

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**NOTICE OF AVAILABILITY**

**REQUEST FOR PROPOSALS**

**FOR**

**FY 2014 HOUSEHOLD TRAVEL SURVEY**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct a household travel survey to collect household demographic and travel behavior data in the four county SJTPO region.

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

Requests for Proposals will be accepted until **Thursday, August 15, 2013** at 5:00 P.M. prevailing time.

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

**July 8, 2013**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**REQUEST FOR PROPOSAL**

**FY 2014 Household Travel Survey**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**782 S. Brewster Road, Unit B6**

**Vineland, NJ 08361**

**856-794-1941**

**856-794-2549(Fax)**

**Website: [www.sjtpo.org](http://www.sjtpo.org)**

**FRANK SUTTON, CHAIRMAN**

**TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR**

## **TABLE OF CONTENTS**

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

### **EXHIBITS**

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

## SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

### REQUEST FOR PROPOSALS

#### FY 2014 Household Travel Survey

#### I. INTRODUCTION

##### A. General

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

##### B. Submission

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

**Andrew Tracy, Transportation Planner**  
South Jersey Transportation Planning Organization  
782 S. Brewster Road, Unit B6  
Vineland, New Jersey 08361

The SJTPO reserves the right to reject any submission for failure to adhere to these requirements or to accept any submission, which in its judgment will best serve its interest. All submitting firms grant to the SJTPO a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose. All submissions will become the sole property of the SJTPO. Subconsultants, subcontractors, and joint ventures are permitted for the purposes of this submission.

##### C. Interpretations and Addenda

All questions, requests for interpretations and comments must be **submitted in writing** and received on or before **Monday, July 22<sup>nd</sup>, 2013** and submitted to Andrew Tracy at the above address. Faxes (856) 794-2549 and e-mails ([SJTPO@SJTPO.org](mailto:SJTPO@SJTPO.org)) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only

written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

**D. Anticipated Consultant Selection Schedule**

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

**E. Contracting**

The contract with SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration of the United States Department of Transportation. See the following link for the SJTPO standard contract agreement: <http://www.sjtpo.org/Documents/EmploymentandRFPs/Subcontract%20Agreement%20Boilerplate/BOILERPLATE-includes%20Exhibits%20A-H.pdf>

## **II. SCOPE OF WORK**

### **A. Content**

SJTPO will manage a project to conduct a household travel survey in the four-county SJTPO region (Atlantic, Cape May, Cumberland, and Salem counties, New Jersey) in the spring of 2014. According to the US Census and American Community Survey, the region has a total population of approximately 592,000, and there are approximately 213,000 occupied housing units. See Figure 1, below.

The last household survey in the region was conducted in 2001. Since then, regional travel behavior and household characteristics have likely changed significantly. The purpose of this survey is to provide the data needed to update the household inputs to the South Jersey Travel Demand Model (SJTDM), used for air quality modeling and other general planning purposes. The SJTDM uses household travel survey data, in addition to other inputs such as traffic counts, to model multimodal travel in the South Jersey region, and to estimate future travel demand. The survey may also be used as an opportunity for SJTPO's subregions to collect other household data, such as attitudes towards transit usage.

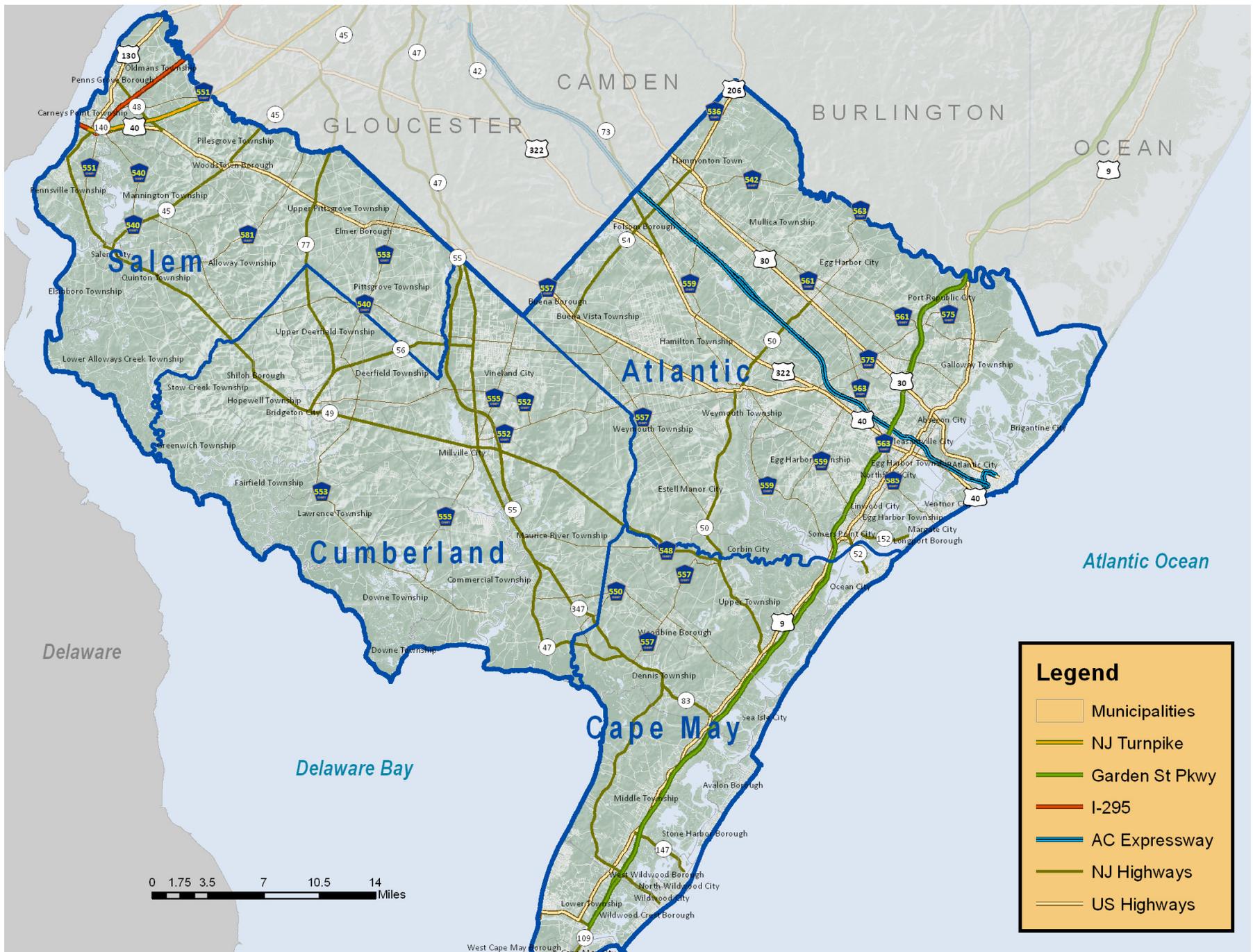
The household survey will collect detailed information about household socio-economic characteristics that influence travel behavior, such as income or vehicle ownership. In addition, it will have a travel diary component to collect trip data such as number of trips, origins and destinations, mode of travel, and the length and duration of trips. Data analysis will then be conducted to determine the statistical relationship between household characteristics and travel behavior. The survey design and methodology used must be based on current best-practice procedures that have been thoroughly tested and refined.

Examples of similar travel surveys should be provided by the firm to demonstrate knowledge of the best practices.

The household survey should statistically represent the regional population as well as possible. The sampling methodology and weighting methodology used should ensure that no household types will be over-represented or under-represented in the final expanded survey results. Considerations should be made to ensure self-selection bias will not lead to inaccurate sampling.

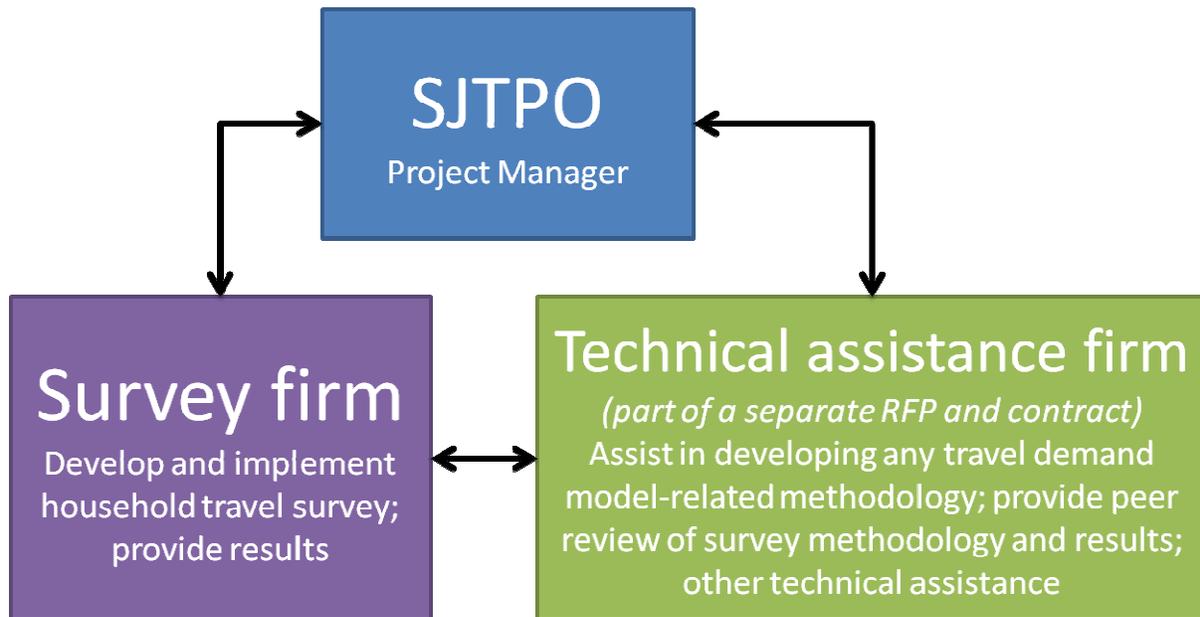
Some communities in the SJTPO region have significant Spanish-speaking populations. As such, proposals should include considerations for properly representing Spanish-speaking households in the survey results. Households that do not have landline phones should also be represented in the survey results.

Any methodologies not directly discussed or implied in this RFP that would improve the quality and accuracy of survey results will be considered.



**Figure 1: Overview of the SJTPO region**

Concurrent with this RFP, a second RFP is being issued to contract a travel demand model developer and peer reviewer to provide SJTPO with technical assistance. The technical assistance firm will assist SJTPO and the survey firm in developing any survey methodology directly related to the travel demand model; for example, in determining what trip characteristics will need to be collected. Peer review of the survey methodology and results will also be provided. SJTPO and both firms will work together to produce the most accurate and highest quality survey possible.



**Figure 2: Household travel survey team**

The travel survey firm will be responsible for all data management associated with the survey. The survey firm will provide all staff needed to prepare for and conduct the survey, including any household recruitment and survey retrievals.

**Proposals submitted in response to this RFP will identify all tasks, milestones, and deliverables, including a schedule detailing the due date of each.** The staff requirement for each task will be identified, and the need for assistance from SJTPO or its model developer for each task will be identified. Anticipated potential sources of delay or other risk should also be addressed. The schedule should include enough extra time to ensure that, even with some delays, all work will be completed prior to June 30<sup>th</sup>, 2014.

**Task 1: Survey preparation, design, and pre-test**

The firm will conduct research to assess the availability and usefulness of existing data on household characteristics and travel behavior. Data sources such as the American Community Survey, the Census

Transportation Planning Package, the National Household Travel Survey, and other household surveys in regions close to or similar to South Jersey should be identified and researched. Much of this data will likely be useful in planning the survey, validating the results, and weighting/expanding the results. Existing data should be used in lieu of new survey data collection wherever possible. Any survey data collected should be validated against existing data, and the final expanded survey results should also be validated against existing data.

The firm will identify a statistically significant sample size to serve as the target number of completed surveys. The sample should be diverse enough to capture as much variability in household travel behavior as possible. The sample will cover all four counties in the SJTPO region, with the number of samples in each county in proportion with the number of households in each county. The sample should further be stratified by area type (e.g. urban, suburban, rural), employment status (e.g. households with workers, households without workers), household size, and household income, to ensure that no household types are being over-represented or under-represented. SJTPO will provide the survey firm with a GIS shapefile of the area types of the SJTPO region. Details on stratification criteria will be finalized following consultation by SJTPO with its travel model developers.

The previous regional household survey conducted in 2001 included 1,460 households in the SJTPO region. This figure may serve as a preliminary target sample size. The sample size is not to exceed 1,800 households unless it can be well justified by the firm and authorized by SJTPO. The sample size should be large enough to ensure the statistical significance of the results, but not substantially larger than this. A sample size smaller than the 1,460 households from the 2001 survey will be acceptable if still statistically sound.

The firm will develop a recruitment plan to ensure the target number of completed surveys will be met, and that each stratum will be properly represented. The sampling plan should include provisions for accounting for households without landline phones, as many households are now cellphone-only. The sampling plan should also include provisions for Spanish-speaking households. Households without vehicles and households that use transit must also be properly accounted for. Data on transit usage in the region, including ridership counts for each bus line and rail line, will be provided by SJTPO. The sample should be adequate to obtain a statistically significant number of households of each type in each stratum (that is, a statistically significant sample of households from each income level, employment status, etc. must be obtained). Before initiating the survey or the survey pre-test, the sample is to be approved by SJTPO.

Several methods of survey retrieval will be set up by the firm. Retrieval methods should be adequate for households without internet access. As households may prefer certain retrieval methods over others, several retrieval methods should be established prior to the pre-test. It is encouraged that at least three retrieval methods are used: telephone, mail, and a website. All retrieval methods should be in working order prior to the pre-test. Innovative retrieval methods, such as having households enter their data into an easy-to-use website or smart phone app, are highly encouraged.

The firm will design a survey that suits the data input needs of the SJTDM and other data collection needs identified by SJTPO. The survey will consist of a questionnaire section, in which the household reports certain socio-economic demographics, and a trip diary section. The questionnaire will include household characteristics such as the following:

1. Home address
  2. Household size
  3. Number of adults, children, school students, and college students
  4. Number of full-time, part-time, retired, and unemployed household members
  5. Income range
  6. Number of vehicles
- (and other household characteristics)

The questionnaire may also gather data on individuals within the household and data on the vehicles used by the household. The final format and content of the questionnaire will be finalized by the firm following consultation with SJTPO and its model developer, and approval from SJTPO.

The trip diary section will be used to record all trips made by all members of a household for one day. For each trip, at least the following trip characteristics should be recorded:

1. Origin and destination
  2. Start time and end time
  3. Purpose of trip
  4. Mode of travel
- (and other trip characteristics)

A list of trip purposes will be provided by SJTPO. The final format and content of the travel diary will be finalized by the firm following consultation with SJTPO and its model developer, and approval from SJTPO.

The firm must identify a method of accounting for self-selection bias in the survey. As household characteristics and trips are self-reported by the households themselves, bias will be present. Two sources of bias must be addressed: first, household self-selection during recruitment and retrieval (some types of households may be more willing to participate in the survey than others), and the self-selection of trips reported on the trip diary. Outside data sources, such as the Census or the American Community Survey or data from other travel surveys, may be used to account for household self-selection bias. If the firm proposes that the survey include a GPS component for accounting for trip self-selection bias, the firm should justify the use of GPS by showing that other methods cannot be substituted. SJTPO is not requiring that a GPS component be included in the survey.

The firm will create a public outreach plan, to raise awareness of the survey and increase the survey response rate. The public outreach plan should include an official website for the survey that households

may visit to verify the authenticity of the survey and get additional information about the survey. This website may also be used as a retrieval method.

The firm will write a survey methodology report, which should include detail on at least the following aspects of survey preparation and design:

1. Research of outside data sources identified and obtained for use in data validation
  2. Sampling methodology used, tabulation of sample sizes by county and by household type, including statistical confidence levels expected
  3. Details on recruitment plan, including provisions for recruiting households at risk of being under-represented in sampling
  4. Details on retrieval methods
  5. Design of questionnaire and trip diary
  6. Plan and schedule for pre-test, allowing time for changes to be made as needed prior to main survey
  7. Plan and schedule for main survey
- (and any other aspects of survey methodology that may be reported)

A subset of the sample should be used to conduct a survey pre-test, or pilot survey. The pre-test should be used to ensure that the sampling methodology is sound, that the survey response rate is adequate, that all the retrieval methods work, and that there are no problems with the content or design of the survey. If any issues arise during the pre-test, they must be addressed before the main survey proceeds. If the response rate is low, the survey design and retrieval methods should be adjusted to improve response rates. Before the main survey proceeds, the results of the pre-test, and any corrections made to the survey design, must be approved by SJTPO. All pre-test survey results, including response rates and recommendations for the main survey, will be written up in a technical memo.

If no pre-test is proposed, the survey firm should indicate why the pre-test will not be needed. The survey firm should then also specify alternative methods for ensuring that the sampling methodology, response rate, retrieval methods, and survey design are all sound.

## **Task 2: Survey implementation**

Following completion and approval of the pre-test, the main survey will be conducted. A proper sample of households that meets the sampling criteria will be recruited by the firm. Any lessons learned from the pre-test, including all changes to survey design and retrieval methods, should be implemented before beginning the main survey.

The survey will be conducted in Spring of 2014, preferably February through April. If more time is needed, the survey firm may propose a longer survey duration; however, the project (including all results and analysis) must be completed by June 30<sup>th</sup>, 2014. Travel diaries should be filled out on a

typical weekday. Some households may record a weekend day instead; whether any weekend samples are needed will be determined prior by SJTPO to the start of the survey. The firm will work with SJTPO to help avoid having households fill out the trip diary on days with irregular travel activity (for example, during special events or school breaks). The specific format and content of the survey will be finalized by the firm and approved by SJTPO following the pre-test and prior to conducting the main survey.

The firm should outline in their proposal all quality control measures that will be used to ensure the accuracy of the data retrieved. While the survey is underway and retrieval is occurring, the firm will monitor response rates from all household types. If the target sample sizes for each household type are not being met, additional households may be recruited as necessary.

### **Task 3: Survey analysis and results**

Raw results data will be delivered following retrieval of the survey, and the firm will work with SJTPO to establish criteria to identify errors, incomplete samples, or other inaccuracies, and the firm will correct or remove these as necessary. The data will be delivered in database format, with records of each household and its characteristics, and each trip and its characteristics.

The firm will develop and apply a method of weighting household responses to compensate for sampling bias in the data, to ensure that the expanded data will properly represent regional households. Previously identified sources of outside data, such as the American Community Survey, the Census Transportation Planning Package, and other similar travel surveys, must be used to validate and expand the data. The statistical method used must be based on current best-practice procedures that have been thoroughly tested and refined. The survey firm will specify in their proposal the method they intend to use to weigh and expand the survey data.

The expanded data must reasonably match outside validation data in each of the strata used earlier for sampling. Any significant differences between the expanded survey data and validation data sources must be accountable. Weighted and expanded results need to be approved by SJTPO. Where applicable, statistical confidence levels may be reported. The firm will geocode all of the household addresses to latitude and longitude coordinates. A report detailing the weighting and expansion methodology used will be written by the firm, and the expanded data will be provided in database format. The database will provide the latitude and longitude of each household, the weighting factors used, and all weighted/expanded data for each household.

The final report should at a minimum include details on the following aspects of the survey:

1. Sample goals, response rates, and number of completed and accepted surveys in each county, and by each type of household
2. Comparison of response rates to sample goals, analysis of household factors that affect response rates

3. Distribution of responses by date of trip diary
4. Summary tables tabulating all collected household demographics and trip characteristics, both before and after data weighting and expansion
5. Regional distribution of all collected household demographics and trip characteristics, both before and after data weighting and expansion
6. Distribution of retrieval methods used by households
7. Tables tabulating distribution of trip rates by each household characteristic, trip purpose, and travel mode
8. Distribution of travel modes by household type
9. Distribution of trip durations by trip purpose and travel mode
10. Distribution of trip lengths, in miles, by trip purpose and travel mode  
(and any other data collected during the survey that may be analyzed and reported)

Additional results that have potential uses in travel demand modeling or in general planning may be provided by the firm.

If any specification in this RFP differs from established best practices for conducting a household travel survey, the firm may explain the conflict and propose methodology that conforms to best practices.

The project, including the final deliveries of all deliverables, is to conclude no later than June 30th, 2014.

### **Deliverables**

Over the course of the project, the following deliverables are to be prepared by the firm:

**Progress reports** – at the end of each week, a brief summary of that week’s tasks and planned tasks for the following week must be provided to SJTPO via email. The progress report will cite any delays that affect the schedule of the project, and any assistance that will be needed from SJTPO, or from the technical assistance firm, in the coming week.

**Survey methodology report** – detailing all survey methodology developed in Task 1; to be approved by SJTPO prior to the implementation of the survey pre-test and main survey. Draft reports should be provided to SJTPO for review as they are written.

**Pre-test technical memo** – detailing results of pre-test, and changes made to main survey as a result of the pre-test; to be approved by SJTPO prior to the main survey.

**Main survey technical memo** – detailing the results of Task 2; to be approved by SJTPO prior to Task 3.

**Final report** – detailing results of Task 3, including raw survey results and weighted and expanded survey results and validation, to be approved by SJTPO prior to completion of project. Draft reports should be provided to SJTPO for review as they are written.

**B. Schedule**

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

**III. CONSULTANT SELECTION**

A review committee will evaluate each proposal and may recommend firms to present additional information and appear for interviews. Or, the proposal may be the sole basis for the selection.

Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. The SJTPO reserves the right to reject any and all proposals.

**LATE PROPOSALS WILL NOT BE EVALUATED.**

The submission should be stapled or bound with no loose pages. The following criteria have been established to guide the evaluation of each consultant proposal with each criterion weighted as indicated below. The proposal must contain the following information:

**A. Technical Proposal**

- 1. Technical Approach** (Criterion weight: 30 percent): A narrative describing the understanding of the effort and products required, including descriptions of the specific tasks and subtasks to be undertaken.
  - a.** The issues or problems and a detailed approach to completing the work program. List and description of deliverables.
  - b.** A project schedule indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0”. The schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
- 2. Firm Qualifications** (Criterion weight: 25 percent): Qualifications of the firm and any subcontractors:

- a. A list of similar work, including the name and telephone number of the clients, and a full description of the services provided by the firm. An organizational chart and description of the firm.
  - b. A description of the firm's facilities, number of offices and employees in each office, any special equipment and other factors, (knowledge, skills, etc.) which may affect the delivery of the required services.
3. **Staff Qualifications** (Criterion weight: 30 percent): Qualifications, experience and office address of firm's and any subcontractor's staff:
- a. Resumes of the professional staff.
  - b. Location of office that will be performing the work on this project.
4. **DBE/ESBE Utilization** (Criterion weight: 15 percent)

Federal and State requirements that must be addressed is the mandated DBE/ESBE participation. See Section IV for definition of DBE/ESBE firms. This section must identify any proposed DBE/ESBE firms and the proposed percentage participation in the total contract. Do not cite a dollar amount, as that must be provided in the separate Fee Proposal. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2013), which is 15.61 percent.**

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

**B. Cost Proposal**

The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope. The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Please also include a list of key personnel arranged by title and level with hourly rates.

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

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

##### **A. General**

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

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

1. At least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals: and
2. Whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

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

Emerging Small Business Enterprise: The Emerging Small Business Enterprise (ESBE) referred to herein is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by The State of New Jersey Department of Transportation:

1. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000. All appropriately certified DBEs fall into this definition due to their size.

## **B. Policy**

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

## **C. Certified DBE/ESBE Firms**

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. The current list of certified ESBE firms is available on the website of the New Jersey Department of Transportation <http://www.state.nj.us/transportation/business/civilrights>. Firms who wish to be considered for DBE/ESBE certification are encouraged to contact the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the DBE/ESBE is generally counted toward the applicable DBE/ESBE goal. If state matching and/or non-matching funds are also awarded to a DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

## **D. Consultant Documentation**

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to disadvantaged and DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2013), which is 15.61 percent.**

If, at any time you intend to subcontract or modify any portion of the work already under contract, or intend to purchase material or lease equipment not contemplated during the original preparation of your cost proposal, you must notify SJTPO in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual DBE/ESBE or participation rate for the consultant's contract is in

danger of falling below the agreed upon DBE/ESBE participation, then a request must be made for an DBE/ESBE Goal Exemption Modification through SJTPO.

**V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION**

- A. Consultant and their subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.
- B. All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment opportunity because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The Consultant must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Fair Employment Practices Act.
- C. In response to this Request for Qualifications/Request for Proposals, the Consultant should furnish a detailed statement relative to its Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subconsultants.

**VI. INSURANCE REQUIREMENTS**

- A. The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.
- B. Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.
- C. The insurance coverage under such policy or policies shall not be less than specified herein.
  - 1. Worker's Compensation and Employer's Liability:
    - a) Each Accident \$ 100,000
    - b) Disease-Each Employer \$ 100,000
    - c) Disease Policy Limit \$ 500,000

2.	Comprehensive General Liability:	
	a) Bodily Injury	
	- Each Person	\$ 250,000
	- Each Occurrence	\$1,000,000
	b) Property Damage	
	- Each Person	\$1,000,000
	- Aggregate	\$2,000,000
3.	Comprehensive Automobile Liability:	
	a) Bodily Injury	
	- Each Person	\$ 500,000
	- Each Occurrence	\$1,000,000
	b) Property Damage	
	- Each Occurrence	\$ 250,000
4.	Professional Liability Insurance:	
	a) Claims made/aggregate	\$1,000,000

**EXHIBIT A**

**P.L. 1975, C. 127 (N.J.A.C. 17:27)  
MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor; where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the

Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (NJAC 17:27)**.

**EXHIBIT B**

**NOTICE TO ALL BIDDERS**  
**SET-OFF FOR STATE TAX**

Please be advised that, pursuant to P.L. 1995, c.159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

**EXHIBIT C**

**REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR  
PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS**

All successful vendors must submit one of the following within seven (7) days of the notice of intent to award:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval.
- OR
2. A photo copy of their Certificate of Employee Information Report.
- OR
3. A completed Affirmative Action Employee Information Report (AA302).

**PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AS PART OF THE BID PACKAGE IN THE EVENT THAT YOU OR YOUR FIRM IS AWARDED THIS CONTRACT.**

1. Our company has a Federal Letter of Affirmative Action Plan Approval.  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. Our company has a Certificate of Employee Information Report.  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
3. Our company has neither of the above. Please send Form #AA302  
(AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT). \_\_\_\_\_ Check here

**NOTE: This form will be sent only if your company is awarded the bid.**

I certify that the above information is correct to the best of my knowledge.

NAME \_\_\_\_\_  
(Please type or print)

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

**TO: Recipients**

**RE: 2014 Household Travel Survey  
Questions and Answers**

---

**Q1. To clarify, the proposal due date is Thursday, August 15<sup>th</sup> as indicated in the RFP. The RFP announcement indicated a due date of Monday, August 15<sup>th</sup>, so we want to make sure the intended due date is NOT Monday, August 12<sup>th</sup>.**

A1. The due date is Thursday, August 15<sup>th</sup>. The typo in the announcement has been fixed.

**Q2. Can the 2001 Survey Final Report be made available electronically?**

A2. The 2001 Survey Final Report is available on our website at:  
[http://www.sitpo.org/Documents/Studies/Household\\_Travel\\_Survey%20May2001.pdf](http://www.sitpo.org/Documents/Studies/Household_Travel_Survey%20May2001.pdf)