



NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

FY 2016-2017 TRAFFIC DATA COLLECTION

SJTPO is seeking a qualified firm to collect turning movement count data at selected signalized intersections in Atlantic and Cape May counties. The firm shall collect turning movement count data during weekday peak periods during the school year, and weekend shore travel periods during the summer.

This work is included in the SJTPO FY 2016 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 Monday, January 25, 2016 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 Wednesday, February 24th, 2016. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Andrew Tracy, Transportation Engineer
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:

FY 2016-2017 Traffic Data Collection

Monday, January 25, 2016



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

782 South Brewster Road, Unit B6

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LEONARD DESIDERIO, CHAIRMAN

TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR

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****NOTICE****

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

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****FY 2016-2017 TRAFFIC DATA COLLECTION****I. INTRODUCTION****A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to collect turning movement count data at signalized intersections in Atlantic and Cape May Counties. This work is included in the SJTPO FY 2016 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 **Wednesday, February 24, 2016**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Andrew Tracy, Transportation Engineer
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

1. **Signed Cover Letter** that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto. (see Section I.E) www.sjtpo.org/Documents/EmploymentandRFPs/RFPs/RFPSubcontractAgreement.pdf
2. **Technical Proposal** (*five (5) hard copies and one (1) electronic copy*)
 - a. **Narrative** that reflects the requirements of the Scope of Work (see Section II)
 - A detailed approach to completing the work program
 - List and description of deliverables
 - Any issues or problems with requirements of the Scope
 - b. **Staffing Plan** (see **Exhibit D**) without salary or other costs (a detailed description of the work team key staff and estimated hours required on the project), including:
 - Staff name (if appropriate, see Exhibit D)

- 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. **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.
- d. **Organizational Chart** of firm or firms with brief description of their role in the project
- e. **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.
- f. **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.
- g. **Resumes** of key professional staff included in the Staffing Plan, organized by firm
- h. **DBE/ESBE Certificates** (see Section IV)
- i. **Equal Employment Opportunity Statement** (see Section V)
3. **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 key staff and their estimated hours required on the project.)
- Staff name (if appropriate, see Exhibit D)
 - 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 Wednesday, February 10, 2016 and submitted to Andrew Tracy at the above address. Faxes (856-794-2549) and e-mails (atracy@sjtpo.org) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

D. Anticipated Consultant Selection Schedule

- | | |
|--------------------------------|---|
| 1. Questions about RFP Due | Wednesday, February 10, 2016 |
| 2. Answers about RFP Published | Friday, February 12, 2016 |
| 3. Proposal Due Date | Wednesday, February 24, 2016 by 5:00 pm |
| 4. Policy Board Action | Monday, March 28, 2016 |
| 5. Notice to Proceed | On or about Monday, April 11, 2016 |
| 6. Project Completion Due | Monday, November 7, 2016 |

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. All proposals must include a signed cover letter that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto:

www.sjtpo.org/Documents/EmploymentandRFPs/RFPs/RFPSubcontractAgreement.pdf

II. SCOPE OF WORK

Proposals should explicitly address the full scope of the project as described within this section. SJTPO cannot ask firms for clarification if questions remain prior to scoring. Proposals, however, should detail any concerns which impact successful completion of the project as described herein. Consultants are encouraged to offer innovations or alternative tasks; changes should enhance the intended project scope, with documentation included within the proposal. Consultants should demonstrate their expertise when responding to this RFP.

A. Background

Traffic counts are an important transportation data collection function, serving as the backbone for various projects, including project development, traffic modeling, and general traffic growth within the region.

SJTPO, in cooperation with Atlantic County and Cape May County, is seeking consultant assistance in collecting traffic count data at signalized intersections on county roadways. The traffic data collected will be used for future signal retiming analysis, microsimulation model calibration, and intersection improvement projects. This study will provide data that will be included in a traffic signal equipment inventory study, planned for FY 2017.

B. Content

Task 1: Coordination

In cooperation with SJTPO staff, the consultant shall be responsible for conducting meetings with key stakeholders (including SJTPO, Atlantic County, and Cape May County). Meetings shall include, but are not limited to kick-off meeting and an additional meeting to be held at the time of draft final deliverables. Meetings will be held at one of three locations: either the SJTPO office in Vineland, the Atlantic County offices in Northfield, or the Cape May County offices in Middle Township. The consultant shall be responsible for the preparation of meeting minutes for all meetings. A brief summary of phone conversations discussing important tasks or issues related to the project may be requested.

Brief status updates shall be provided every two weeks to SJTPO’s project manager via email. The status updates should describe tasks completed in the past two weeks, upcoming tasks for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from stakeholders in the coming weeks.

Deliverable 1.a.	Meeting minutes
Deliverable 1.b.	Status updates email (every two weeks)

Task 2: Data Collection

The consultant shall conduct turning movement counts at each of the intersections in Atlantic County (listed in Appendix A) and Cape May County (listed in Appendix B). There are 104 intersections in total; 61 in Atlantic County and 43 in Cape May County.

For each intersection, the consultant shall conduct a turning movement count during the designated count period; including May, summer, or September. Appendix A and Appendix B lists the designated count periods for each intersection. The time periods required for each type of count are listed below.

May: One weekday, either Tuesday, Wednesday, or Thursday;
AM Peak Period (7:00 to 9:00AM) and PM Peak Period (3:00 to 6:00PM)

Summer count: One Saturday (any Saturday between July 9th and August 13th), from 10:00AM to 7:00PM

September: One weekday, either Tuesday, Wednesday, or Thursday;
AM Peak Period (7:00 to 9:00AM) and PM Peak Period (3:00 to 6:00PM).

Counts during May and September should be taken during such a time when area schools, colleges, and/or universities are in regular session. At identified two (2) unsignalized intersections in Atlantic County count time periods shall be conducted for a minimum of 11 hours (7 am-6 pm).

Each turning movement count shall collect all vehicle volumes on all movements, including U-turning maneuvers. In addition, due to the high pedestrian and bicycle activity at some of the intersections, bicycle volumes and pedestrian crossings must be counted. All counts should be taken in 15-minute increments and gather volume and vehicle classification for heavy trucks, medium trucks, autos, pedestrians, and other non-motorized vehicles, including bicyclists. Traffic count reporting should estimate Annual Daily Traffic (ADT) volumes for individual approaches at all count locations. A peak hour for morning and afternoon should be reported at each location, as appropriate.

The use of a video data collection system is preferred. All final products must be submitted in electronic format. No hard copies are required. Data shall be submitted in an industry-standard file format (including CSV, PDF, UTDF, etc.). The proposal should state the specific formats for the deliverables.

In addition to turning movement count data files, all traffic counts submitted should be summarized in an Excel compatible spreadsheet to include the latitude/longitude location of each count location (decimal degrees). Additional summary statistics, including field data relating to the geometry and layout at the intersection shall be collected by the consultant. A listing of required intersection data collection elements is attached as **Appendix C**.

A summary spreadsheet shall be prepared by the consultant, listing the following data for each intersection:

- Station ID
- Urban/Rural Classification
- Milepost
- Jurisdiction
- County
- Intersection Control
- Date, Time, and Duration of Count
- Peak Period Time
- Roadway Name, including route number
- Standard Route Identifier (SRI) Number
- Roadway Direction (i.e. North/South)
- Municipality
- Latitude/Longitude
- Number of Legs
- Approach and Total ADT

Deliverable 2.a.	Turning Movement Count Data , provided in industry standard file formats (including CSV, PDF, UTDF, etc.) which support direct uploading of data into analysis software
Deliverable 2.b.	Turning Movement Count Inventory , a spreadsheet with listing the intersections counted data for each count location

C. Schedule

We anticipate a Notice to Proceed on or about Monday, April 11, 2016 and the entire project must be completed by Monday, November 7, 2016.

III. CONSULTANT SELECTION

SJTPO's consultant selection is a two-step, quality-based selection process. First, based on an assessment of the technical qualifications of responding firms, we will select a firm best suited to carry out the scope of work as outlined in our RFP. 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.

Second, SJTPO will negotiate a price with the selected firm. Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. If we cannot negotiate an acceptable contract with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm.

As the selection of the firm is based solely on technical qualifications, the budget for the scope of work is not material to selecting the most qualified firm. SJTPO's FY 2015 Unified Planning Work Program is publically available through SJTPO's website (www.sjtpo.org/UPWP.html), but should only be used to provide general budgetary information for work activities based on preliminary estimates.

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 Plan demonstrates 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 2016), 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. Proposals and costs should address the full scope of the project as described within the RFP. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommend to enhance the intended project scope. Cost proposals must include all tasks or alternatives discussed within the technical proposal. If applicable, multiple costs scenarios are acceptable.

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. Firms should check these sites PRIOR TO submitting a proposal.

1. New Jersey ESBE: http://50.62.131.238/Productions/NJDOT_ESBE/biz_esbe/
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 2016), which is 12.49 percent.

If, at any time a firm intends to subcontract or modify any portion of the work already under contract, or intends to purchase material or lease equipment not contemplated during the original preparation of the cost proposal, the firm 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.** Consultants and 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.

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- 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

Appendix A: Atlantic County Count Locations

<u>ID</u>	<u>Name</u>	<u>Municipality</u>	<u>Count Period</u>
1	New Jersey & Mill	Absecon	May
2	Brigantine & Harbor Beach	Brigantine	Summer
3	Brigantine & 38th St S	Brigantine	Summer
4	Brigantine & 14th St S	Brigantine	Summer
5	Wheat & Central	Buena Borough	May
6	Wheat & Brewster	Buena Borough	May
7	Tuckahoe & Cedar/Landis	Buena Vista Twp	Summer
8	Lincoln & Oak	Buena Vista Twp	May
9	Moss Mill & Philadelphia	Egg Harbor City	May
10	(Unsignalized) Fire & Hingston	Egg Harbor Twp	May
11	Tilton & Fire	Egg Harbor Twp	May
12	Fire & Fire Road Plaza	Egg Harbor Twp	May
13	Fire & Garden State Pkwy	Egg Harbor Twp	May
14	Fire & Mill	Egg Harbor Twp	May
15	Mill & Spruce	Egg Harbor Twp	May
16	Fire & Zion	Egg Harbor Twp	May
17	Ocean Heights & Zion	Egg Harbor Twp	May
18	Ocean Heights & Steelmanville	Egg Harbor Twp	May
19	Ocean Heights & Swift	Egg Harbor Twp	May
20	Ocean Heights & English Creek	Egg Harbor Twp	May
21	(Unsignalized) Ocean Heights & Blackman	Egg Harbor Twp	May
22	English Creek & West Jersey	Egg Harbor Twp	May
23	English Creek & Delilah	Egg Harbor Twp	May
24	Delilah & ACE Int. 9E	Egg Harbor Twp	May
25	Delilah & ACE Exit 9W	Egg Harbor Twp	May
26	Airport Circle	Egg Harbor Twp	May
27	Delilah & Doughty	Egg Harbor Twp	May
28	Fire & Doughty	Egg Harbor Twp	May
29	Fire & Washington	Egg Harbor Twp	May
30	Washington & Garden State Pkwy	Egg Harbor Twp	May
31	Delilah & Fire	Egg Harbor Twp	May
32	Zion & Old Zion	Egg Harbor Twp	May
33	Tilton & Uibel	Egg Harbor Twp	May
34	Jimmy Leeds & Pitney	Galloway Twp	September
35	Jimmie Leeds & Sixth	Galloway Twp	September
36	Wrangleboro & Great Creek	Galloway Twp	September
37	Jimmy Leeds & Great Creek	Galloway Twp	September

38	Jimmy Leeds Rd Rt 561 & Garden State Pkwy southbound	Galloway Twp	September
39	Jimmy Leeds Rd Rt 561 & Garden State Pkwy northbound	Galloway Twp	September
40	Jimmy Leeds & Chris Gaupp	Galloway Twp	September
41	Jimmie Leeds & Dr. Vera King Farris Dr	Galloway Twp	September
42	Jimmy Leeds & Pomona	Galloway Twp	September
43	Pomona Rd Rt 575 & Garden State Pkwy north	Galloway Twp	May
44	Pomona Rd Rt 575 & Garden State Pkwy south	Galloway Twp	May
45	Somers Point-Mays Landing & Atlantic	Hamilton Twp	May
46	Somers Point-Mays Landing & Babcock/Clarktown	Hamilton Twp	May
47	Tilton & Wrangleboro	Hamilton Twp	September
48	Jerome & Winchester	Margate	Summer
49	Jerome & Monmouth	Margate	Summer
50	Jerome & Amherst	Margate	Summer
51	Jerome & Fulton	Margate	Summer
52	Moss Mill & Elwood-Weekstown	Mullica Twp	May
53	Shore, Mill & Tilton	Northfield	Summer
54	Washington & Doughty/Somerset	Pleasantville	May
55	Washington & Main	Pleasantville	May
56	West Jersey & Main	Pleasantville	May
57	Decatur & Main	Pleasantville	May
58	Main & Delilah	Pleasantville	May
59	Ocean Heights & Belthel	Somers Point	Summer
60	Shore & Maryland	Somers Point	Summer
61	Shore & New York	Somers Point	May

Appendix B: Cape May County count locations

<u>ID</u>	<u>County ID</u>	<u>Name</u>	<u>Municipality</u>	<u>Count Period</u>	<u>Jurisdiction</u>
1		Stone Harbor Boulevard (CR657) and US Route 9	Middle Township	Summer & May	State
2		Stone Harbor Boulevard (CR657) and Brighton Road	Middle Township	Summer	County
3		Stone Harbor Boulevard (CR657) and GSP NB Ramps	Middle Township	Summer	County
4	168	Stone Harbor Boulevard (CR657) and Bayberry Drive	Middle Township	Summer & May	County
5		(Unsignalized) Court House-South Dennis Road (CR657) and Magnolia Drive	Middle Township	Summer & May	County
6	175	Court House-South Dennis Road (CR657) and Winding Way	Middle Township	Summer	County
7	185	Court House-South Dennis Road (CR657) and College Drive	Middle Township	Summer & May	County
8	36	Bay Avenue (CR656) and 9th Street	Ocean City	Summer	County
9	37	Bay Avenue (CR656) and 8th Street	Ocean City	Summer	County
10	35	Bay Avenue (CR656) and 10th Street	Ocean City	Summer	County
11		(Unsignalized) West Perry Street (CR606) and Park Boulevard	West Cape May	Summer	County
12	19	Third Avenue (CR619) and Stone Harbor Boulevard	Stone Harbor	Summer	County
13	144	New Jersey Avenue (CR621) and 2nd Avenue	North Wildwood	Summer	County
14		New Jersey Avenue (CR621), New York Avenue and Walnut Avenue	North Wildwood	Summer	State
15	22	Avalon Boulevard (CR601) and Ocean Drive	Avalon	Summer	County
16		(Unsignalized) Sea Isle Boulevard (CR625) and GSP SB Ramp	Dennis Township	Summer	County
17		Sea Isle Boulevard (CR625) and US Route 9	Dennis Township	Summer	State
18		(Unsignalized) Avalon Boulevard (CR601) and GSP NB Ramps	Middle Township	Summer	County
19		(Unsignalized) Avalon Boulevard (CR601) and GSP SB Ramps	Middle Township	Summer	County
20		Woodbine-Ocean View Road (CR550) and US Route 9	Dennis Township	Summer	State
21	43	(Unsignalized) Woodbine-Ocean View Road (CR550) and Dennisville-Petersburg Road	Woodbine	Summer	County
22		(Unsignalized) Tuckahoe Road (CR631) and Old Tuckahoe Road	Upper Township	Summer	County
23	15	Broadway (CR626), Sunset Boulevard	West Cape May	Summer	County

		and West Perry Street			
24	2	Bayshore Road (CR603) and Sandman Boulevard (US9)	Lower Township	Summer	County
25	3	Seashore Road (CR626) and Sandman Boulevard (US9)	Lower Township	Summer	County
26	75	Shunpike Road (CR644) and Sandman Boulevard (US9)	Lower Township	Summer	County
27	1	Bayshore Road (CR603) and Townbank Road	Lower Township	Summer	County
28	50	Bayshore Road (CR603) and Washington Boulevard	Lower Township	Summer	County
29	4	Bayshore Road (CR603) and Fulling Mill Road	Lower Township	Summer & May	County
30	100	Madison Avenue (CR653) and Washington Street	Cape May City	Summer	County
31	13	Madison Avenue (CR653) and Lafayette Street	Cape May City	Summer	County
32	16	Lafayette Street (CR633) and Ocean Street	Cape May City	Summer	County
33	10	Perry Street, West Perry Street (CR606) and Jackson Street	Cape May City	Summer	County
34	90	Park Boulevard and Hand Avenue	Wildwood	Summer	Wildwood
35	88	Park Boulevard and Taylor Avenue	Wildwood	Summer	Wildwood
36	166	Tuckahoe Road (CR631) and Dennisville-Petersburg Road	Upper Township	Summer	County
37	1072	(Unsignalized) Tuckahoe Road (CR631) and Stagecoach Road	Upper Township	Summer	County
38	55	(Unsignalized) Church Road (CR602) and Stagecoach Road	Upper Township	Summer	County
39		(Unsignalized) Mechanic Street (CR615) and Dias Creek Road	Middle Township	Summer & May	County
40	8	Breakway Road (CR613) and Seashore Road	Lower Township	Summer	County
41		(Unsignalized) Indian Trail Road (CR618) and Shunpike Road	Middle Township	Summer	County
42		(Unsignalized) Broadway (CR626) and Central Avenue	West Cape May	Summer	County
43	1080	(unsignalized) Woodbine-Ocean View Road (CR550) and Washington Avenue	Woodbine	Summer	County

Appendix C: Highway Safety Manual data collection elements**Rural Intersection**

Intersection type: 3- or 4-legged Stop-sign controlled/3- or 4-legged signalized

AADT_{major} (veh/day)

AADT_{minor} (veh/day)

Intersection skew angle (degrees); If 4-legged Stop-sign controlled, does skew differ for minor legs?

Number of signalized or uncontrolled approaches with a left-turn lane (0, 1, 2, 3, 4)

Number of signalized or uncontrolled approaches with a right-turn lane (0, 1, 2, 3, 4)

Intersection lighting (present/not present)

Suburban/Urban Intersection

Intersection type: 3- or 4-legged Stop-sign controlled/3- or 4-legged signalized

AADT_{major} (veh/day) (total entering on major approaches)

AADT_{minor} (veh/day) (total entering on minor approaches)

Intersection lighting (present/not present)

Data for Unsignalized Intersections only:

Number of major-road approaches with left-turn lanes (0,1,2)

Number of major-road approaches with right-turn lanes (0,1,2)

Data for Signalized Intersections only:

Number of approaches with left-turn lanes (0,1,2,3,4)

Number of approaches with right-turn lanes (0,1,2,3,4)

Number of approaches with left-turn signal phasing

Type of left-turn signal phasing for Leg #1

Type of left-turn signal phasing for Leg #2

Type of left-turn signal phasing for Leg #3

Type of left-turn signal phasing for Leg #4 (if applicable)

Number of approaches with right-turn-on-red prohibited

Intersection red light cameras (present/not present)

Sum of all pedestrian crossing volumes (PedVol) -- Signalized intersections only

Maximum number of lanes crossed by a pedestrian (n_{lanesx})

Number of bus stops within 300 m (1,000 ft) of the intersection

Schools within 300 m (1,000 ft) of the intersection (present/not present)

Number of alcohol sales establishments within 300 m (1,000 ft) of the intersection

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

* Staff Name should generally be included; however, staff title may be substituted, where appropriate

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.



Date: Thursday, February 11, 2016
To: Recipients
**Re: FY 2016-2017 Traffic Data Collection
Questions and Answers**

Q1. Since the sites are so disparate from our corporate office, is travel time or mileage an acceptable reimbursable expense as SJTPO standard practice?

A1. Travel time and mileage are reimbursable expenses as part of this and other technical studies. Mileage from your office to the location of the traffic count is reimbursable at NJDOT's standard rate of \$0.31 per mile. Costs associated with mileage and other similar expenses should be separated from costs associated with direct labor. Travel time may also be billed as hours worked for the individual(s) traveling to conduct the traffic count.