



NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

SJTPO FY 2015 Greenhouse Gas Emissions Forecasts

A. Background

In June 2014, SJTPO released its *SJTPO Regional Greenhouse Gas Emissions Inventory*. Using 2010 as a base year, the inventory analyzed greenhouse gas emissions from six different sectors:

1. Residential, Commercial and Industrial (RCI) Fuel Use and Electricity Consumption
2. Transportation
3. Industrial Processes and Fossil Fuel (IP&FF)
4. Agriculture
5. Waste Management
6. Land Use, Land Use Change, and Forestry (LULUCF)

The inventory was the first step in SJTPO's larger, long-range climate initiative. This emissions inventory included an emissions forecast protocol for each of these sectors, (as well as sub-sectors), but not the actual forecasts. The forecast protocol is located in the *SJTPO Region Greenhouse Gas Emissions Inventory Final Summary Report*, located on the SJTPO website at:

<http://www.sjtpo.org/Documents/AirQuality/GreenhouseGasInventoryReport.pdf>. The specific emissions forecast protocol is located in Appendix D, pages D26-D67.

This RFP is calling for computation of the actual emissions forecasts in five-year increments, from 2015 to 2050. It is the intent that these emissions forecasts, coupled with the emissions inventory, will help state, regional, and local policy makers and citizens understand the sources of greenhouse gas emissions so that well-informed policy decisions can be made to reduce these emissions.

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

The RFP will be available **December 1, 2014** and can be obtained from the SJTPO via our website www.sjtpo.org/Opportunities.html#RFPs. As a courtesy, please email us at sjtpo@sjtpo.org letting us know if you have downloaded a copy of the RFP.

Proposals are to be received no later than **2:00 P.M., prevailing time, on Monday, January 5, 2015**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

David S. Heller, Team Leader – Regional and Systems Planning
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:

SJTPO FY 2015 Greenhouse Gas Emissions Forecasts

Tuesday, December 02, 2014



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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

P: 856-794-1941

F: 856-794-2549

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](#)
- Exhibit D** [Sample Staffing Plans](#)

****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****SJTPO FY 2015 Greenhouse Gas Emissions Forecasts**

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

I. INTRODUCTION**A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to do greenhouse gas emissions forecasts through 2050. This work is included in the SJTPO FY 2015 Unified Planning Work Program (www.sjtpo.org/UPWP.html). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

The SJTPO is the designated Metropolitan Planning Organization for Atlantic, Cape May, Cumberland, and Salem Counties. As such, the SJTPO has responsibility or oversight for all federally funded surface transportation planning activities in the region.

B. Submission

Proposals are to be received no later than 2:00 P.M., prevailing time, on January 5, 2015. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

David S. Heller, Team Leader--Regional and Systems Planning
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

- 1. Technical Proposal** (*five (5) hard copies and one (1) electronic copy*)
 - a. Narrative** that reflects the requirements of the Scope of Work (see Section II)
 - A detailed approach to completing the work program
 - List and description of deliverables
 - Any issues or problems with requirements of the Scope
 - b. Staffing Plan** (see **Exhibit D**) without salary or other costs (a detailed description of the work team and estimated hours required on the project), including:
 - 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 all 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)
2. **Cost Proposal** (*one (1) hard copy and one (1) electronic copy in a sealed envelope, separate from the Technical Proposals*)
- a. **Total Costs** of each task detailed in the scope of work.
 - b. **Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.
 - c. **Staffing Plan (see Exhibit D)** with Dollar Values (a detailed description of the work team and their estimated hours required on the project.)
 - 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, December 10, 2014, and submitted to David Heller at the above address. Faxes (856-794-2549) and e-mails (sjtpo@sjtpo.org) are acceptable.

Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

D. Anticipated Consultant Selection Schedule

- | | |
|--------------------------------|------------------------------------|
| 1. Questions about RFP Due | Wednesday, December 10, 2014 |
| 2. Answers about RFP Published | Wednesday, December 17, 2014 |
| 3. Proposal Due Date | Monday, January 5, 2015 by 2:00 pm |
| 4. Consultant Interviews* | Week of Monday, January 12, 2015 |
| 5. Policy Board Action | Monday, January 26, 2015 |
| 6. Notice to Proceed | On or about February 2, 2015 |
| 7. Project Completion Due | Monday, June 30, 2015 |

** (We may need to conduct interviews during the selection process. If so, they will likely be held January 12 in the afternoon, 13 or 14, 2015.)*

E. Contracting

The contract with SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration of the United States Department of Transportation. See the following link for the SJTPO standard contract agreement:

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 or if additional innovations or alternative tasks are recommend to enhance the intended project scope.

A. Background

In June 2014, SJTPO released its *SJTPO Regional Greenhouse Gas Emissions Inventory*. Using 2010 as a base year, the inventory analyzed greenhouse gas emissions from six different sectors:

1. Residential, Commercial and Industrial (RCI) Fuel Use and Electricity Consumption
2. Transportation
3. Industrial Processes and Fossil Fuel (IP&FF)
4. Agriculture

5. Waste Management
6. Land Use, Land Use Change, and Forestry (LULUCF)

The inventory is the first step in SJTPO's larger, long-range climate initiative. This emissions inventory included an emissions forecast protocol for each of these sectors, (as well as sub-sectors), but not the actual forecasts. The forecast protocol is located in the SJTPO Region Greenhouse Gas Emissions Final Summary Report, located on the SJTPO website at:

<http://www.sjtpo.org/Documents/AirQuality/GreenhouseGasInventoryReport.pdf>. The specific emissions forecast protocol is located in Appendix D, pages D26-D67.

This RFP is calling for computation of the actual emissions forecasts. This effort will be carried out in coordination with local, state, and federal level inventory and forecasting efforts, as well as adjoining MPOs, state agencies, national organizations such as International Council for Local Environmental Initiatives (ICLEI) and the Mayors Climate Protection Agreement.

It is the intent that the emissions inventory, coupled with the emissions inventory forecast will help state, regional, and local policy makers and citizens understand the sources of GHG emissions so that well-informed policy decisions can be made to reduce these emissions.

B. Content

Below is a list of recommended tasks for this project. These may be considered a starting point for configuring tasks, but respondents are encouraged to design proposals they consider to be the most appropriate to effectively and efficiently accomplish the stated goals of the project and produce quality deliverables. Note that although these tasks are presented below in sequential order, the consultant might find it beneficial to conduct work on different tasks in parallel, and may need to conduct work in a different order than presented below. In submitting cost proposals, budgets should be detailed for each specific task.

Task 1: Inventory Forecast and Allocation

Using the 2010 baseline estimates as well as the forecast protocol as prepared as part of the SJTPO Regional Greenhouse Gas Emissions Inventory, consultant will prepare detailed emissions forecasts in five-year increments from 2015 to 2050. As was noted in the inventory, due to the strong seasonal influx of visitors and residents into the SJTPO, emissions forecasts should account for the differences in consumption rates and growth rates of the seasonal and permanent population.

The consultant should be careful to delineate all assumptions that are going into the forecasts, including future CAFÉ standards, President Obama's Climate Action Plan, and other regulatory policies.

To the maximum extent feasible, as with the baseline inventory, the inventory should be allocated to the county and municipality level, using allocation methods derived from various sources, including US EPA's Municipal Clean Energy Program, ICLEI—Local Governments for Sustainability, in consultation with the New Jersey Department of Environmental Protection (NJDEP) and the New Jersey Department of Transportation (NJDOT).

The SJTPO will work with the consultant to provide output from SJTPO's travel demand model that the consultant will use to determine VMT-related GHG emissions. SJTPO will work with the consultant to:

- 1) Set priorities for classes of emissions to allocate,
- 2) Identify emission sources (e.g., from airports, ports, or interstate highways) and
- 3) Allocate using one or more preliminary allocation methodologies (or identified as unallocated).

Task 2: Draft Report containing Preliminary Results

The consultant should be prepared to run a "business as usual" scenario, as well as an "optimistic," (or some variant of), and "pessimistic," (or some variant of), scenario. An "optimistic" scenario might assume the enforcement of more stringent environmental regulations and greater reliance on clean energy, while a "pessimistic" scenario might assume a weakening of these regulations coupled with increased activity with a high carbon footprint or other GHG-inducing activities, such as deforestation. The consultant should also feel free to base its scenarios on those developed for national or even international forecasts, such as the Intergovernmental Panel on Climate Change (IPCC) 5th Assessment Report. Assumptions for each of these scenarios should be clearly delineated in the report.

The consultant will provide SJTPO with a preliminary draft report containing preliminary GHG emissions inventory forecasts for all three scenarios no later than **April 30, 2015**. This report will provide a summary of the protocol methodology, allocation to date, and an identification of tasks to be completed by end of the period, as well as provide a regional, state, and U.S. context for SJTPO's emissions profile. A preliminary draft of the spreadsheets summarizing the details of the emissions forecasts should be delivered by this date as well. The consultant will be available, if needed, to deliver an on-site presentation to key SJTPO or TAC staff on its GHG emissions inventory forecast data methodology and results.

Task 3: Final Report

Provide SJTPO with a draft final document, detailing the forecasts from all scenarios, no later than **May 29, 2015**. All deliverables must be submitted first in draft form, and then revised based on comments received from the SJTPO project manager. SJTPO will provide comments by June 8, 2015 (within one week). Following revisions, final documents shall be submitted. A final document, responding to SJTPO comments shall be completed within two weeks of receiving comments. This document shall address all comments and issues arising from Tasks 1 and 2.

OUTREACH AND PROJECT MANAGEMENT TASK:

Task 4: Interagency and Stakeholder Outreach

Ongoing informal communication between the SJTPO project manager and the consultant team will be required in order to facilitate interagency and local stakeholder input and coordination. Active, involved interagency and stakeholder coordination is essential for successful completion of the project. An important anticipated outcome is collaboration, input, and commitments for

action from established SJTPO partners, and the formation of new alliances with agencies and stakeholders.

This task will coordinate input from the Steering Committee, that was established by the SJTPO during the SJTPO Greenhouse Gas Emissions Inventory Project. The purpose of the Steering Committee is to provide project guidance and to review and to provide input on draft products. The Committee is comprised of agency personnel and active stakeholders. It is expected that the Steering Committee will have at least one (1) meeting throughout the course of the project. This meeting is expected to be held shortly after release of the draft final report. The consultant will be responsible for assisting in the preparation of the Committee meeting agenda, minutes, and presentation materials, as needed. Members of the SJTPO Technical Advisory Committee (TAC) may also be invited to this meeting.

Task 5: Project Management

The consultant shall be required to maintain regular and frequent contact with the SJTPO project manager throughout the study process in order to ensure an expeditious exchange of information. A project schedule shall be submitted with the proposal and refined after the kick-off meeting. The project schedule will be reviewed regularly during the course of the project and amended as appropriate. Reporting requirements during the study include status reports at a minimum frequency of every two weeks throughout the course of the study in a format to be determined. This will be required even if there is little or no study progress, along with an explanation of why no progress is being made. This requirement is in addition to progress reports required as a part of invoicing. These status reports will not substitute for less formal day-to-day communications between the consultant and the SJTPO project manager needed to conduct a successful study. Invoices should be submitted on a monthly basis throughout the course of the study.

Regular project management meetings will be held between the SJTPO and the consultant project manager. Depending on the needs of the SJTPO and the consultant, these may be conducted over the telephone or in person. The purpose of these meetings will be to discuss the progress of the study, review draft documents, or discuss other issues pertaining to the project. At least three such meetings will be held.

C. Deliverables

1. Bi-weekly updates, including project status reports, and at least three project management meetings at key decision points throughout the process, as described in Task 5, above.
2. Detailed spreadsheet summarizing emissions forecasts in five-year increments, from 2015 to 2050, for all three scenarios. Where possible, emissions should be disaggregated to the municipal level. The spreadsheets and other data used for analysis shall be provided to SJTPO, and shall be well-organized, clearly named, and shall be readily followed by a knowledgeable user. Formulas in spreadsheets shall contain no embedded data or conversion factors, but shall instead refer to cells containing such information. The spreadsheets shall be constructed to the maximum extent possible to have any one raw numerical value entered only once, with subsequent use of that value referencing that cell.

3. One (1) formal presentation to the Steering Committee (formed as part of the SJTPO Greenhouse Gas Emissions Inventory Project), shortly after release of draft final report.
4. Detailed summary report summarizing forecasts and recommending future policies aimed towards mitigation and reduction of GHG emissions. A preliminary draft report, with detailed spreadsheets summarizing emissions forecasts, should be prepared by **April 30, 2015**. A draft final report should be prepared by **May 29, 2015**, with a final document addressing all comments, as well as accompanying spreadsheets, released by **June 22, 2015**. This document shall include an executive summary, shall be written in clear and direct prose, and shall use appendices as needed to maintain the flow and readability of the main report. The report shall be delivered as a single MS Word document. SJTPO staff should be able to edit any accompanying graphics as well, which means they should be able to access any related data. The consultant shall provide clear indication of the location of data underlying any graphics in order that SJTPO's document design staff is readily able to reproduce or modify graphics as desired. SJTPO staff should also be able to access any data tables that feed charts contained in the report.
5. Color copies (approximately 15) of the Final Report and a CD. At a minimum, one copy will be transmitted to each agency represented on the Steering Committee.

D. Schedule

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

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 2014), which is 12.49 percent.

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

B. Cost Proposal

The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope. The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. 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. You should check these sites PRIOR TO submitting a proposal, as we will check these sites when we review each proposal.

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

There are some certifications that have similar requirements, such as MBE, SBE, or any similar certifications in another state – THESE DO NOT COUNT for this goal.

D. Consultant Documentation

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for **FY 2014**), which is **12.49 percent**.

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

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

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

VI. INSURANCE REQUIREMENTS

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

a. Each Accident	\$ 100,000
b. Disease-Each Employer	\$ 100,000
c. Disease Policy Limit	\$ 500,000

 - 2.** Comprehensive General Liability:

a. Bodily Injury	
• Each Person	\$ 250,000
• Each Occurrence	\$ 1,000,000
b. Property Damage	
• Each Person	\$ 1,000,000
• Aggregate	\$ 2,000,000

 - 3.** Comprehensive Automobile Liability:

a. Bodily Injury	
• Each Person	\$ 500,000
• Each Occurrence	\$ 1,000,000
b. Property Damage	
• Each Occurrence	\$ 250,000

 - 4.** Professional Liability Insurance:

a. Claims made/aggregate	\$ 1,000,000
---------------------------------	--------------

EXHIBIT A**P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE****PROCUREMENT, PROFESSIONAL, AND SERVICES CONTRACTS**

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

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

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

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

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

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

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex,

affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;

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

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

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

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

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

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

EXHIBIT C

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

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

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

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

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

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

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

NAME: _____
(Please type or print)

SIGNATURE: _____

TITLE: _____

DATE: _____

PHONE: _____

FAX: _____

EXHIBIT D

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

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

* 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: December 17, 2014

To: RECIPIENTS

Re: Q & A - FY 2015 GREENHOUSE GAS EMISSIONS FORECASTS

Q1. At the outset, a basic terminological question would be, what does the RFP mean by “forecast”? This is fundamental to understanding the scope of work. There is no definition of this term in the RFP. At certain points, the term “projection” is also used but there is no distinction given between the two terms. These terms have precise meanings in certain disciplinary contexts. It would be very helpful to have an operational definition included in the RFP.

A1. A “forecast” is the result of an attempt to produce a most likely description or estimate of the actual evolution of a quantity or set of quantities in the future. The process is based on well-tested theories and models. The forecast should be representative of what is most likely to occur under the given set of assumptions postulated by each scenario. The goal of working with scenarios is not necessarily to predict the future to but to better understand uncertainties and alternative futures, and consider how different decisions or courses of action may lead to a wide range of possible futures. The forecast is designed to be a planning tool that will help SJTPO in formulating future GHG mitigation and adaptation strategies and policies in its long-range plan and TIP.

Q2. Could the SJTPO provide the future scenarios for the consultants to use? In the absence of this, the RFP should ask prospective bidders to specify the scenarios they propose to use. Scenarios are comprised of a wide range of variables, including demographics, economics and technology forecasts, and policy changes. Examples of the latter include the adoption of EPA’s Clean Power regulations (regulation of carbon emissions from power plants), regulation of methane from the oil and gas sector, and implementation of the U.S. EPA and U.S. Department of Transportation (USDOT) rules on vehicle GHG reduction and fuel economy for model years 2017 to 2025. Climatological/meteorological patterns (e.g., precipitation, temperature) could also shift during the forecast period (2015- 2050) and so should be factored as well in proposed scenarios. Ideally, at least two alternative scenarios should be proposed in addition to the baseline case scenario, which is the “business-as-usual” scenario, i.e., the situation that prevailed during the base year (2010 that SJTPO chose for the GHG Inventory).

A2. In Task 2, the RFP asks for the consultant to be prepared to run a “business-as-usual” scenario, as well as an “optimistic” (or some variant of) and “pessimistic” (or some variant of) scenario. This language is open-ended enough such that there is some flexibility as to how the scenarios are formulated. We will be looking to the proposers to provide more specifics on the scenarios



Date: December 17, 2014

Re: Q & A - FY 2015 GREENHOUSE GAS EMISSIONS FORECASTS

they propose to run. Further refinement and alteration of the scenarios can occur upon the awarding of the contract.

Q3. Shouldn't the prospective bidders be able to demonstrate knowledge of the recent developments in climate change regulations and policy, and show how they might be taken into account in doing the forecasts? Since the completion of the SJTPO GHG Inventory report in June 2014, a number of developments have taken place with possible implications on tools and methodologies used to inventory GHG emissions. A few examples of key developments are:

- a) The Intergovernmental Panel on Climate Change (IPCC) issued its Fifth Assessment Report (AR5). The synthesis report was released on 1 November 2014.**
- b) The U.S. EPA updated modules of its GHG inventory tool in August 2014, specifically the CO₂ from Fossil Fuel Combustion (CO₂FFC), Stationary Combustion and Mobile Combustion modules, which integrate updated U.S. Energy Information Administration (EIA) State Energy Consumption, Price, and Expenditure Estimates (SEDS). At that time, it also released the updated Projection Tool and Energy Consumption Projection Tool (all available in the EPA website).**
- c) The U.S. Department of Agriculture (USDA) issued Technical Bulletin 1939 on "Quantifying Greenhouse Gas Fluxes in Agriculture and Forestry: Methods for Entity-scale Inventory" in July 2014.**

The IPCC's 5th Assessment Report highlights the importance of short-lived climate forcers such as black carbon which is now recognized as the second most important pollutant contributing to climate warming after CO₂. Also, adjustments in the calculation of the global warming potential (GWP) need to be made to consider indirect effects. Methane has a GWP of 23 when only its direct effects are considered. However, it is now understood that methane also has indirect effects, including the formation of tropospheric ozone (a very potent climate forcer) and contribution to the destruction of sulfate coolants. When these are taken into account, the corrected GWP value for methane is higher at 34 according to NASA.

A3. The RFP does make reference to reliance on other reports, including the IPCC AR5 report, that may be used in setting up its forecasts. It also makes reference to knowledge of climate change regulations that should be considered within these forecasts. Since there will also be close coordination with the Steering Committee, (comprised of many climate change experts), that was set up during the Greenhouse Gas Emissions Inventory, the Steering Committee will also have the opportunity to identify to the successful bidder additional studies or tools that may help to guide the project.



Date: December 17, 2014

Re: Q & A - FY 2015 GREENHOUSE GAS EMISSIONS FORECASTS

Q4. Shouldn't the RFP make mention of data available from the U.S. EPA Greenhouse Gas Reporting Program (GHGRP)? While this program has a reporting threshold of 25,000 metric tons per year, it provides bottom-up data on individual facilities. The starting point for GHGRP is 2010 and data for 2013 are now available. The sector coverage includes power plants, petroleum and natural gas systems, refineries, chemicals, waste, metals, minerals, pulp and paper, and suppliers. The database includes locational information so facilities in the 4 counties covered by SJTPO can be pinpointed.

A4. This is good information and SJTPO will make sure to apprise the winning bidder on the availability of this data source.

Q5. Shouldn't the prospective bidders include in their proposals a conceptual framework encompassing key tasks/activities for the "projection/forecasting" exercise that take into account the foregoing above (Questions 2-4)?

A5. The current RFP does call for a detailed delineation of all assumptions that are going into the forecasts, but stops short of calling this a "conceptual framework." Nevertheless, this is a good idea and will be posted on the "Q&A" sheet accompanying this RFP. Via this means, prospective bidders will be made aware of this suggestion.

Q6. Considering the geographical constraint of personally reviewing the document, I request you to provide us the following details before we buy the document:

- 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.**
- 2) Soft copy of the Tender Document through email.**
- 3) Names of countries that will be eligible to participate in this tender.**
- 4) Information about the Tendering Procedure and Guidelines.**
- 5) Estimated budget for this purchase.**
- 6) Any extension of bidding deadline.**
- 7) Any addendum or pre-bid meeting minutes.**

We will submit our offer for the same if the goods or services required fall within our purview.

A6.

- 1) The RFP, which contains all of these items, is available at:
http://www.sjtpo.org/Documents/EmploymentandRFPs/RFPs/GreenHouseGas/FY2015/FY15_GHGForecast_RFP.pdf.



Date: December 17, 2014

Re: Q & A - FY 2015 GREENHOUSE GAS EMISSIONS FORECASTS

- 2) We do not email soft copies of the RFP directly to prospective bidders. The RFP can be downloaded directly from the above link.
- 3) There is no restriction on any particular country that can bid on this project.
- 4) Once a bidder is selected, the SJTPO issues a signed contract between itself and the consultant. The signed contract contains this type of information.
- 5) We do not indicate a specific budget for this project. SJTPO's Work Program is publicly available through SJTPO's website, but understand that it provides general budgetary information for work activities based on preliminary estimates and may not encompass work activities that span multiple years. Budgeted amounts may also incorporate costs for SJTPO staff or other state or county staff.
- 6) As stated on the RFP, all proposals are due by 2:00 PM, January 5, 2015. We cannot grant any extension to this deadline.
- 7) There is no addendum and there was no pre-bid meeting. As such, there are no minutes.