recommend data to collect on the survey to enable future model expansions and improvements. Model recalibration and improvements will occur at some point in the future as part of a separate contract. The firm should also work to ensure the survey methodology will produce the most accurate results possible.

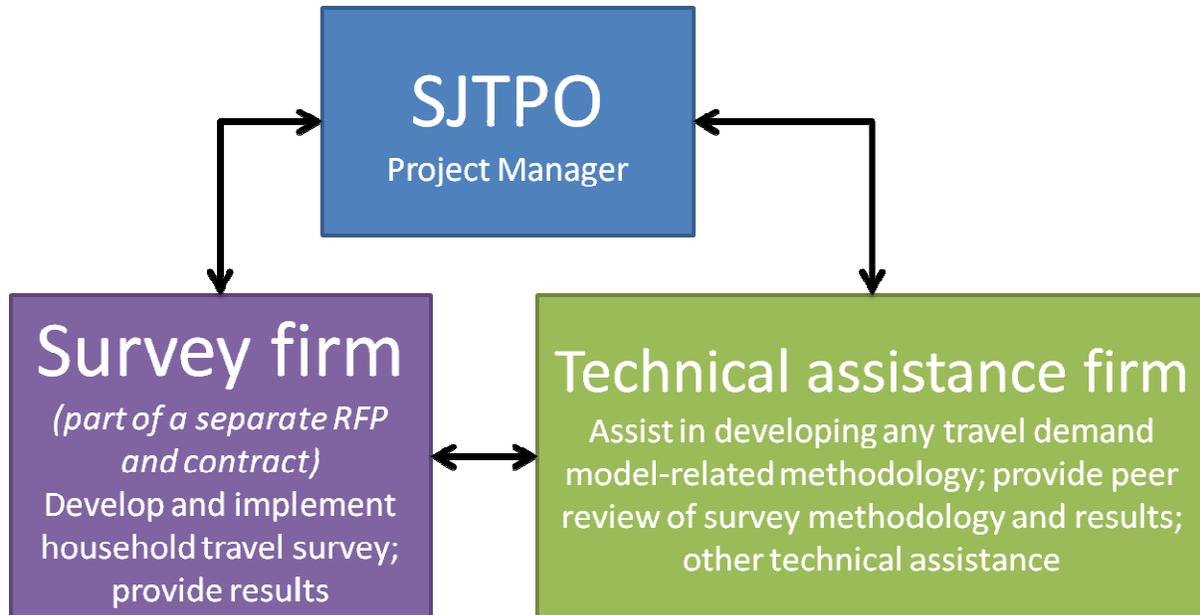


Figure 2: Travel survey team

The technical assistance firm should be able to participate in communications with SJTPO and the survey firm, including conference calls and email chains. The firm will also write several brief technical memos over the course of the survey. The scope of the technical assistance should include at least the following tasks:

1. **Travel demand modeling requirements and future improvements** – The primary purpose of the survey is to recalibrate the travel demand model. As such, the survey must provide all data needed to properly do so. The technical assistance firm will write a brief report specifying what survey outcomes will be required for eventual model recalibration. The survey is also an opportunity to make future improvements to the travel model. Potential improvements should be recommended, and the survey data required to make these improvements should be outlined. The technical assistance firm will work with SJTPO and the survey firm to determine how much of this data will be collected on the survey. This task should be completed prior to the survey firm doing any substantial survey design work, preferably within two weeks of receiving the notice to proceed.

2. **Review of sample size and sampling methodology** – The technical assistance firm should check the survey firm’s estimate of the sample size required for the survey to properly represent the diversity of regional households. The sample size should be large enough to account for variability in household travel behavior between different counties, income levels, household sizes, and other stratifications relevant to travel behavior. The sampling methodology must properly characterize the distributions of households within each strata. The firm should ensure that the target sample is sufficient for the travel demand model’s trip generation module to be properly updated. In addition, the sampling methodology used must properly sample Spanish-speaking households, households without landlines, and other household types that are at risk of being undersampled. For this task, a technical memo should be written to review and provide recommendations for the sampling methodology. The memo should also address whether self-selection bias is properly accounted for, and recommendations if it is not. Some survey design work may be conducted as well, if requested by the survey firm and authorized by SJTPO.
3. **Survey pre-test review** – Many travel surveys include a pre-test component, in which a sub-sample of households is given the survey in advance. The purpose of the pre-test is to estimate response rates, and to iron out any kinks in the survey design. If a pre-test is conducted as part of the survey, the technical assistance firm should review the pre-test to make sure that the sub-sample is adequate to estimate response rate, that the response rate is acceptable, and that the design of the survey itself is acceptable. Any issues that arise during the pre-test that warrant review and recommendations should be written up in a technical memo.
4. **GPS component review** – About one-third of household travel surveys include a GPS component, for which some households receive a GPS unit to record trip information. The primary purpose of the GPS component is to determine to what extent trips are being underreported by respondents. This is a useful tool for correcting self-reporting bias from the households. If the survey includes a GPS component, the technical assistance firm should make sure the sub-sample of households that receive GPS units is adequate, and that the GPS data will be used to properly account for trip self-reporting bias. The technical assistance firm should also determine if any GPS data collected would have applicability in travel demand modeling. This review should be summarized in a brief technical memo.
5. **Survey preparation, implementation, and retrieval** – The technical assistance firm will assist SJTPO and the survey firm in determining the content and design of the survey, finalizing the household sample for recruitment, and helping with any unforeseen technical issues that may arise. This includes assisting in the design of the questionnaire, for collecting household socioeconomic demographics, and the trip diary, for collecting household travel behavior information. When survey responses are being retrieved, the technical assistance firm should ensure that the sample size goals are being met, and that the responding households are a statistically significant sample of all previously identified strata. Criteria for discarding incomplete or inaccurate responses should be developed to ensure the accuracies of the responses. Once the retrieval is complete, the technical assistance firm should write a brief technical memo detailing the adequacy of the responding sample, and recommendations for further sampling if necessary.

6. **Review of survey analysis and results** – Following retrieval, the survey firm will begin analysis of the raw data and compilation of final results. All results should be reviewed for accuracy, and to ensure the survey firm complies with the results required by the contract. The weighting and expansion methodology should be reviewed to ensure the expanded results properly represent the region. The expanded results of the survey should be checked as they arrive to ensure that they conform to all requirements established in the proposal and in subsequent discussions. The technical assistance firm will also need to make sure the expanded results are usable in updating the travel demand model. A technical memo will be written to assess the quality of the results, and any recommendations for the survey firm to improve the results, prior to the completion of the contract.

Additional tasks that will improve the quality, accuracy, and utility of the travel survey may be proposed. Please refer to the 2014 Household Travel Survey RFP for additional information regarding the scope of the survey.

The technical assistance firm should be prepared to begin working with SJTPO following consultant selection and the notice to proceed. Tentatively, the notice to proceed is to be issued on or around October 1st, 2013, for both the technical assistance and the travel survey contracts. The survey itself is to be conducted in spring of 2014, tentatively during March. Both the technical assistance contract and the survey contract are to conclude no later than June 30th, 2014, including the final delivery of all deliverables.

B. Schedule

We anticipate a Notice to Proceed on or about Tuesday, October 1, 2013, and the entire project must be completed by June 30, 2014.

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** (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 cite 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 2013), which is 15.61 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 one (1) hard copy and one (1) electronic copy of the 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:

- I. 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>. Firms who wish to be considered for DBE/ESBE certification are encouraged to contact 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 a 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 2013), which is 15.61 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)**.

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 _____

TO: Recipients

RE: 2014 Household Travel Survey Technical Assistance Questions and Answers

Q1. If it is possible, please let me know how much budget in ballpark set aside for the technical assistance project.

A1. SJTPO's Work Program is publicly available through our website at the following location:
<http://sjtpo.org/Documents/UPWP/2013-2014/FY13-14%20UPWP%20as%20Ameded.pdf>

Please note that the work program provides only general budgetary information based on preliminary estimates. 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.

Q2. In regards to the FY 2014 Household Travel Survey Technical Assistance project, will sole proprietors be subject to the minimum insurance requirements?

A2. Yes, any bid must include the specific insurance, EEO, and DBE/ESBE requirements.

Updated 7/19/2013: SJTPO will waive the insurance requirements for sole proprietorships and state university affiliates.

Q3. As the anticipates services for this technical assistance and peer review effort require highly specialized skills and fee would be relatively small, how critical is to meet the DBE goal on this RFP?

A3. DBE utilization is one of several criteria considered when ranking proposals, but proposals that do not meet the DBE goal will still be considered.

Q4. If one of our team member is a state affiliated university, can they ask for insurance requirements to be modified?

A4. Due to the nature of this project, SJTPO will waive insurance requirements for sole proprietorships or state university affiliates.

Q5. To clarify, the proposal due date is Thursday, August 15th as indicated in the RFP. The RFP announcement indicated a due date of Monday, August 15th, so we want to make sure the intended due date is NOT Monday, August 12th.

A5. The due date is Thursday, August 15th. The typo in the announcement has been fixed.

Q6. Can the 2001 Survey Final Report be made available electronically?

A6. The 2001 Survey Final Report is available on our website at:
http://www.sjtpo.org/Documents/Studies/Household_Travel_Survey%20_May2001.pdf