



**South Jersey
Transportation
Planning Organization**

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www.sjtpo.org

NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

**FY 2015 SOUTH JERSEY TRAVEL DEMAND MODEL RECALIBRATION
AND IMPROVEMENTS**

SJTPO is seeking a qualified firm to recalibrate the South Jersey Travel Demand Model (SJTDM) to the results of a recently conducted household travel survey, as well as provide other updates to improve the accuracy of the model and its ease of use for the purposes of air quality conformity analysis. The SJTDM is a four-step model running in Citilabs Cube; details on the model, including the model documentation, may be found here: <http://www.sjtpo.org/SJTDM.html>

This work is included in the SJTPO FY 2015 Unified Planning Work Program (www.sjtpo.org/UPWP.html). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

The RFP will be available Tuesday, June 24, 2014 and can be obtained from the SJTPO via our website www.sjtpo.org/Opportunities.html#RFPs. As a courtesy, please email us at sjtpo@sjtpo.org letting us know if you have downloaded a copy of the RFP.

Proposals are to be received no later than 5:00 P.M., prevailing time, on Monday, August 4, 2014. 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 South Brewster Road, Unit B6
Vineland, New Jersey 08361

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.

**FY 2015 SOUTH JERSEY TRAVEL DEMAND MODEL RECALIBRATION
AND IMPROVEMENTS**

REQUEST FOR PROPOSALS:

FY 2015 South Jersey Travel Demand Model Recalibration and Improvements

June 24, 2014



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

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**FRANK SUTTON, CHAIRMAN
TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR**

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****NOTICE****

As some of our proposal requirements have changed, please read the entire Request for Proposals prior to submitting a project proposal. Proposals that have not addressed each requirement may be disqualified at SJTPO discretion.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****FY2015 SOUTH JERSEY TRAVEL DEMAND MODEL
RECALIBRATION AND IMPROVEMENTS**

(To see a list of upcoming RFPs at SJTPO, go to www.sjtpo.org/Opportunities.html.)

I. INTRODUCTION**A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to recalibrate the South Jersey Travel Demand Model based on the results of a result household survey, and to implement improvements in air quality modeling. This work is included in the SJTPO FY 2015 Unified Planning Work Program (www.sjtpo.org/UPWP.html). Technical proposals must be prepared and submitted in accordance with the goals, 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

Proposals are to be received no later than 5:00 P.M., prevailing time, on Monday, August 4, 2014. 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 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

- 1. Technical Proposal** (*five (5) hard copies and one (1) electronic copy*)
 - a. Narrative** that reflects the requirements of the Scope of Work (see Section II)
 - A detailed approach to completing the work program
 - List and description of deliverables
 - Any issues or problems with requirements of the Scope
 - b. Staffing Plan (see Exhibit D)** without salary or other costs (a detailed description of the work team and estimated hours required on the project), including:
 - Company/organization
 - Job title
 - Person-hour requirements by task

- It should be clear which staff/firm(s) count towards the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.
 - c. **Staff Availability (see Exhibit E)** – Percent of each person’s time committed to other projects over the life of this project and percent of time available to this project.
 - d. **Project Schedule** – Indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0.” 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.
 - e. **Organizational Chart** of firm or firms with brief description of their role in the project
 - f. **Firm Profile** – Description of the firm's facilities, number of offices, employees in each office, any special equipment, and other factors, (knowledge, skills, etc.) that may affect the delivery of the required services.
 - g. **Work History** – List of similar work, including name and telephone number of the clients, and a full description of the services provided by the firm.
 - h. **Resumes** of all professional staff included in the Staffing Plan, organized by firm
 - i. **DBE/ESBE Certificates** (see Section IV)
 - j. **Equal Employment Opportunity Statement** (see Section V)
2. **Cost Proposal** (*one (1) hard copy and one (1) electronic copy in a sealed envelope, separate from the Technical Proposals*)
- a. **Total Costs** of each task detailed in the scope of work.
 - b. **Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.
 - c. **Staffing Plan (see Exhibit D)** with Dollar Values (a detailed description of the work team and their estimated hours required on the project.)
 - Company/organization
 - Job title
 - Person-hour requirements by task
 - Hourly rates
 - It should be clear which staff or firm counts toward the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.

The SJTPO reserves the right to reject any submission for failure to adhere to these goals and 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 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 Tuesday, July 15, 2014 and submitted to Andrew Tracy at the above address. Faxes (856-794-2549) and e-mails (atracy@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

- | | |
|--------------------------------|--|
| 1. Questions about RFP Due | Tuesday, July 15, 2014 |
| 2. Answers about RFP Published | Thursday, July 17, 2014 |
| 3. Proposal Due Date | Monday, August 4, 2014 by 5:00 pm |
| 4. Policy Board Action | Monday, September 22, 2014 |
| 5. Notice to Proceed | On or about Wednesday, October 1, 2014 |
| 6. Project Completion Due | Tuesday, June 30, 2015 |

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/RFPs/RFPSubcontractAgreement.pdf>

II. SCOPE OF WORK

A. Background

SJTPO is seeking a qualified firm to recalibrate the South Jersey Travel Demand Model (SJTDM) to the results of a recently conducted household travel survey, as well as provide other updates to improve the accuracy of the model and its ease of use for the purposes of air quality conformity analysis. The SJTDM is a four-step model running in Citilabs Cube; details on the model, including the model documentation, may be found here: <http://www.sjtpo.org/SJTDM.html>

B. Content

Task 1: Model recalibration

In FY 2014, SJTPO contracted the survey firm Westat to conduct a household travel survey in the four-county SJTPO planning region. The survey was conducted by web and phone in the spring of 2014. As of the date this RFP is issued, the survey results are still being compiled, and the final report is not yet available. The final report is expected to be posted to the SJTPO website in early July 2014. The final survey dataset will be provided to the modeling firm as a Microsoft Access database. The database will contain five tables: 'household', 'location', 'person', 'place', and 'vehicle'.

The final sample size after QA/QC was about 1800 households. Characteristics collected from each household include household size, number of children, number of workers, number of students, household income, residence type, number of vehicles, and more. These characteristics are expected to be predictors of household travel behavior. The firm will update the household-level inputs to the SJTDM using this data. Data was also collected for each member of the household and for each household vehicle.

Each household was asked to record their travel for one day for all members of the household over 5 years in age, and to report their travel by web or phone. For each trip, origins and destinations were reported as addresses, and are present in the dataset as both addresses and latitude and longitude coordinates. For each trip, the dataset includes elements such as the departure and arrival times, travel mode, vehicle used, travel distance, trip purpose, and others.

After travel data retrieval, each household was asked a few more questions regarding recreational travel. South Jersey has a significant amount of recreational travel to shore regions such as Atlantic City and Cape May. The recreational travel questionnaire did not have a trip diary section, as the survey was conducted in early spring, prior to the start of the summer vacation season. Thus, the questions asked households about shore travel in a typical year. Each household was asked which shore locations they visit, how many shore trips they make in a typical summer, what mode of travel is used, and similar questions.

The modeling firm is to use the results of the household travel survey to recalibrate the SJTDM to create a new 2014 scenario year. The modeling firm will assist SJTPO in locating recent traffic counts conducted by NJDOT and other agencies on roadways in the SJTPO planning region. The firm will assist SJTPO in coding these traffic counts into the network to be used for calibration and validation. Zonal household characteristics will be updated using the survey results. The firm will update the trip generation, trip distribution, and mode choice modules of the model as needed to take advantage of new data collected by the survey that was previously not used by the model. The goal of the recalibration is for the model to predict the distribution of vehicle-miles travelled in the region as accurately as possible.

In addition, the firm will assist SJTPO in locating sources of transit usage data to supplement the travel survey results, for use in transit validation.

Travel surveys have also been conducted recently by SJTPO's neighboring MPOs, DVRPC (the Philadelphia-area MPO) and NJTPA (the North Jersey MPO). The modeling firm will use the results of these surveys to help model external-internal trips that cross the boundary of the SJTPO region to the extent practicable.

The SJTDM has a separate module for recreation trip generation. This module is to be redeveloped and/or recalibrated based on the results of the recreational travel questionnaire, as well as any other sources of recreational travel data that SJTPO and the modeling firm are able to obtain. Many recreational trips in South Jersey originate in the Philadelphia area or in North Jersey, so the results of the recent DVRPC and NJTPA surveys may be used to assist in recalibrating the recreational trip module.

The travel survey only covered household travel, and thus does not contain information on freight travel. The modeling firm will assist SJTPO in locating sources of freight data and will

use this data to recalibrate the generation and distribution of trips using Commercial and Truck trip purposes in the model.

After the scenario year 2014 is created, calibrated, and validated, the modeling firm will assist SJTPO in creating an appropriate base year that is compatible with the most current Highway Performance Monitoring System (HPMS) vehicle-miles traveled (VMT) estimates as well as creating future-year scenarios that are needed for air quality conformity, such as 2020, 2030, and so on.

Task 2: Air quality conformity analysis streamlining

The SJTDM's primary use is in generating loaded networks needed for air quality conformity. Presently, the loaded networks are taken from the model's output directory and passed through the post-processor PPSUITE and into MOVES 2010b. The process is contractor-dependent and requires a long time frame.

The modeling firm is to streamline the process as much as possible, so that routine conformity analyses may be performed by SJTPO in-house. SJTPO is able to update the model to reflect the latest planning assumptions, as required by conformity. The modeling firm is to integrate MOVES into the model in such a way that the loaded networks outputted by the model are post-processed and passed into MOVES with minimal user intervention. An interface should be established so that MOVES input files can be updated as required prior to running the model. Total emissions must be reported so that they may be compared against the emission budgets established for the SJTPO region.

As noted above, the model's base year VMT must be adjusted to match the NJDOT's HPMS, which reports VMT by county and functional class. The adjustment factors created for the base year are to be applied to the future years as well. Base year consistency with HPMS is important for conformity. An additional model input containing HPMS-reported VMT by county and facility type may be required.

In addition, the modeling firm will assist SJTPO in updating the functional classes of roadway segments in the model network to match those used by HPMS, as needed. Changes to the functional classification of some New Jersey roadways were proposed by NJDOT and approved by FHWA in 2013, but it is not yet known when these changes will apply to the HPMS.

It will be the goal of the modeling firm to adapt the SJTDM for integration with MOVES in such a way that simple conformity analyses may be conducted in-house by SJTPO staff. The firm will complete a test version of the improved model by March 1, 2015, for use in the conformity analysis of the FY2016 Transportation Improvement Program (TIP). The TIP conformity analysis will serve as a trial run of the improved SJTDM and MOVES.

C. Deliverables

Progress reports: Brief progress reports every two weeks stating the progress made in the past two weeks, challenges that have occurred, future challenges being anticipated, and any assistance that will be needed from SJTPO.

Recalibration report: A report detailing the recalibration of the travel model. The report will detail validation against all data sources used, including transit and freight data.

Air quality improvements report: A report or manual detailing the air quality conformity analysis streamlining. This report will detail how the process works, what input files are required for the post-processing and for MOVES, how to update these input files, and how to run a complete emissions run, beginning with the travel model and ending with obtaining the emissions outputs required for conformity reports.

Training: The firm will conduct an in-person training session at SJTPO to assist SJTPO staff in learning how to use the improved model.

D. Schedule

We anticipate a Notice to Proceed on or about Wednesday, October 1, 2014 and the entire project must be completed by Tuesday, June 30, 2015.

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.

A. Technical Proposal

1. Technical Approach (Criterion weight: 40 percent)

- a. Demonstrate a clear understanding of the effort and products required.
- b. Explicit consideration of the features listed in Section II, *Scope of Work*.
- c. Innovations or efficiencies to be used in completing the project with descriptions of how they add value to the project.
- d. Demonstrate an ability to perform needed tasks and meet stated completion date.
- e. Quality, clarity, thoroughness in addressing required tasks and submission guidelines.
- f. Demonstrate the ability to complete project within the schedule stated in this document.

2. Firm Qualifications (Criterion weight: 20 percent)

- a. Demonstrate successful experience of the firm or team (particularly recent) on similar projects.

- b. Demonstrate expertise in specialized areas required for this project.
- c. Firm(s) references submitted with proposal.
- d. Availability of resources needed to successfully complete the project.

3. Staff Qualifications (Criterion weight: 25 percent)

- a. Staffing Plans demonstrate staff (particularly Project Manager) ability to successfully complete project.
- b. Resumes demonstrate staff (particularly Project Manager) experience successfully implementing similar projects.
- c. Location of office that will be performing the work on this project.

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

- a. DBE/ESBE firm must be explicitly identified. If a specific DBE/ESBE firm is not identified, a zero percent DBE/ESBE commitment will be assumed.
- b. Staffing Plan clearly states the hours and specific tasks of DBE/ESBE staff as well as percent of total budget to be dedicated to DBE/ESBE firm(s). Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal.

Federal and State goals for DBE/ESBE participation must be addressed explicitly in the proposal. This is satisfied by stating the percentage of total project cost devoted to DBE/ESBE firm involvement in the Technical Proposal. Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal. See Section IV for definition of DBE/ESBE firms. Note: SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2015), which is 12.49 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.

SJTPO will review proposals based solely on the merit of the Technical Proposal and its adherence to the goals and requirements laid out in this RFP in conformity with the Brooks Act. Only after selection of a top proposal will the separate, sealed cost proposal be opened.

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.

- 1. 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:
 - a. 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
 - b. 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).

- 2. Emerging Small Business Enterprise (ESBE)** 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:
 - a. 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.
 - b. 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. Current guidance on DBE/ESBE is available on the website of the New Jersey Department of Transportation (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.

There are only two lists that count towards meeting this DBE/ESBE goal. You should check these sites PRIOR TO submitting a proposal, as we will check these sites when we review each proposal.

1. New Jersey ESBE: <http://njdot-esbe.biplus.com/>
2. New Jersey DBE: <http://www.njucp.net/>

There are some certifications that have similar requirements, such as MBE, SBE, or any similar certifications in another state – THESE DO NOT COUNT for this 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 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 2015), which is 12.49 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 a DBE/ESBE Goal Exemption Modification through SJTPO.

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A. Consultant and their subconsultants 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; and

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 photocopy of their Federal Letter of Affirmative Action Plan Approval; OR
- 2. A photocopy 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: _____

EXHIBIT D

**SAMPLE STAFFING PLAN IN TECHNICAL PROPOSAL
(DO NOT include any cost information in your Technical Proposal)**

Staff Name	Title	Hours per Task								Total Hours
		First task	Second task	Third task	Fourth task	Fifth task	Sixth task	Seventh task	Eighth task	
		1	2	3	4	5	6	7	8	
Company 1										
[Name]	Project Manager	25	0	20	0	15	0	41	0	70
[Name]	Planner 1	5	0	4	0	2	3	1	4	19
Company 1 Subtotal		30	0	24	0	17	3	42	4	89
Company 2 (DBE Firm)										
[Name]	Technician 1	0	8	0	2	0	0	0	0	10
[Name]	Technician 2	0	6	0	4	0	0	0	0	10
Company 2 Subtotal		0	14	0	6	0	0	0	0	20
Sub-Total Hours		30	14	24	6	17	3	42	4	119

STAFFING PLAN IN COST PROPOSAL

A Staffing Plan identical to the one in the Technical Proposal should also be included in the Cost Proposal. However, in the Cost Proposal, the Staffing Plan should include billable rates and cost totals for each staff member and company.

Note: All titles, numbers, number of companies, etc. used in this table are illustrative only. The table is only used to show the types of information required in each Staffing Plan. Format may differ from the table shown above as long as it includes, at a minimum, the information shown above. **DO NOT** include any cost information in your Technical Proposal.

EXHIBIT E

SAMPLE STAFF AVAILABILITY TABLE

Key Staff	Project Commitments	Percent of Time Committed	Percent of Time Available
Company 1			
Project Manager [Name]	Project 1	15%	55%
	Project 2	10%	
	Project 3	20%	
Planner 1 [Name]	Project 1	20%	40%
	Project 2	15%	
	Project 3	25%	
Company 2 (DBE Firm)			
Technician 1 [Name]	Project 1	10%	35%
	Project 2	40%	
	Project 3	15%	
Technician 2 [Name]	Project 1	20%	20%
	Project 2	35%	
	Project 3	25%	

Note: All titles, numbers, number of companies, etc. used in this table are illustrative only. Table is only used to show the types of information required in each Staffing Plan. Format may differ from the table shown above as long as it includes, at a minimum, the information shown above. **DO NOT** include any cost information in your Technical Proposal.



Date: Thursday, July 10, 2014

Re: FY 2015 South Jersey Travel Demand Model Recalibration and Improvements Questions and Answers

Q1: Can firms based outside of New Jersey be selected?

A1: Yes.