



NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

LOCAL SAFETY AND CMAQ PROJECT DEVELOPMENT

The South Jersey Transportation Planning Organization (SJTPO) is initiating an effort that will lead to projects for future Highway Safety Improvement Program (HSIP) and Congestion Mitigation and Air Quality (CMAQ) Improvement Program funding. The HSIP provides funding each year for qualifying safety projects, which seek to achieve a significant reduction in fatalities and serious injuries on all public roads. Likewise, the federal CMAQ Program seeks to improve the region's air quality, currently in non-attainment for ozone.

Through the efforts of this RFP, SJTPO is soliciting proposals from qualified firms, or groups of firms, to assist the City of Vineland and Cumberland County in developing projects for funding through both of these federal programs. This work will be contracted in two parts, under a single selected consultant:

- **Part A** will have consultants identify recommended improvements and prepare appropriate plans for the preliminary design of the signalized intersection of Landis Avenue (Route 540) and Brewster Road (CR 672), under the jurisdiction of Cumberland County.
- **Part B** will have consultants develop a detailed inventory of traffic signal equipment at select intersections within the City of Vineland. Additionally, the consultant will implement improved signal timings, recommend appropriate traffic signal improvements, and prepare cost estimates for the recommended improvements.

This work is included in the SJTPO FY 2015 [Unified Planning Work Program](#). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

The RFP will be available Wednesday, July 16, 2014 and can be obtained from the SJTPO via our website [here](#). As a courtesy, please email us at sjtpo@sjtpo.org letting us know if you have downloaded a copy of the RFP.

Proposals are to be received no later than 5:00 P.M., prevailing time, on Thursday, August 14, 2014. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

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

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

REQUEST FOR PROPOSALS:

**LOCAL SAFETY AND CMAQ
PROJECT DEVELOPMENT**

July 16, 2014



**SOUTH JERSEY TRANSPORTATION
PLANNING ORGANIZATION**

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**FRANK SUTTON, CHAIRMAN
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****NOTICE****

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

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****LOCAL SAFETY AND CMAQ PROJECT DEVELOPMENT****I. INTRODUCTION****A. General**

The South Jersey Transportation Planning Organization (SJTPO) is initiating an effort that will lead to projects for future Highway Safety Improvement Program (HSIP) and Congestion Mitigation and Air Quality (CMAQ) Improvement Program funding.

HSIP – The HSIP is as a core Federal-aid program that emphasizes a data-driven, strategic approach to improving highway safety. To help develop projects at desirable locations within the region, Rutgers’ Transportation Safety Resource Center (TSRC) assisted SJTPO in developing Regional Priority Locations using methods consistent with the *Highway Safety Manual*. Utilizing these lists Cumberland County has identified the intersection of Landis Avenue (Route 540) and Brewster Road (CR 672) as needing improvement. A qualified consultant, or group of consultants, is needed to assist the County in identifying recommended improvements and prepare appropriate plans, permitting, and other relevant documentation.

CMAQ – Projects eligible for CMAQ funding must demonstrate a reduction of emissions in the region, such as traffic signal improvements that improve vehicle flow and reduce congestion. Work included in this Request for Proposals will help develop signal improvement projects in the SJTPO region, specifically in Cumberland County. A critical component of this effort is to conduct a detailed inventory of traffic signal equipment at select intersections within the City of Vineland, Cumberland County. A qualified consultant, or group of consultants, is needed to complete a signal equipment inventory, develop and implement signal retimings, and develop cost estimates for recommended improvements.

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

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

B. Submission

Proposals are to be received no later than 5:00 P.M., prevailing time, on Thursday, August 14, 2014. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

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

Elements required in submission include:

1. **Technical Proposal** (*five (5) hard copies and one (1) electronic copy*)
 - a. **Narrative** that reflects the requirements of the Scope of Work (see Section II)
 - A detailed approach to completing the work program
 - List and description of deliverables
 - Any issues or problems with requirements of the Scope
 - b. **Staffing Plan (see Exhibit D)** without salary or other costs (a detailed description of the work team and estimated hours required on the project), including:
 - Company/organization
 - Job title
 - Person-hour requirements by task
 - It should be clear which staff/firm(s) count towards the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.
 - c. **Staff Availability (see Exhibit E)** – Percent of each person’s time committed to other projects over the life of this project and percent of time available to this project.
 - d. **Project Schedule** – Indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0.” Schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
 - e. **Organizational Chart** of firm or firms with brief description of their role in the project
 - f. **Firm Profile** – Description of the firm's facilities, number of offices, employees in each office, any special equipment, and other factors, (knowledge, skills, etc.) that may affect the delivery of the required services.
 - g. **Work History** – List of similar work, including name and telephone number of the clients, and a full description of the services provided by the firm.
 - h. **Resumes** of all professional staff included in the Staffing Plan, organized by firm
 - i. **DBE/ESBE Certificates** (see Section IV)
 - j. **Equal Employment Opportunity Statement** (see Section V)
2. **Cost Proposal** (*one (1) hard copy and one (1) electronic copy in a sealed envelope, separate from the Technical Proposals*)
 - a. **Total Costs** of each task detailed in the scope of work.
 - b. **Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.

- c. **Staffing Plan (see Exhibit D)** with Dollar Values (a detailed description of the work team and their estimated hours required on the project.)
- Company/organization
 - Job title
 - Person-hour requirements by task
 - Hourly rates
 - It should be clear which staff or firm counts toward the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.

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

C. Interpretations and Addenda

All questions, requests for interpretations, and comments must be submitted in writing and received on or before Wednesday, July 30, 2014 to Jennifer Marandino at the above address. Faxes (856-794-2549) and e-mails (jmarandino@sjtpo.org) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

D. Anticipated Consultant Selection Schedule

RFP Issued	Wednesday, July 16, 2014
Questions about RFP Due	Wednesday, July 30, 2014
Answers about RFP Published	Friday, August 1, 2014*
Proposal Due Date	Thursday, August 14, 2014 by 5:00 pm
Policy Board Action	Monday, September 22, 2014
Notice to Proceed	On or about Monday, October 6, 2014
All Final Deliverables Due	Friday, June 19, 2015
Contract End Date	Tuesday, June 30, 2015

* It is the responsibility of each consultant to periodically check the SJTPO website during the RFP response period for addenda to the RFP as well as questions and answers.

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

A. Background

The federal Highway Safety Improvement Program (HSIP) provides funding each year for qualifying safety projects, which seek to achieve a significant reduction in fatalities and serious injuries on all public roads. Likewise, the federal Congestion Mitigation and Air Quality Improvement (CMAQ) Program seeks to improve the region's air quality, currently in non-attainment for ozone. Through the efforts of this RFP, SJTPO is soliciting proposals from qualified firms, or groups of firms, to assist the City of Vineland and Cumberland County in developing projects for funding through both of these federal programs. This work will be contracted in two parts:

- **Part A** will have consultants identify recommended improvements and prepare appropriate plans, permits, and other appropriate documentation for the preliminary design of the intersection of Landis Avenue (Route 540) and Brewster Road (CR 672).
- **Part B** will have consultants develop a detailed inventory of traffic signal equipment at select intersections within the City of Vineland. Additionally, the consultant will implement improved signal timings, recommend appropriate traffic signal improvements, and prepare cost estimates for the recommended improvements.

Part A – Preliminary Design

The intersection of Landis Avenue (Route 540) and Brewster Road (CR 672) is a signalized intersection under the jurisdiction of Cumberland County within the City of Vineland. The intersection ranks as #50 within the region and #15 within Cumberland County on the Intersection Regional Priority Location list. From 2010 to 2013 a total of 12 crashes have occurred at the signalized intersection, broken down into one (1) moderate injury, six (6) complaint of pain, and five (5) property damage only crashes. Recommended signal improvements should address the crash history, linking the predominate crash type with proposed improvements, while working within the adjacent geometric constraints.

A culvert exists under the intersection on the northwest and southeast corners with limited existing right-of-way. These constraints make ADA ramps and beam guiderail improvements extremely tight, potentially requiring specialized design of certain elements (including but not limited to nonstandard traffic signal foundations and revision of the existing culvert [e.g., lengthening the culvert or revising the headwalls to meet guiderail requirements], etc.). The constraints at the signalized intersection required specialized design work.

The project itself shall include replacement and upgrade of the existing traffic signal to current standards, including the addition of pedestrian signal amenities and ADA compliant curb ramps. Dedicated left-turn lanes shall be considered as part of the intersection improvements as well as other and improvements to address the specific crash history at the intersection.

Improvements shall also include installation of guiderail on the headwalls of the concrete box culvert. Guiderail design shall be to current standards. Intersection paving may be required as part of the signal improvements.

Part B – Traffic Signal Equipment Inventory

In June 2014, under contract with a consultant, SJTPO served as project manager for a traffic count data collection project. As part of this effort, turning movement counts were conducted at 39 signalized intersections in the City of Vineland during the typical commuter peak periods (7:00-9:00 AM and 2:00-6:00 PM). Seven (7) of the intersections counted are under the jurisdiction of Cumberland County, while the others are the responsibility of the City of Vineland. Deliverables as part of the 2014 contract include turning movement data (with classification), a sketch depicting the intersection geometry and signage, a photo of each approach leg, flow diagrams, and timing directives for each of the intersections. Data for all 39 intersections will be provided to the selected consultant. As an example of the full data set, data at the intersection of Landis Avenue (Route 540) and Brewster Road (CR 672) is available in [Appendix A](#), as a zipped (.zip) file.

The Vineland Municipal Electric Utility (VMEU) is responsible for regular maintenance and upkeep of the traffic signals in the city. The VMEU is the only municipally owned electric generating utility in the State of New Jersey. Without an existing inventory of traffic signal equipment, efforts to retime or upgrade traffic signals in the City are challenging. The age of much of the signals presents an additional challenge. Completion of an inventory and recommendations report will assist Vineland in implementing future traffic signal improvement projects.

B. Content

The work within this RFP will be contracted in two parts under a single selected consultant. Part A requires preliminary design tasks associated with recommended improvements given physical constraints at the signalized intersection, while Part B includes tasks associated with a traffic signal equipment inventory, signal retiming, and recommended improvements.

Task 1-Coordination

In cooperation with SJTPO staff, the consultant shall be responsible for conducting meetings with study participants (SJTPO, City of Vineland, Cumberland County, and VMEU). Meetings shall include, but are not limited to; kick-off meeting, site visits, and a minimum of two (2) additional meetings at the time of deliverables. The consultant shall be responsible for the preparation of meeting minutes for all meetings.

Brief status updates shall be provided every two weeks to SJTPO via email. The status updates should describe tasks completed in the past two weeks, upcoming tasks, any delays that affect the schedule of the project, and any assistance that will be needed from SJTPO, the City of Vineland, or Cumberland County, in the coming weeks.

Part A – Preliminary Design

Task A.1-Engineering & Design

Cumberland County has an existing survey base map to be provided to the selected consultant for their use in preparation of conceptual plans. Design of the intersection shall include an alternative analysis of proposed safety improvements with selected countermeasures and their impact on crashes.

Conceptual layout plans shall show a complete upgrade to the existing traffic signal, including ADA curb ramps and adjacent sidewalk that meet current standards. Improvements that will address the crash history shall be considered. Plans must show beam guiderail on the northwest and southeast corners that meet current standards and new asphalt paving with established limits necessary to cover the construction of the above referenced items. Design and plans should show any utilities, which may require relocation to meet the new layout and standards. Plans should be prepared with the intent to submit to the New Jersey Department of Transportation (NJDOT) Local Aid.

Draft Preliminary plans must be at least 60% complete and, at a minimum, should include the following:

- Limits of proposed improvements, including preliminary horizontal and vertical alignments;
- Identification of major right-of-way and utility conflicts associated with eventual construction;
- Conceptual construction staging plan or detour plan, if required; and
- List of Preliminary Pay Items.

Deliverable A.1.a	Conceptual Plans , showing two alternatives, <i>due January 2, 2015</i>
Deliverable A.1.b	Draft Preliminary Layout Drawings , <i>due March 5, 2015</i>
Deliverable A.1.c	Final Preliminary Layout Drawings , AutoCAD and Paper format, <i>due June 19, 2015</i>
Deliverable A.1.d	Engineer's Estimate of Cost , <i>due June 19, 2015</i>

Task A.2 – Utility Coordination

The consultant shall be responsible for contacting utility companies for mark out requests and coordination. Location of all utilities near the intersection shall be confirmed by means of subsurface utility investigation. The consultant shall determine which utilities require relocation because of the traffic signal improvements. The relocation of any utilities shall be shown on the preliminary layout drawings, which is one of the deliverables associated with Task A.1.a.

Task A.3 – Environmental Documentation

The consultant shall provide assistance in the preparation of environmental documentation as necessary for federally funded projects (defining the scope of work); expected documentation will include Categorical Exclusion Documentation (CED) forms for either certifiable CEs (those that do not require FHWA approval) or non-certifiable CEs (those that require FHWA approval). Section 106 documentation, shall be prepared, as appropriate.

Deliverable A.3.a **Completed CED Documentation, due March 5, 2015**

Task A.4 – Permitting

As part of this task, the consultant shall determine and prepare appropriate permit applications for proposed construction activities, as applicable. In coordination with Cumberland County, the consultant shall prepare the necessary notifications and documentation, which will include communication and correspondence with the New Jersey Department of Environmental Protection (NJDEP). The consultant is responsible for making an initial submission to NJDEP of all required permits and shall provide the County with an editable version of the submission.

Deliverable A.4.a **Initial NJDEP Permit Submission**, including an editable version should changes be required as part of NJDEP review of the application, *due March 5, 2015*

Task A.5 – Right-of-Way (ROW) Documentation

Given the existing constraints at the intersection, there is a possibility right-of-way will be required. The consultant shall identify ROW impact area and assist with the preparation of ROW documents for easement acquisitions, including parcel maps and deed descriptions.

Deliverable A.5.a **Initial Parcel Map**, displaying any additional ROW necessary to construct proposed improvements, *due March 5, 2015*
Deliverable A.5.b **Final Parcel Map**, *due June 19, 2015*

Task A.6 – Traffic Signal Improvement Recommendations Report

Proposed signal improvements shall be reviewed and discussed with Cumberland County. At the time of preparation of the final preliminary design plans, the consultant shall prepare a brief report detailing the justifications for the any and all improvements at the intersection. A discussion related to the linkage of the crash history to the selected countermeasures should be provided. Selected countermeasures should reference crash modification factors (CMFs) as appropriate. The report shall also include justification for any items investigated, but not included in the final plans.

Deliverable A.6.a	Draft Traffic Signal Improvements Recommendations Report , detailing the justifications for the improvements, <i>due March 5, 2015</i>
Deliverable A.6.b	Final Traffic Signal Improvements Recommendations Report , detailing the justifications for the improvements included as well as justification for any items investigated, but not included in the final plans, <i>due June 19</i>

Part B – Traffic Signal Equipment Inventory, Retimings, and Recommendations

Task B.1-Site Visits

A traffic signal equipment inventory shall be prepared, which will include 39 signalized intersections within the City of Vineland, Cumberland County. A complete list of intersections is listed in [Appendix B](#) along with latitude and longitude information. A shape file with the inventory locations is available in [Appendix C](#), as a zipped (.zip) file.

The consultant shall complete visual inspections of traffic signal equipment at identified intersections. Coordination with the responsible jurisdiction (VMEU) is required, and will be the responsibility of the consultant, in order to obtain access to the controller cabinets. All data is to be collected without interrupting the flow of traffic through the intersection. If the consultant believes that traffic control is necessary, the firm will need to first obtain approval from SJTPO and the responsible jurisdiction.

The data to be collected during field visits should include at a minimum: controller type, general condition of signal equipment (poles, signal heads, loop sensors, controller cabinet, etc.), existing communication equipment, detection devices, and presence of utility poles along corridors. Timing and operation plans provided to the selected consultant shall be verified and updated based upon signal controller information, revised signal timing directives shall be provided, as appropriate. A more extensive list of data collection items is provided below.

Signal controller

- Location of cabinet
- Manufacturer and model of controller
- Type of controller
- Approximate age of signal equipment
- Type of power panel
- Type of detector panel (if present) and other detector hardware
- Presence of police panel
- Presence and type of any other hardware in the cabinet
- Presence of battery back-up
- Photos of cabinet interior, clearly showing all equipment, including close-ups of hardware components as needed

Signal poles and supports

- Locations of supports
- Type of supports (pedestals, poles, mast arms, cable, etc.)
- Length of mast arm

Signal heads

- Size of signal head
- Type of bulb
- Presence of backplates, visors, lenses or louvers (or other forms of optical programming), or any other signal accessories
- Presence of any objects obstructing visibility of the signal faces (trees, utility lines, etc.)

Vehicle detection

- Locations of detection (ground or mast arm installation, on which approaches, in which lanes, distance from stop bar, length of detector loops, etc.)
- Functionality of detectors (are they observed to be in working condition)

Task B.2 – Traffic Signal Equipment Inventory

The data collection elements, as listed above, should be compiled and delivered in the form of a report and database. The consultant may collect additional information, not present in the above list, if it may be of value to the city and county, pending approval from SJTPO.

For data collection elements that are appropriate to report in a tabular format, a database should be provided. Other elements may require additional narrative, which may be better suited for a report format.

Deliverable B.2.a	Draft Traffic Signal Equipment Inventory , a database with additional narrative, as needed, listing the data noted in Task B.1 for each traffic signal, <i>due March 5, 2015</i>
Deliverable B.2.b	Final Traffic Signal Equipment Inventory , <i>due June 26, 2015</i>

Task B.3 – Traffic Signal Retiming and Improvement Recommendations

As previously indicated, SJTPO has recent turning movement counts and associated timings at each of the 39 signalized intersections, collected in mid-November and December of 2013. Utilizing this count data and timing directives, the consultant shall use Synchro to model the traffic at each intersection within the study area. The model shall be calibrated to actual field conditions.

A revised timing plan, for each intersection, shall be developed. The consultant shall determine to what degree the flow of traffic through the intersection will improve with implementation of the recommended timing plan. Intersections that will benefit from

retiming with the current traffic signal control devices shall be identified. This list will be utilized to complete Task B.4, as described below. If the revised timing plan cannot be implemented with the existing signal controller, the consultant will comment on the limitations of the controller.

Based on the analysis of the Synchro model, the consultant will create a prioritized list of intersections that would benefit the most from signal upgrades (identified as high priority). The criteria for this prioritization will be reduction in delay, reduction in vehicle emissions, and improvement in safety. Intersections that may benefit from signal coordination shall be identified with recommended offsets provided. The degree the intersection could be improved by coordination as well as identification of equipment needed at each intersection is required. The consultant should also consider the use of adaptive signal controllers or other ITS features, as appropriate, at any intersection.

For high priority intersections, the consultant will discuss recommended signal equipment upgrades, including upgrades to signal controllers, detection and actuation, signal heads, and other equipment as necessary. A line item cost estimate for proposed recommended signal upgrades shall be provided by the consultant for each priority location. This cost estimate will be used to assist the jurisdiction in seeking future federal funding, as appropriate.

All findings related to signal timing, retiming improvements, and upgrades shall be compiled into a recommendations report. At a minimum, the report should provide the following details:

Revised traffic signal timings

- Current modeled conditions at each intersection
- Recommended revised timing and operations
- Modeled effect on delay and emissions of the revised timing plan
- When applicable, limitations of the controller or other signal equipment

Recommended traffic signal improvements

- Listing of new signal equipment recommended for each intersection
- Prioritization: intersections that would benefit most from installation of new traffic signal equipment, labeled “high priority,” those that would benefit somewhat labeled “medium priority,” and those that would benefit little from new equipment labeled “low priority”
- Modeled effect on delay and emissions of the recommended improvements
- A preliminary cost estimate for the recommended improvements at intersections prioritized as “high priority”

In addition to a formal technical document, a non-technical one-page summary for each signal improvement is envisioned, which can be utilized to communicate with other city or county officials and the general public.

Deliverable B.3.a	Draft Traffic Signal Improvements Recommendations Report , including traffic model with recommended timings, <i>due April 30, 2015</i>
Deliverable B.3.b	Listing of Intersections , which would benefit from retiming given existing signal equipment, <i>due May 14, 2015</i>
Deliverable B.3.c	Final Traffic Signal Improvements Recommendations Report , including traffic model with recommended timings, <i>due June 26, 2015</i>
Deliverable B.3.d	Non-Technical one-page Summary , <i>due June 26, 2015</i>
Deliverable B.3.e	Line Item Cost Estimates , for each recommended signal upgrade, <i>due June 26, 2015</i>

Task B.4 – Signal Timing Implementation

For those intersections identified as having the ability to be retimed given existing signal equipment, consultants shall prepare appropriate timing directives. These timings shall be prepared for review and approval by the appropriate jurisdiction and other involved agencies. Consultants will revise the timing directives, as required, based upon comments received from the jurisdiction.

Consultants will implement, or assist agency staff in the implementation of, new settings and timings. Fine-tuning of the recommended retiming may be required based upon actual field conditions. The consultants are expected to conduct fine-tuning during times and days that are representative of the periods for which timing directives were developed. Any changes made to the timing directives shall be documented.

Deliverable B.4.a	Preliminary Revised Timing Directives , <i>due May 14, 2015</i>
Deliverable B.4.b	Final Proposed Timing Directives , <i>due June 11, 2015</i>

C. Schedule

We anticipate a Notice to Proceed on or about Monday, October 6, 2014 and all final deliverables due by June 19, 2015.

RFP Issued	Wednesday, July 16, 2014
Questions about RFP Due	Wednesday, July 30, 2014
Answers about RFP Published	Friday, August 1, 2014*
Proposal Due Date	Thursday, August 14, 2014 by 5:00 pm
Policy Board Action	Monday, September 22, 2014
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All Final Deliverables Due	Friday, June 19, 2015
Contract End Date	Tuesday, June 30, 2015

* It is the responsibility of each consultant to periodically check the SJTPO website during the RFP response period for addenda to the RFP as well as questions and answers.

III. CONSULTANT SELECTION

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

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

LATE PROPOSALS WILL NOT BE EVALUATED.

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

A. Technical Proposal

1. Technical Approach (Criterion weight: 40 percent)

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

2. Firm Qualifications (Criterion weight: 20 percent)

- a. Demonstrate successful experience of the firm or team (particularly recent) on similar projects.
- b. Demonstrate expertise in specialized areas required for this project.
- c. Firm(s) references submitted with proposal.
- d. Availability of resources needed to successfully complete the project.

3. Staff Qualifications (Criterion weight: 25 percent)

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

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

- a. DBE/ESBE firm must be explicitly identified. If a specific DBE/ESBE firm is not identified, a zero percent DBE/ESBE commitment will be assumed.

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

Federal and State goals for DBE/ESBE participation must be addressed explicitly in the proposal. This is satisfied by stating the percentage of total project cost devoted to DBE/ESBE firm involvement in the Technical Proposal. Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal. See Section IV for definition of DBE/ESBE firms. Note: SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2014), which is 12.49 percent.

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

B. Cost Proposal

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

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

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

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

A. General

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

1. **Disadvantaged Business Enterprise (DBE)** is defined in 49 CFR Part 26, as a small business concern (from Section 3 of the Small Business Act), which is:
 - a. At least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals, and
 - b. Whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

'Socially and economically disadvantaged' is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: "Black Americans," "Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" disadvantaged pursuant to Section 8 of the Small Business Act).
2. **Emerging Small Business Enterprise (ESBE)** is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by The State of New Jersey Department of Transportation:
 - a. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
 - b. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26, which is \$750,000. All appropriately certified DBEs fall into this definition due to their size.

B. Policy

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

C. Certified DBE/ESBE Firms

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

and/or non-matching funds are also awarded to a DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

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

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

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

D. Consultant Documentation

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

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

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

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

VI. INSURANCE REQUIREMENTS

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

a. Each Accident	\$ 100,000
b. Disease-Each Employer	\$ 100,000
c. Disease Policy Limit	\$ 500,000
 2. Comprehensive General Liability:

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

3. Comprehensive Automobile Liability:
 - a. Bodily Injury
 - Each Person \$ 500,000
 - Each Occurrence \$ 1,000,000
 - b. Property Damage
 - Each Occurrence \$ 250,000

4. Professional Liability Insurance:
 - a. Claims made/aggregate \$ 1,000,000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT C

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

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

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

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

1. Our company has a Federal Letter of Affirmative Action Plan Approval.

Yes _____ No _____

2. Our company has a Certificate of Employee Information Report.

Yes _____ No _____

3. Our company has neither of the above. Please send Form #AA302
(AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT)

_____ Check here

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

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

NAME: _____
(Please type or print)

SIGNATURE: _____

TITLE: _____

DATE: _____

PHONE: _____

FAX: _____

EXHIBIT D

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

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

STAFFING PLAN IN COST PROPOSAL

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

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

EXHIBIT E**SAMPLE STAFF AVAILABILITY TABLE**

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

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

ID	East/West Roadway	North/South Roadway	Jurisdiction	Latitude	Longitude	Count Period	Install Date
1	Landis Avenue	Mill Road	City of Vineland	39.487844	-75.061498	7-9am/2-6pm	Tuesday, November 19, 2013
2	Landis Avenue	West Avenue	City of Vineland	39.486643	-75.035405	7-9am/2-6pm	Tuesday, November 19, 2013
3	Landis Avenue	2nd Street	City of Vineland	39.486539	-75.033343	7-9am/2-6pm	Tuesday, November 19, 2013
4	Landis Avenue	3rd Street	City of Vineland	39.486419	-75.030866	7-9am/2-6pm	Tuesday, November 19, 2013
5	Landis Avenue	4th Street	City of Vineland	39.486316	-75.028626	7-9am/2-6pm	Tuesday, November 19, 2013
6	Landis Avenue	East Boulevard	City of Vineland	39.486186	-75.025809	7-9am/2-6pm	Tuesday, November 19, 2013
7	Landis Avenue	West Boulevard (CR 615S)	City of Vineland	39.486206	-75.026266	7-9am/2-6pm	Tuesday, November 19, 2013
8	Landis Avenue	6th Street	City of Vineland	39.486059	-75.023452	7-9am/2-6pm	Tuesday, November 19, 2013
9	Landis Avenue	7th Street	City of Vineland	39.485957	-75.021088	7-9am/2-6pm	Tuesday, November 19, 2013
10	Landis Avenue	8th Street	City of Vineland	39.485849	-75.018697	7-9am/2-6pm	Tuesday, November 19, 2013
11	Landis Avenue	East Avenue	City of Vineland	39.485742	-75.016659	7-9am/2-6pm	Tuesday, November 19, 2013
12	Landis Avenue	Myrtle Street	City of Vineland	39.485661	-75.014903	7-9am/2-6pm	Tuesday, November 19, 2013
13	Landis Avenue	Valley Avenue	City of Vineland	39.485299	-75.007208	7-9am/2-6pm	Tuesday, November 19, 2013
14	Landis Avenue (Route 540)	Brewster Road (CR 672)	Cumberland County	39.483837	-74.976185	7-9am/2-6pm	Tuesday, November 19, 2013
15	Chestnut Avenue	Orchard Road (CR 628)	Cumberland County	39.480189	-75.052990	7-9am/2-6pm	Wednesday, December 11, 2013
16	Chestnut Avenue	West Avenue	City of Vineland	39.479447	-75.035813	7-9am/2-6pm	Tuesday, November 19, 2013
17	Chestnut Avenue	East Boulevard	City of Vineland	39.479003	-75.026386	7-9am/2-6pm	Wednesday, December 11, 2013
18	Chestnut Avenue	West Boulevard (CR 615S)	City of Vineland	39.479020	-75.026817	7-9am/2-6pm	Wednesday, December 11, 2013
19	Chestnut Avenue	6th Street	City of Vineland	39.478879	-75.024023	7-9am/2-6pm	Tuesday, November 19, 2013
20	Chestnut Avenue	7th Street	City of Vineland	39.478779	-75.021658	7-9am/2-6pm	Tuesday, November 19, 2013
21	Chestnut Avenue	East Avenue	City of Vineland	39.478573	-75.017174	7-9am/2-6pm	Tuesday, November 19, 2013
22	Chestnut Avenue	State Street	City of Vineland	39.478383	-75.013263	7-9am/2-6pm	Tuesday, November 19, 2013
23	Chestnut Avenue	Valley Avenue	City of Vineland	39.478137	-75.007882	7-9am/2-6pm	Tuesday, November 19, 2013
24	Chestnut Avenue	Spring Road	City of Vineland	39.477167	-74.988983	7-9am/2-6pm	Tuesday, November 19, 2013
25	Wood Street	6th Street	City of Vineland	39.487118	-75.023366	7-9am/2-6pm	Wednesday, November 20, 2013
26	Wood Street	7th Street	City of Vineland	39.487010	-75.021031	7-9am/2-6pm	Wednesday, November 20, 2013
27	Elmer Street	6th Street	City of Vineland	39.485025	-75.023518	7-9am/2-6pm	Wednesday, November 20, 2013
28	Elmer Street	7th Street	City of Vineland	39.484909	-75.021160	7-9am/2-6pm	Wednesday, December 11, 2013
29	Park Avenue (Route 540)	West Avenue	City of Vineland	39.492120	-75.034968	7-9am/2-6pm	Wednesday, November 20, 2013
30	Park Avenue (Route 540)	East Boulevard (CR 615N)	City of Vineland	39.491672	-75.025387	7-9am/2-6pm	Wednesday, June 18, 2014
31	Park Avenue (Route 540)	West Boulevard (CR 615S)	City of Vineland	39.491698	-75.025833	7-9am/2-6pm	Wednesday, June 18, 2014
32	Park Avenue (Route 540)	East Avenue	City of Vineland	39.491229	-75.016173	7-9am/2-6pm	Wednesday, November 20, 2013
33	Park Avenue (Route 540)	Valley Avenue	City of Vineland	39.490804	-75.006776	7-9am/2-6pm	Wednesday, November 20, 2013
34	Oak Road (CR 681)	East Avenue	City of Vineland	39.501525	-75.015325	7-9am/2-6pm	Wednesday, November 20, 2013
35	Almond Road (Route 540)	Orchard Road (CR 628)	Cumberland County	39.494681	-75.051871	7-9am/2-6pm	Wednesday, November 20, 2013
36	Sherman Avenue (Route 552)	Main Road (Route 555)	Cumberland County	39.445363	-75.015141	7-9am/2-6pm	Wednesday, November 20, 2013
37	Sherman Avenue (Route 552)	College Ave / Orchard Road (CR 628)	Cumberland County	39.447343	-75.055517	7-9am/2-6pm	Wednesday, November 20, 2013
38	Sherman Avenue (Route 552)	Lincoln Avenue (CR 655)	Cumberland County	39.444626	-75.000242	7-9am/2-6pm	Wednesday, November 20, 2013
39	Sherman Avenue (Route 552)	Hospital Entrance	Cumberland County	39.447487	-75.058582	7-9am/2-6pm	Wednesday, November 20, 2013



Date: Thursday, July 31, 2014 10:00AM

To: Recipients

**Re: FY 2015 Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers**

Q1. I tried to open appendices through link provided in the [FY2015 Local Safety & CMAQ Project Development RFP], and encountered the following issues even after getting assistance from my IT department

Q1A. Can open all files except "Timing Directive, Landis and Brewster ...", though it says it's in XLSX format, my computer says "file is not in recognizable format" then shows gibberish.

A1A. The Timing Directive, Landis and Brewster file is an .xlsx file, which is a Microsoft Office Excel Worksheet, with Office 2007 and newer. The file is incompatible with older versions of Office. A download is available for a Compatibility Pack for Word, Excel, and PowerPoint File Formats on Microsoft's website at <http://www.microsoft.com/en-us/download/details.aspx?id=3>. SJTPO staff downloaded the file via the link in the RFP and subsequently opening the zip file and had no issues.

Q1B. Link connects back to RFP itself (if Appendix B is only the one page at end following sheet 25 of 25, it already is in RFP)

A1B. Appendix B, Traffic Signal Equipment Inventory Locations, is imbedded into the RFP document itself, as page 27 of the RFP.

Q1C. Zip files are "Intersection Shape Files", and when I click on this, there are 5 reference files to AutoCAD drawings which can't be opened

A1C. Once the zip file has been downloaded, the individual files should be opened directly within ArcGIS via ArcCatalog (will appear in ArcGIS as one file) as opposed to within the Windows Explorer folder (where several files will be seen). SJTPO staff downloaded the file via the link in the RFP, tested it in ArcGIS, and had no issues. Please note ArcGIS is required to be able to view the files.



Date: Thursday, July 31, 2014 9:00AM

Re: FY 2015 Traffic Sign Inventory and Sign Management System (SMS)
Questions and Answers

- Q2. The RFP indicates improvements at the intersection of Landis Avenue and Brewster Road should be linked to the historic crash data. Does SJTPO have a copy of the crash reports for the 12 crashes which have occurred at the signalized intersection from 2010 to 2013?**
- A2. A total of 19 reportable crashes were found to have occurred at or in the vicinity of the Landis Avenue and Brewster Road intersection from 2010-2013. A copy of the New Jersey Police Crash Investigation Reports (pdf), along with a summary spreadsheet (11" x 17"), is available for download [here](#). All personal information has been redacted. The crash report itself provides a narrative and sketch for each crash. The "DLN", Document Locator Number provided within the summary spreadsheet corresponds to the crash report file name for easy cross reference.
- Q3. The RFP indicated the need to implement "or" assist agency staff in implementing timings. Will the consultant be required to physically program/input the timings into the controllers or is the expectation that the agency will implement themselves and the consultant will be available to answer questions if they arise?**
- A3. For all intersection under the jurisdiction of the City of Vineland (32 intersections), the expectation is the consultant will physically program/input the timings into the controllers with access to the controllers by the Vineland Municipal Electric Utility. The utility staff shall be present during the implementation of any timing changes, after consultant and approval by the City's Engineering staff. Any signal timing changes proposed at the seven (7) intersections under control of Cumberland County, the consultant shall be available for questions, if they arise, after Cumberland County staff implements any proposed timing changes. It should be noted some of the signal equipment may be outdated and unable to handle signal timing changes due to compatibility issues.