



NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

TRAFFIC SIGN INVENTORY AND SIGN MANAGEMENT SYSTEM (SMS)

SJTPO is seeking a qualified firm to develop a Traffic Sign Inventory and Sign Management System (SMS) for a number of jurisdictions in our region. The system should be a web-accessible inventory of signs for each subregion's roadway system. The system must be highly user-friendly, and should allow subregions to easily update the inventory in-house as signs are added, removed, or replaced with minimal training. The system will not only be used in the office by planning and engineering staff, but also must be able to be used in the field by work crews that replace or maintain signage. In addition, the firm will conduct a retroreflectivity assessment in accordance with MUTCD Sign Retroreflectivity Regulations and Standards.

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 Wednesday, June 18, 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 Tuesday, July 22, 2014. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Jennifer Marandino, Team Leader – Capital Programming and Safety
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.

REQUEST FOR PROPOSALS:

**TRAFFIC SIGN INVENTORY AND
SIGN MANAGEMENT SYSTEM (SMS)**

Wednesday, June 18, 2014



**SOUTH JERSEY TRANSPORTATION
PLANNING ORGANIZATION**

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**FRANK SUTTON, CHAIRMAN
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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](#)
- Exhibit D** [Sample Staffing Plans](#)
- Exhibit E** [Sample Staff Availability Table](#)

****NOTICE****

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****TRAFFIC SIGN INVENTORY AND SIGN MANAGEMENT SYSTEM (SMS)****I. INTRODUCTION****A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to develop a Traffic Sign Inventory and Sign Management System (SMS) for a number of jurisdictions in our region. 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 Tuesday, July 22, 2014. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Jennifer Marandino, Team Leader – Capital Programming and Safety
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

- 1. Technical Proposal** (*ten (10) 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**) a detailed description of the work team and estimated hours required on the project, without salary or other costs, 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 1, 2014 and submitted to Jennifer Marandino at the above address. Faxes (856-794-2549) and e-mails (jmarandino@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 1, 2014 |
| 2. Answers about RFP Published | Thursday, July 3, 2014 |
| 3. Proposal Due Date | Tuesday, July 22, 2014 by 5:00 pm |
| 4. Notification of in-person Interviews | Thursday, August 7, 2014 |
| 5. Consultant Interviews* | August 19 to 21, 2014 |
| 6. Policy Board Action | Monday, September 22, 2014 |
| 7. Notice to Proceed | <i>On or about</i> Monday, October 6, 2014 |
| 8. Project Completion Due | Thursday, April 30, 2015 |

** (We will likely conduct interviews during the selection process. Please keep this three-day period available.)*

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 develop a Traffic Sign Inventory and Sign Management System (SMS) for a number of jurisdictions in our region. The system should be a web-accessible inventory of signs for each subregion's roadway system. The system must be highly user-friendly, and should allow subregions to easily update the inventory as signs are added, removed, or replaced with minimal training. The system will not only be used in the office by planning and engineering staff, but also must be able to be used in the field by work crews that replace or maintain signage.

In addition, the firm will conduct a retroreflectivity assessment in accordance with MUTCD Sign Retroreflectivity Regulations and Standards. Any MUTCD-compliant method of assessment may be used, and the retroreflectivity assessment for each sign must be incorporated into the SMS. In this way, SJTPO subregions should be able to use the SMS to establish a plan to maintain sign retroreflectivity at or above the established minimum levels, in order to comply with MUTCD rulemaking. Both the daytime inventory and nighttime assessment are intended to be a one-time task by the consultant. The system should be intuitive

and easy to incorporate into day-to-day maintenance activities, and shall serve to update the inventory as signs are replaced.

B. Content

Task 1: Traffic Sign Inventory and Sign Management System

The firm will develop a Traffic Sign Inventory and Sign Management System (SMS) that will cover four counties (Atlantic, Cape May, Cumberland, and Salem) and four municipalities (Vineland, Atlantic City, Sea Isle City, and Elmer) in the SJTPO planning region. The sign inventory will include all signs (R-, W-, M-, and D-series, and others, including non-MUTCD signs) and sign supports on the county roads for each county, and on municipal roads for each municipality. Signs on state or Authority roads may be excluded from the inventory. Temporary traffic control signs will be excluded from the inventory. The roadway mileage for each jurisdiction is as follows:

- Atlantic County: 371 miles
- Cape May County: 200 miles
- Cumberland County: 539 miles
- Salem County: 353 miles
- City of Atlantic City: 93 miles (estimate)
- City of Sea Isle City: 28 miles (estimate)
- City of Vineland: 259 miles (estimate)
- Borough of Elmer: 4 miles (estimate)

For the four counties (Atlantic, Cape May, Cumberland, and Salem), at non-signalized intersections, stop signs on municipal side roads intersecting the county roadways are typically the jurisdiction of the county. At signalized intersections, signs on municipal side roads, related to the traffic signal, within 100 feet of the centerline of the county road are typically the jurisdiction of the county. Therefore, signs in these locations must also be included in the county inventory. This will require the firm to travel a short distance down all municipal roads that intersect county roads. In cases where the above-mentioned sign locations exist on municipal roadways in Atlantic City, Sea Isle City, Vineland, and Elmer, signs should be flagged to allow respective counties and municipalities to review and approve ownership before the traffic sign inventory is finalized.

The sign inventory will be populated using an image inventory or photo log. The firm will travel each county road in the four counties (and partially travel on municipal side roads as noted in the paragraph above) and each municipal road in the four municipalities. Images will be recorded at regular intervals, and will be used to populate the sign inventory.

The sign inventory will be comprised of a database that includes both signs and signposts. For each signpost, at least the following attributes will be present in the database:

- **Roadway:** Name of roadway and route number (if applicable)
- **Coordinates:** Latitude and longitude
- **Linear Referencing:** Standard Route Identifier (SRI) and milepost
- **Post Type:** U-Channel, utility pole, mast arm, etc.

- **Post Condition:** twisted, bent, etc.
- **Status of Post:** Active, Retired, etc. to be input by county or municipality at a later date
- **Post Structure:** Non-breakaway, breakaway, bend-away, etc.
- **Retroreflectivity Strip:** Yes or No
- **Date of Inventory:** the date on which the signpost was inventoried
- **Other Dates:** inspection, maintenance, replacement, etc., to be input by county or municipality at a later date

For each sign, at least the following attributes will be present in the database:

- **Sign Post:** The database ID of the sign post to which the sign is attached
- **Roadway:** Name of roadway and route number (if applicable)
- **Coordinates:** Latitude and longitude
- **Linear Referencing:** SRI and milepost
- **Orientation:** North, south, east, west, etc.
- **Sign Category:** Regulatory, Warning, Guide, Other, etc.
- **Sign Designation:** For MUTCD signs, the MUTCD code will be listed (for example, R1-1 for a standard stop sign). For non-MUTCD signs, a description of the sign will be listed
- **Sign Placement:** left, right, overhead, median
- **Panel Size**
- **Position on Post**
- **Status of Sign:** Active, Retired, etc. to be input by county or municipality at a later date
- **Sign Condition:** Faded, Vandalized, View Obscured, etc.
- **Date of Inventory:** the date on which the sign was imaged
- **Other Dates:** inspection, maintenance, replacement, etc., to be input by county or municipality at a later date
- **Image:** The database ID of the image containing the sign from the photo log will be listed
- **Retroreflectivity:** The retroreflectivity of all regulatory signs, warning signs, guide signs, and object markers will be assessed and reported in the database in accordance with all MUTCD guidelines and standards. See Task 2 for more details.

In addition to the fields identified above, the system should easily allow counties and municipalities to add fields to the database as desired.

SJTPO will provide the firm with access to the SRI linear referencing system used in New Jersey. The milepost reported by the firm for each sign post and sign must match the designated mileposts as closely as possible.

The firm will develop an SMS that will provide an interface and decision support system for the sign inventory. The SMS will not require GIS software such as ArcGIS to use, as few computers at the county and municipal offices have ArcGIS installed, and sign shop crews are not typically familiar with using GIS.

The SMS must have the following characteristics:

- **Mapping and queries:** The system must be capable of displaying the locations of signs on a roadway map. The system should also be able to handle queries that would assist field crews – for example, identifying all signs along a certain section of roadway, or identifying all signs of a certain type. After the sign retroreflectivity assessment is conducted in Task 2, it must be possible for the system to produce a list of signs that do not meet the minimum retroreflectivity requirement and should be replaced, and locate these signs on the map.
- **Web-accessibility:** All capabilities of the SMS should be accessible through a web browser, and no software should need to be installed locally. This is to reduce the burden of operating the system on agency staff, and to allow the system to be accessible from any computer. The system should be run from a centralized server, so that changes made to the inventory from any computer are viewable from any other computer. Preference will be given to systems that can offer functionality via a mobile device, (i.e. smart phone application or mobile friendly website) in addition to the mobile data collection tool.
- **Ownership and Exportability:** All data in the SMS will be housed online by the selected firm, however, will be owned by the above-mentioned jurisdictions and SJTPO. An important component of this ownership is the ability for each jurisdiction and/or SJTPO to export any and all data from the system at any time. To that end, the selected system must allow for exportability of any or all data in a non-proprietary database format. Proposals should specify how this functionality will be provided and in what format(s) data can be exported.
- **Capability to add, remove, or change signs:** As public works crews install new signs, remove unneeded signs, or replace or clean existing signs, it must be possible to update the inventory to reflect these changes. In this way, public agencies should be able to keep the system up-to-date, without requiring periodic surveys of all the signs again. The mobile data tool, when used by field crews, should be able to automatically populate latitude and longitude.
- **Work orders:** If a sign needs to be replaced, installed, or removed, it must be possible for users to create a work order detailing the sign work that needs to be done. Signs referred to in the work order will be displayable on the map. Proposals should address how other agencies (police departments, etc) may also create work orders based on public calls. Administrators should be able to set privileges to limit work order activities by individual or department (ex: a police department could submit work orders for repairs or replacements of existing signs based on public calls but work orders for new signs would go through engineering). The inventory should be updated automatically to reflect the changes when the sign crew marks the work order as completed. The system should allow supervising staff to review and approve/edit/deny changes made by field staff before making changes final in the system if jurisdictions require that functionality.
- **User-friendliness:** The system will be used by a variety of staff members from public agencies, including planners, engineers, and public works crew members. Most users will have no experience using GIS or database management systems. Very little training should be required to fully use the system. The interface should be easy to understand, allowing sign crews to keep the inventory up-to-date as they work.

- **Mobile data collection tool:** The system will have a component that runs on either a laptop or tablet computer that can be brought into the field. This tool will allow sign crews to update the sign inventory in the field, as they install, replace, or remove signs. Changes made to the sign inventory using the mobile tool should ‘sync’ with the SMS servers when an internet connection is available. The tool will help sign crews locate signs using a mapping system. The tool will allow crews to view work orders, and mark the work orders as completed. The tool must be very user-friendly and easy to learn how to use. The proper use of the mobile data collection tool will be covered by the training in Task 3.

If the SMS has any ongoing costs, such as server maintenance or tech support costs, that must be paid following the completion of the contract, these costs must be reported in the technical proposal (not in the separate cost proposal), as they will be paid on a recurring basis separately from this contract. The firm will specify if technical support is included for a duration of time as part of this contract, or if technical support is available as a separate on-going cost.

SJTPO presently maintains an Asset Management System (AMS), which includes an inventory of signposts and signs. The AMS currently covers county roads in the four counties (Atlantic, Cape May, Cumberland, and Salem) and municipal roads in the City of Vineland. Roadway centerline shapefiles are available for these regions, as well as image inventories. For the four counties, sign data is limited to signs on the county roads, and the current inventory does not include any signs on municipal side-roads that may be the jurisdiction of the county. SJTPO does not have any sign data for the other three municipalities to be covered in this project (Atlantic City, Sea Isle City, and Elmer Borough). All of the AMS data will be provided to the firm to be used to the greatest extent possible to minimize duplication of prior work. If the AMS data is used to initially populate the sign inventory, the firm will review the inventory to bring it up-to-date, and the firm will add in signs on side-roads that are missing. As SJTPO does not currently have any sign data for Atlantic City, Sea Isle City, and Elmer, the sign inventories for these municipalities will need to be developed from scratch. Proposals should discuss if and how these data could be incorporated into the proposed SMS. We invite proposals to discuss the pros and cons of using such data in the SMS and if scenarios are proposed with and without this data, the cost proposal should indicate both scenarios as options.

Task 2: Sign Retroreflectivity Assessment

In addition to the inventory of all signs, select signs (as noted below) are required to be assessed for retroreflectivity. According to Sections 2A.07 and 2A.08 of the MUTCD, all regulatory signs, warning signs, guide signs, and object markers must meet the minimum retroreflectivity levels, with the following exceptions:

- Parking, Standing, and Stopping signs (R7 and R8 series)
- Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- Acknowledgment signs
- All signs with blue or brown backgrounds
- Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

Public agencies must have a plan in place to maintain the minimum retroreflectivity levels. There are two methods described in the MUTCD by which agencies may assess the retroreflectivity of each sign, and replace only those that fail to meet the minimum levels. The two methods are:

- **Visual Nighttime Inspection:** The retroreflectivity of an existing sign is assessed by a trained sign inspector conducting a visual inspection from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels should be replaced.
- **Measured Sign Retroreflectivity:** Sign retroreflectivity is measured using a retroreflectometer. Signs with retroreflectivity below the minimum levels should be replaced.

The firm will assess the retroreflectivity level of each sign required to meet the standard. The firm may use either of the above methods; preference will be given to Visual Nighttime Inspection as it requires a shorter time frame and is less labor-intensive. If the Visual Nighttime Inspection method is used, calibration signs or comparison panels may also be used to aid the assessment. The assessment must be conducted in accordance with all recommendations made in the FHWA policy guidance, including:

- Develop guidelines and procedures for inspectors to use in conducting the nighttime inspections and train inspectors in the use of these procedures.
- Conduct inspections at normal speed from the travel lane(s).
- Conduct inspections using low-beam headlights while minimizing interior vehicle lighting.
- Evaluate signs at typical viewing distances so that adequate time is available for an appropriate driving response.

In addition, the Consistent Parameters Procedure described in the policy guidance should be used. The factors that were used to develop the minimum retroreflectivity levels should be used in the assessment, including:

- Using a sport utility vehicle or pick-up truck to conduct the inspection.
- Using a model year 2000 or newer vehicle for the inspection.
- Using an inspector who is at least 60 years old.

As part of the Sign Management System developed in Task 1, a 'retroreflectivity' field will be present in the sign inventory and SMS. If the Visual Nighttime Inspection method is used, each sign will be assigned a retroreflectivity value on a scale developed by the firm, and the value will be recorded for each sign into the inventory. If the Measured Sign Retroreflectivity method is used, the mean retroreflectivity readings required for that type of sign (outlined in Table 2A-3 of the MUTCD) will be recorded for each sign into the inventory. Another field should be present in the SMS inventory clearly indicating (with a 'yes' or 'no') whether the sign has been assessed to meet the minimum retroreflectivity requirements; this field will be used by the subregional public agencies to develop their maintenance plan.

Task 3: Training

The firm will conduct in-person, hands-on training sessions at a minimum of four locations, one in each county. The training will be attended by planners, engineers, and public works crew members from the subregion. The firm will demonstrate all functionalities of the SMS, including mapping, queries, work orders, and how to add, remove, or change signs. The mobile data collection tool will be demonstrated as well. Proposals should indicate how much training is required (hours, etc.) and how much will be provided. Cost proposals should indicate the cost of additional hours of training, on an hourly basis.

C. Deliverables

- **SMS Development Technical Memo:** The firm will deliver a memo detailing the proposed methodology for developing the SMS and populating the sign inventory. The methodology detailed in the memo must be reviewed and approved by SJTPO before the firm may proceed.
- **Retroreflectivity Assessment Technical Memo:** The firm will deliver a memo detailing the proposed methodology for conducting the retroreflectivity assessment and incorporating it into the SMS, as detailed in Task 2. The methodology detailed in the memo must be reviewed and approved by SJTPO before the firm may proceed.
- **Sign Management System:** The firm will provide access to the completed SMS to SJTPO and subregional staff, with the ability to add new users as necessary.
- **Sign Management System User's Guide:** To supplement the training, the firm will provide a user's guide or manual containing instructions on how to use all functionalities of the SMS.
- **Mobile data collection tool hardware:** To fully utilize the functionality of the mobile data collection tool, the firm will provide a minimum of eight (8) tablets, notebook, or ruggedized notebook computers to be used by field crews to populate the database. Cost proposals should indicate the cost per additional unit, as county or municipality may desire additional units.
- **Traffic sign inventory database:** The firm will provide a database, accessible via sign management system, and exportable via non-proprietary format that include all of the information discussed in this RFP.
- **Training:** In-person, hands-on training sessions at a minimum of four locations, as detailed in Task 3.

D. Schedule

We anticipate a Notice to Proceed on or about Monday, October 6, 2014 and the entire project must be completed by April 30, 2015.

Once again, a high priority will be placed on a firm's ability to deliver a user-friendly SMS. While reviewing proposals, SJTPO will likely invite top candidate firms for in-person interviews. The interviews shall include a short presentation by the firm, software and mobile data tool demonstration, and a question-and-answer period. SJTPO will allocate the same amount of time to each selected firm. Proposing firms should be available for an interview from August 19 to August 21, 2014. Firms will be notified by Thursday, August 7, 2014 if they will be asked to attend an in-person interview.

- **June 18:** RFP issued
- **July 1:** Deadline to submit questions about the RFP
- **July 3:** Deadline for SJTPO to publish answers
- **July 22:** Proposals due
- **August 7:** SJTPO will notify selected firms if an in-person interview is needed
- **August 19-21:** Consultant interviews
- **September 22:** Policy board approval of selected consultant; notice to proceed to be issued soon after.

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 2014), 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 2014), 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: Monday, June 30, 2014

To: Recipients

From: Jennifer Marandino, Team Leader – Capital Programming and Safety

Re: Q&A Extension, Traffic Sign Inventory and Sign Management System (SMS)

Questions and Answer Period Extended Until Tuesday, July 8, 2014

Due to high volume of questions submitted to SJTPO regarding the Traffic Sign Inventory and Sign Management System (SMS) Request for Proposals (RFP), the deadline for firms to submit questions to SJTPO has been extended to Tuesday, July 8, 2014. This is to allow firms the opportunity to review answers to questions and to submit any final clarifying questions.

SJTPO will post responses to all final questions by Thursday, July 10, 2014. Firms are encouraged to check www.sjtpo.org/Opportunities.html to review any final answers at that time.

The deadline for proposal submission remains unchanged.



Date: Wednesday July 9, 2014, 9:00am
To: Recipients
Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal.

Q1. What type of professional are you looking for to best provide these services? A traffic engineer or an environmental graphic designer.

A1. All consultants who have the skill set, experience, and knowledge described within the proposal are invited to submit a proposal for consideration.

Q2. Can SJTPO provide an approximate number of signs per County on the County Roads for the four counties and for City of Vineland? According to the RFP, page 9 of 23, this data should be available from the SJTPO's existing Asset Management System (AMS).

A2.

Subregion	Centerline Roadway Miles	Total Number of Signs*
Atlantic County	371 miles	19,581 signs
Cape May County	200 miles	11,812 signs
Cumberland County	539 miles	14,789 signs
Salem County	353 miles	7,821 signs
City of Vineland	259 miles (estimate)	6,616 signs

*It should be noted that stop signs on municipal side roads intersecting the county roadways at non-signalized intersections as well as signs on municipal side roads related to the traffic signal, within 100 feet of the centerline of the county at signalized intersections road are not currently included within the existing AMS and therefore not included in the total number of signs for each subregion list above. Signs in these locations, however, must be included in the inventory and system associated with this data collection efforts.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q3. Please provide approximate dates when the last complete asset management data was collected for each of the Counties and Cities under the existing Asset Management System (AMS).

A3.

Subregion	Month/Year of Data Collection
Atlantic County	April 2012
Cape May County	April 2012
Cumberland County	March 2012
Salem County	May 2011
City of Vineland	May 2013

Q4. What is the intended level of GIS location accuracy for the new Traffic Sign Inventory and Sign Management System?

A4. Allowable positional variation from actual sign and signpost location must yield an accuracy of +/- 1 meter, on the axis parallel to the roadway and ensuring correctness in both sequential order and position relative to the road, while maintaining relative positional accuracy between signs and posts.

Q5. Please provide level of GIS location accuracy for the sign database in the existing Asset Management System (AMS).

A5. Roadside assets were inventoried at sub-meter accuracy.

Q6. Please provide information whether the data in the existing Asset Management System (AMS) has been maintained on a regular basis. For example, when a sign is replaced, added, or removed, are the corresponding data in the AMS updated? Are all the individual images of signs and signposts in the AMS current?

A6. Although the data collection was funded by SJTPO, the database and asset management system are the responsibility of each individual subregion. It is our understanding the database has not been maintained on a regular basis and is only current as of the data of initial data collection (See answer to Question 3 for those dates).



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q7. Please indicate which of the sign attributes listed on RFP pages 6 and 7 are available in the SJTPO's existing Asset Management System (AMS).

A7. For each signpost, at least the following attributes are requested to be present in the database:

Attribute	Within existing AMS
Roadway	Yes
Coordinates	Yes
Linear Referencing	No
Post Type	Yes
Post Condition	Yes
Status of Post	No
Post Structure	No
Retroreflectivity Strip	No
Date of Inventory	Yes
Other Dates	No

For each sign, at least the following attributes are requested to be present in the database:

Attribute	Within existing AMS
Sign Post	Yes
Roadway	Yes
Coordinates	Yes
Linear Referencing	No
Orientation	Yes
Sign Category	No
Sign Designation	Yes
Sign Placement	Yes
Panel Size	No
Position on Post	No
Status of Sign	No
Sign Condition	Yes
Date of Inventory	Yes
Other Dates	No
Image	Yes
Retroreflectivity	No



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q8. Please explain if the existing AMS data is in a “proprietary” format. If not please explain the format of video data contained within AMS.

A8. The existing AMS data for signs and sign posts is in a Microsoft Access database (.mdb). The image inventory is a folder full of .jpg images, taken at 25-foot intervals along the roadways. The images are stored in directories indicating the date the image was taken. The sign and sign post tables contain a field called “IMGNAME,” which indicates the full file path of the image of the sign or post. This data is intended to be viewed using Enterprise Information Solutions’ Enter-Road-Info software. The raw data will be provided to the winning firm. Note that the image inventories are quite large (the City of Vineland image directory, with 380,205 images, for example, is 105 GB).

Subsequent to posting a reply to this question, a similar question was asked; please refer to the answer to Question 27 as it may provide additional relevant information.

Q9. Is the existing Asset Management System (AMS) capable of automatically exporting individual images of sign and sign posts as JPG format? If not, does SJTPO expect the consultant to extract this information manually from the AMS?

A9. The existing AMS image inventory is comprised of a series of .jpg images taken at 25-foot intervals along the roadways with six cameras (three forward facing, three rear facing). For each sign and sign post, there is a field in the database indicating the full file path of the .jpg image of the sign.

Use of the existing AMS database is not required. Proposals should discuss the advantages and disadvantages.

Subsequent to posting a reply to this question, a similar question was asked; please refer to the answer to Question 27 as it may provide additional relevant information.

Q10. Please confirm that signs located on non-County and non-Municipal roads are excluded from the scope of work.

A10. Signs on state or Authority roads may be excluded from the requested inventory.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q11. On page 10 of the RFP, several methods for conducting the Visual Nighttime Inspection are listed. Namely, they are Calibration Method, Comparison Panel Method, and Consistent Parameter Method. The FHWA allows a road owner to conduct any of these three methods. The RFP is not clear as to which of the three methods are to be performed by the Consultant. Please confirm that the Consultant can choose any of the three methods recommended by the FHWA.

A11. FHWA has two identified two types of maintenance methods to meet the sign retroreflectivity requirement, either a management or assessment method. As part of this RFP, SJTPO is seeking a consultant to utilize an assessment method. Within this method two procedures are acceptable; measured retroreflectivity or one of three nighttime visual procedures (Consistent Parameters, Calibration Panels, or Calibrations Signs). The selection of any one of three nighttime visual procedures (or any combination thereof) is at the discretion of the consultant.

Q12. The time frame for the study is short and over the winter months. Given the possibility of snow and inclement weather, could the project time frame be extended should we have a bad winter?

A12. The project completion is anticipated to be April 30, 2015. This date was chosen to allow SJTPO and subregion staff sufficient time to review project deliverables and the consultant to address potential concerns by the contract end date of June 30, 2015. The contract end date cannot be extended, as it is the end of the fiscal year in which funding for the project is available.

Proposals and costs should address the full scope of the project as described within the RFP. However, proposals should detail any concerns related to the ability to successfully complete the project as described within the RFP, including, but not limited to, time need to complete data collection. SJTPO reserves the right to reduce the scope as necessary.

Q13. The RFP on page 5 indicates that the system should be setup for each subregion's roadway system. Please clarify if the SJTPO is looking for the consultant to setup eight separate systems, one for each subregion. There are certain advantages and disadvantages of setting up separate system for each subregion.

A13. SJTPO had envisioned a single system, which would incorporate data from each subregion. Each subregion would have read-only access to the full data set and full access only to data within their jurisdiction. SJTPO would have read-only access to the full dataset. We welcome other ideas from the consultant should they feel there are advantages of setting up separate systems for each subregion.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q14. The proposal mentions a current SMS system. Can you provide some basic information describing the existing system (e.g. is it a commercial application, a custom application, or simply just GIS data?)

A14. The current AMS was developed for SJTPO by Enterprise Information Solutions. For details on how the system works, please see answer to Question 8 above. The sign and sign post tables are stored in a Microsoft Access database (.mdb file). This database can be imported into a GIS system and mapped using the latitude and longitude fields. The sign and sign post database, along with the image inventory, will be delivered to the winning firm, if requested.

Subsequent to posting a reply to this question, a similar question was asked; please refer to the answer to Question 27 as it may provide additional relevant information.

Q15. Does the SJTPO intend to include the remaining municipalities sign data into the system in the future?

A15. Not at this time, but we would like to have the flexibility within the system to include other municipalities at a later date.

Q16. How old is the existing video log, and can it be made available to the selected firm if it was still relatively current?

A16. The age of the existing video log is addressed in Question 3. This data can be made available to the selected firm if the firm deems it useful.

As indicated in the answer to Question 9, use of the existing AMS database is not required. Proposals should discuss the advantages and disadvantages.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q17. What is expected in terms of panel size information?

Q17A. Can we assume that panel sizes for MUTCD signs can be derived from the sign type specifications in the manual?

A17A. In general, the panel size can be derived from type specifications in the manual. However, when more than one standard size is acceptable, the size should be verified.

Q17B. Will non-MUTCD signs need to be measured, and if so, to what accuracy tolerance (e.g. +/- 1")?

A17B. Yes, all signs would need to be measured, with an accuracy tolerance of +/- 1".

Q18. Is the number of miles listed in the RFP represented as centerline or lane miles?

A18. The number of miles in the RFP, and in the answer to Question 2, represents centerline miles.

Q19. Can the SJTPO provide a sample of the existing sign inventory for evaluation and consideration during proposal development?

A19. You can access a copy of an example existing sign inventory database from the City of Vineland, as a zipped .mdb file, [here](#). As noted in responses to earlier questions, there is also an image library, however that library is too large to include on our website. That image library can be made available to the winning firm, if requested.

Subsequent to posting a reply to this question, a similar question was asked; please refer to the answer to Question 27 as it may provide additional relevant information.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q20. How many users do you expect to be trained? How many to be using the system?

A20. The objective is for each jurisdiction to determine how many and who will be able to access and edit in the system. At this time, we only know it will be eight jurisdictions. However, more important is that the system be completely free (i.e. no charge) for additional users. In other words, if a system required paid licenses for each user, it would not meet the requirements of the RFP. We ask for at least four training sessions (one in each county). Proposals should specify how much training is required and will be provided in order to fully utilize the system.

Subsequent to posting a reply to this question, a clarifying question was asked; please refer to the answer to Question 59 as it may provide additional relevant information.

Q21. How many years is the contract?

A21. The project deliverables are due April 30 with a contract end date of June 30, 2015. However, as the RFP indicates, proposals should indicate the time period data will be hosted by the firm, as well as all ongoing (annual, etc) costs associated with support (maintenance, additional training, data hosting, etc).

Q22. What GIS platform will house the assets? ESRI, google maps, etc.

A22. It is required that the SMS be accessible without the use of proprietary GIS software such as ESRI ArcGIS, as few public works employees have familiarity with GIS. The choice of platform is left up to the firm, with the exception as noted.

Q23. What type of devices will be required? Specific to tablet or laptop.

A23. We do not have a requirement for specific types of devices. The selected firm is best suited to recommend both a type of device (tablet, notebook, ruggedized notebook, etc) as well as operating system (Android, Windows, Apple, etc) based on the best functionality in using the proposer's system.

Q24. This is to be hosted by the vendor, correct?

A24. Proposals should address where and by whom data will be housed. Neither SJTPO nor our subregions will host the data. All data must be hosted in a manner that makes it accessible via internet connection in the field as well as in the office.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q25. Is there some flexibility for the Notice to Proceed? You could potentially be trying to collect assets in winter weather.

A25. The SJTPO Policy Board is anticipated to approve the consultant selection on September 22nd, Notice to Proceed will take place shortly after that date. Work cannot be billed to the contract prior to the Notice to Proceed. Please refer to the answer to Question 12 for additional details.

Q26. It appears that the SJTPO FY 2015 Unified Planning Work Program (Table 4) shows a budget of approximately \$386k allocated for this project. Can you confirm that this is the TOTAL amount available?

A26. The process SJTPO is using to procure professional services is a two-step, quality-based selection process. First, based on our assessment of the qualifications of responding firms, we will select a firm that we believe is best suited to carry out the scope of work as outlined in our RFP. Second, we will negotiate a price with the selected firm. If an agreement cannot be reached on price, we will move to the second step of the process, negotiation.

Because the selection of the firm is based solely on the qualifications of the firm, the budget for the work is not material to selecting the most qualified firm. Further, providing specific project or consultant budget information could limit our ability to receive the most competitive price for the work when we move to the second step of the process, negotiation.

SJTPO's FY 2015 Unified Planning Work Program is publically available through SJTPO's website (www.sjtpo.org/UPWP.html), but understand that it provides general budgetary information for work activities based on preliminary estimates.

Q27. Will the SJTPO provide access to their existing Asset Management System (AMS) to interested consultants, either in-person, or via LiveMeeting prior to the RFP being due?

A27. As indicated in the answer to Question 19, a copy of an example of the existing sign inventory database from the City of Vineland has been made accessible, as a zipped .mdb file, [here](#). Due to the large volume of the image library, the entire image library cannot be made available prior to the RFP being due. However, we have posted an example of our image inventory [here](#) (42MB, .zip file). The images were taken as part of the AMS data collection efforts with six cameras (three forward facing, three rear facing) at 25-foot intervals along each roadway for Moyer Street in the City of Vineland.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

Please note there are a large number of questions; be sure to read all questions and answers prior to submitting a final proposal or additional questions.

Q28. Will the SJTPO provide a digital copy of their existing sign database to interested consultants prior to the RFP being due?

A28. No additional access to the existing sign database other than previously referenced in the answers to Questions 19 and 27.

Q29. Has the existing sign inventory for the four counties and the City of Vineland been kept up-to-date since initial inventory efforts? If so, by whom?

A29. A similar question was asked previously; please refer to the answer to Questions 3 and 6, which refer to the dates of data collection and maintenances of the data.

Q30. Please confirm wording on Pg 6, B. Content, Task 1: Traffic Sign Inventory and Sign Management, 1st paragraph: "...and on municipal roads for each municipality". We are assuming this means the four municipalities listed in the RFP: Atlantic City, Sea Isle City, Vineland, and Borough of Elmer; and not each municipality in the four counties listed as well, correct?

A30. The firm will include the county roads for each county and municipal roads for the four municipalities (Vineland, Atlantic City, Sea Isle City, and Elmer). Signs on state or Authority roads as well as temporary traffic control signs may be excluded from the inventory. As mentioned in the answer to Question 15, SJTPO would like to have the flexibility within the system to include other municipalities at a later date.

Beyond the above-mentioned roadways, firms must also include some additional signs at intersections as described below the paragraph you describe, on page 6 of the RFP, quoted here.

"For the four counties (Atlantic, Cape May, Cumberland, and Salem), at non-signalized intersections, stop signs on municipal side roads intersecting the county roadways are typically the jurisdiction of the county. At signalized intersections, signs on municipal side roads, related to the traffic signal, within 100 feet of the centerline of the county road are typically the jurisdiction of the county. Therefore, signs in these locations must also be included in the county inventory. This will require the firm to travel a short distance down all municipal roads that intersect county roads. In cases where the above-mentioned sign locations exist on municipal roadways in Atlantic City, Sea Isle City, Vineland, and Elmer, signs should be flagged to allow respective counties and municipalities to review and approve ownership before the traffic sign inventory is finalized."



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
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Q31. Is a DBE certified contractor from another state who is in the process of applying in New Jersey (application already submitted) but not yet on the list acceptable in our submittal; assuming timely issuance of the NJ DBE certificate relative to the project?

A31. Assuming timely issuance of the NJ DBE certificate, a firm that is currently in the NJ DBE application process will qualify as a DBE firm for the purpose of making a proposal. SJTPO will verify your DBE status as needed on NJ Unified Certification Program Business Directory website at www.njucp.net/.

Contact information for NJ DBE:

NJDOT
Division of Civil Rights and Affirmative Action
Disadvantaged and Small Business Programs Unit
1035 Parkway Avenue
PO Box 600
Trenton, NJ 08625-0600

For additional information on DBE certification, please call (609) 530-3882 or visit the Disadvantaged and Small Business Programs Unit of Civil Rights/Affirmative Action website at www.state.nj.us/transportation/business/civilrights/dbe.shtm

Q32. The RFP references an existing Asset Management System (AMS) on page 9, which includes an inventory of sign posts and sign.

Q32A. What is the name or platform of the AMS?

A32A. A similar question was asked previously; please refer to the answer to Question 8.

Q32B. How many in-service signs are in the AMS?

A32B. A similar question was asked previously; please refer to the answer to Question 2.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

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Q33. What is the anticipated number of desktop/laptop office users for the new Sign Management System?

A33. A similar question was asked previously; please refer to the answer to Question 20.

Q33A. What is the anticipated number of field users utilizing the mobile data collection tool?

A33A. To fully utilize the functionality of the mobile data collection tool, the firm will provide a minimum of eight (8) tablets, notebook, or ruggedized notebook computers to be used by field crews to populate the database. Cost proposals should indicate the cost per additional unit, as a county or municipality may desire additional units.

Q34. Can the SJTPO confirm the \$386K budget listed in the current [UPWP] is the total amount for the contract?

A34. A similar question was asked previously; please refer to the answer to Question 26.

Q35. If so, it appears that the budget was based on the assumption that the previously collected sign data would be sufficient and that the consultant would only need to add the new signs." Can you confirm this assumption?

A35. Proposals and costs should address the full scope of the project as described within the RFP. However, proposals should detail any concerns related to the ability to successfully complete the project as described within the RFP. Use of the existing AMS database is not required. Proposals should discuss the advantages and disadvantages. SJTPO reserves the right to reduce the scope as necessary.

Q36. Is it important to exclude access to an Agency's data from the other participating Agencies? For example, can a County and Municipality who share a road, see each other's signs on that road?

A36. A similar question was asked previously; please refer to the answer to Question 13.

Q37. Does the SJTPO expect to see all Agencies' data all at once in one place or is it acceptable to review each Agencies' data separately?

A37. A similar question was asked previously; please refer to the answer to Question 13.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
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Q38. Does the SJTPO expect to be the active Administrator of Regions, Access Rights, User Accounts, etc. of the system or does that responsibility rest with the individual Agencies?

A38. SJTPO would have read-only access to the full dataset. Each individual agency will make the determination as to who the active Administrator of the data and have the ability to assign access rights and set-up user accounts within the agency.

Q39. Can the SJTPO provide sample records of the existing AMS sign and post inventory?

A39. A similar question was asked previously; please refer to the answers to Questions 19 and 27.

Q40. Are the miles listed on page 6 for the Agencies all the roads within each Agency boundary? If not, can the SJTPO provide a shapefile of roads for each of the Agencies (Cities and Counties), a pdf map or a list of roads within the project scope?

A40. The centerline roadway miles listed on page 6 of the RFP, with additional details provided in the answer to Question 2, are for county roadways within the county's jurisdiction and municipal roadways under the jurisdiction of the four municipalities included as part of the scope of services within the RFP. A shapefile of all roads within the SJTPO region is provided [here](#) for your use, as needed. In the same folder is a .pdf named SRI Codes, which provides details on the State Route Index (SRI) nomenclature and how to identify county and municipal roadways.

Q41. The RFP list three methods for Visual Nighttime Assessments, Calibrated Signs, Comparison Panel and Consistent Parameters, is it up to the Proposer to select the best one to be used for this Project?

A41. A similar question was asked previously; please refer to the answer to Question 11.

Q42. There is a 15.7% DBE/ESBE goal noted in the Sample Agreement but a 12.49% goal stated in Section III and Section IV of the RFP. Please confirm that the goal is 12.49%.

A42. NJDOT's federally approved DBE/ESBE goal for fiscal year 2014 is 12.49%, as stated within the RFP. The mention of a 15.7% DBE/ESBE goal in the Sample Agreement has been removed to eliminate confusion.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
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Q43. We would prefer to partner with someone local for doing the data collection work [do] you have any local DBE firms in your area that you would recommend?

A43. SJTPO cannot recommend a specific DBE firm. You can find a list of all New Jersey DBE on the NJ Unified Certification Program Business Directory website at www.njucp.net.

Q44. It appears the cost proposal must contain a detailed, [Cost Plus Fixed Fee (CPFF)] - type cost break down. Based on the terms of the Sample Agreement provided, it appears that payments will be based on cost and not fixed price. In addition to providing the required cost break down to be compliant with this proposal, could we also propose a fixed price payment by milestone as an alternative to consider if our proposal is selected?

A44. Your assumption related to the cost proposal requiring a Cost plus Fixed Fee (CPFF) type is correct. All SJTPO contracts must maintain the same format of billing. Monthly invoices will be paid based upon actual work completed.

Q45. For non-proprietary hardware solutions (e.g. "off the shelf") for the mobile data collection, it has been our experience that it is less expensive for the agency to purchase these devices directly using a government contract vehicle. Would you consider purchasing the hardware directly if we provide cost an estimate, and guidance for type of device and operating system?

A45. Proposals and costs should address the full scope of the project, including all requested deliverables, as described within the RFP. However, proposals should detail any concerns such as those described in the question. SJTPO reserves the right to reduce the scope and set of deliverables, as necessary.

Q46. Is the total project budget greater than what has been allocated for "Sign Management System Data Collection" in the UPWP for FY2015 as the project includes hardware purchase, SMS system, training and project management in addition to data collection?

A46. A similar question was asked previously; please refer to the answer to Question 26.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
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Q47. Is there a preferred type of software licensing structure for the SMS?

A47. As was similarly stated in the answer to Question 20, it is important that the system be completely free (i.e. no charge) for additional users. Similarly, the SMS must be accessible without the use of proprietary GIS software such as ESRI ArcGIS. As was described on page 8 of the RFP, all capabilities of the SMS should be accessible through a web browser with the system being accessible from any computer. No software should need to be installed locally. Preference will be given to systems that can offer functionality via a mobile device, (i.e. smart phone application or mobile friendly website) in addition to the mobile data collection tool.

Q48. Will SJTPO provide the name of the company or companies that completed the asset management data collection for each of the Counties and Cities under the existing Asset Management System (AMS)?

A48. A similar question was asked previously; please refer to the answers to Questions 8 and 14. A sample of the existing database and images are provided with clickable links in the answers to Questions 19 and 27.

Q49. Section V, Equal Employment Opportunity Provision, subpart C. of the RFP, requires the submission of a "detailed statement" of the contractor's equal employment opportunity policies. Our personnel policies include an equal opportunity policy. Will the submission of this policy meet this requirement or is additional information required? If additional information is required, please provide examples.

A49. SJTPO does not have specific language to include with respect the Equal Employment Opportunity Provision. Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity to fulfill the Equal Employment Opportunity Provision of the RFP. It is at the discretion of the proposer to submit necessary documentation to meet this requirement.



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

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Q50. Can SJTPO provide a route list that encompasses the collection mileage? It would be helpful for planning and pricing purposes to have shape files or a spreadsheet that lists the total number of routes that make up the total mileage.

A50. A shapefile of all roads within SJTPO’s existing AMS database is provided [here](#) for your use, as needed. The existing AMS includes county roadways within Atlantic, Cape May, Cumberland, and Salem County as well as municipal roadways in the City of Vineland.

It should be noted, the shapefile provided for use is not a complete list the total number of routes that make up the total mileage as described within the scope of work of this RFP. No shapefiles are available for the three other subregions (Atlantic City, Sea Isle City, and Elmer) as they are not included within the existing AMS database, but are to be included within the scope of work under this RFP. Additionally, it should be noted that for stop signs on municipal side roads that intersect county roadways at non-signalized intersections, as well as signs on municipal side roads related to the traffic signal, within 100 feet of the centerline of the county at signalized intersections, roadways are not currently included within the existing AMS and therefore not included in the provided shapefiles. Signs in these locations, however, must be included in the inventory and system associated with this data collection efforts.

Q51. Can SJTPO provide an estimate on the number of stop signs for this project?

A51. The table below indicates the number of STOP signs (R1-1) currently within the existing AMS database. It should be noted the number of signs is current as of the time of data collection for each individual subregion. The number of STOP signs is not known for the three other subregions (Atlantic City, Sea Isle City, and Elmer) as they are not included within the existing AMS database, but are to be included within the scope of work under this RFP.

Subregion	Number of R1-1-signs	Month/Year of Data Collection
Atlantic County	262*	April 2012
Cape May County	1,521	April 2012
Cumberland County	1,755	March 2012
Salem County	338*	May 2011
City of Vineland	1,497	May 2013



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
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*It should be noted that stop signs on municipal side roads intersecting the county roadways at non-signalized intersections are not currently included within the existing AMS for Atlantic and Salem Counties and therefore not included in the total number of signs for each subregion list above. The STOP-signs on municipal side streets may not be comprehensive for Cape May and Cumberland Counties, although included in the existing AMS database. Signs in these locations for all SJTPO counties, however, must be included in the inventory and system associated with this data collection efforts.

Q52. Does SJTPO have an inventory on the total number of intersections for this project?

A52. SJTPO does not have an inventory as described.

Q53. Does SJTPO want the same attributes and images provided for the stop signs on the municipal roads as the other signs on the [County] maintained roads?

A53. All signs inventoried as part of this collection effort should include the sign attributes listed on RFP pages 6 and 7.

Q54. How should vendors reference signs that are not on county maintained roads? Even though the municipal roads are not maintained by the [County], should the Roadway names and Linear Referencing be provided as part of the attribute list?

A54. All signs inventoried at the intersection of a County and municipal roadway should be should be referenced by the County roadway and secondarily by the municipal roadway. Linear referencing should additionally be included, as appropriate.

Q55. Besides intersecting municipal streets, are there any other situations that SJTPO would want to get stop signs on roadways that intersect the County roads? For example, a commercial driveway that enters onto the County road, does that stop sign need to be collected?

A55. Utilizing the specific example cited in the question, stop signs at driveways (commercial or otherwise) should not be included within the inventory as those signs are the responsibility of the property owner and not the County or municipality.



Date: Wednesday July 9, 2014, 9:00am

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Q56. Will any data migration be required for the new Sign Management System?

A56. SJTPO's existing AMS data for signs and sign posts is in a Microsoft Access database (.mdb) with the ability to import the data into a GIS system and mapped using the latitude and longitude fields. In addition to data, the AMS includes a large number of images. Additional discussion related to the database and images is provided in the answers to Questions 8 and 9. Access to SJTPO's existing sign inventory database and an example of our image inventory are provided via a clickable link in the answer to Question 27.

Use of the existing AMS database is not required. Proposals should discuss the advantages and disadvantages of including this data.

Q57. Does SJTPO have specific language for its Equal Employment Opportunity Provision that should be included in our [response to the] RFP Section J?

A57. SJTPO does not have specific language to include with respect to the Equal Employment Opportunity Provision. Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity to fulfill the Equal Employment Opportunity Provision of the RFP. It is at the discretion of the proposer to submit necessary documentation to meet this requirement.

Q58. For the electronic submission, does SJTPO have a preference of CD or USB?

A58. SJTPO has no preference related to the form of electronic submission as long as the electronic cost proposal is submitted separate from the technical proposal and within a sealed envelope.

Q59. Regarding A20 of the Q/A document: The answer states that, "the system be completely free (i.e. no charge) for additional users. In other words, if a system required paid licenses for each user, it would not meet the requirements of the RFP."

Q59A. Please clarify if the SMS should have no annual license fees for additional users or all users.

A59A. As was stated in the RFP, SJTPO's preference is a web-based SMS, which generally would not require additional software to use. For the mobile data tool, we could envision a system requiring software or an app to utilize certain features, such as to take a photo of a new sign. We would generally expect that all software be included



Date: Wednesday July 9, 2014, 9:00am

Re: Traffic Sign Inventory and Sign Management System (SMS)
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with this contract then detail annual maintenance, web storage, and support costs. It is expected that annual license fees are not based upon per user or will not limit the number of users utilizing the software; a network license would be preferred, if such a fee is required.

If a firm proposes a system that requires annual license purchases, the consultant should demonstrate in their proposal why their system provides greater functionality than would be allowed by a system that functions within a web browser.

Q59B. Please clarify if software licenses costs can or cannot be included in the technical proposal if the “SMS has ongoing costs” as per page 9, paragraph 2, of the RFP.

A59B. Only annual costs may be stated within the technical proposal. This must include any and all costs that SJTPD would incur if a firm is selected. Proposals must also specifically indicate through what date costs are covered and when annual costs would begin.

Q60. Does the SJTPD currently use a Work Order Management System? If so, what product is being used?

A60. Although the sign management system data collection is to be funded by SJTPD, the database and system will be utilized by each individual subregion, the owners of the roadways. It is my understanding work orders for sign management at SJTPD subregions are currently paper. The desire with the scope of work identified in this RFP is to provide subregions the ability to generate and track work orders electronically and to provide a paper trail, as needed.