



**South Jersey  
Transportation  
Planning Organization**

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**NOTICE OF AVAILABILITY**

**REQUEST FOR PROPOSALS**

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

SJTPO is seeking a qualified firm to develop a Traffic Sign Inventory and Sign Management System (SMS) for a number of jurisdictions in our region. This work will be contracted in two parts: Part A will include activities associated with the Traffic Sign Inventory, while Part B will include tasks related to the Sign Management System. Firms have the ability to propose on Part A, Part B, or both based upon their qualifications or expertise.

This work is included in the Draft FY 2016 Unified Planning Work Program ([www.sjtpo.org/UPWP.html](http://www.sjtpo.org/UPWP.html)) and is subject to approval by the Policy Board at their March 23, 2015 meeting, and is contingent upon the availability of federal funds thereafter. Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in the RFP document.

The RFP is be available today, Wednesday, February 25, 2015 and can be obtained from the SJTPO via our website [www.sjtpo.org/Opportunities.html#RFPS](http://www.sjtpo.org/Opportunities.html#RFPS). As a courtesy, please email us at [sjtpo@sjtpo.org](mailto:sjtpo@sjtpo.org) letting us know if you have downloaded a copy of the RFP.

Proposals are to be received no later than 5:00 P.M., prevailing time, on Tuesday, March 24, 2015. 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. Firms should review the SJTPO standard contract agreement [www.sjtpo.org/Documents/EmploymentandRFPS/RFPS/RFPSubcontractAgreement.pdf](http://www.sjtpo.org/Documents/EmploymentandRFPS/RFPS/RFPSubcontractAgreement.pdf) PRIOR TO submitting a proposal to SJTPO.

REQUEST FOR PROPOSALS:

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

Wednesday, February 25, 2015



### **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

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

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

**FRANK SUTTON, CHAIRMAN  
TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR**

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**\*\*NOTICE\*\***

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

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION****REQUEST FOR PROPOSALS****TRAFFIC SIGN INVENTORY AND SIGN MANAGEMENT SYSTEM (SMS)****I. INTRODUCTION****A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to develop a Traffic Sign Inventory and Sign Management System (SMS) for a number of jurisdictions in our region. This work is included in the Draft FY 2016 Unified Planning Work Program ([www.sjtpo.org/UPWP.html](http://www.sjtpo.org/UPWP.html)) and is subject to approval by the Policy Board at their March 23, 2015 meeting, and is contingent upon the availability of federal funds thereafter. Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

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

**B. Submission**

Proposals are to be received no later than 5:00 P.M., prevailing time, on Tuesday, March 24, 2015. 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** (*eight (8) 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 Tuesday, March 10, 2015 and submitted to Jennifer Marandino at the above address. Faxes (856-794-2549) and e-mails ([jmarandino@sjtpo.org](mailto:jmarandino@sjtpo.org)) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

### D. Anticipated Consultant Selection Schedule

1. Questions about RFP Due	Tuesday, March 10, 2015
2. Answers about RFP Published	Thursday, March 12, 2015
3. Proposal Due Date	Tuesday, March 24, 2015 by 5:00 pm
4. Consultant Interviews*	Week of Monday, April 27, 2015
5. Policy Board Action	Tuesday, May 26, 2015
6. Notice to Proceed	On or about Wednesday, July 1, 2015
7. Project Completion Due	Thursday, April 28, 2016

*\* (SJTPO will conduct interviews during the selection process; please keep this week available.)*

### E. Contracting

The contract with SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration of the United States Department of Transportation. Firms should review the SJTPO standard contract agreement PRIOR TO submitting a proposal to SJTPO:

[www.sjtpo.org/Documents/EmploymentandRFPs/RFPs/RFPSubcontractAgreement.pdf](http://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 affect successful completion of the project as described herein. The firm may propose additional innovations or alternative tasks to enhance the intended project scope. SJTPO reserves the right to reduce or otherwise adjust the scope as necessary.

### A. Background

Through the efforts of this RFP, SJTPO is seeking a qualified firm or group of firms to develop a Traffic Sign Inventory and Sign Management System (SMS) for a number of jurisdictions in

our region. This work will be contracted in two parts: Part A will include activities associated with the Traffic Sign Inventory, while Part B will include tasks related to the Sign Management System. Firms have the ability to propose on Part A, Part B, or both based upon their qualifications or expertise. It is strongly encouraged that firms read the Scope of Work associated with both Parts A and B in their entirety regardless of any decision to propose on either Part A or B. Coordination between both parts is a critical component of this technical study as the Traffic Sign Inventory data collection will feed into the Sign Management System.

Proposals should clearly indicate up-front for which parts they are submitting. Proposals that include both parts must be structured in a manner that allows parts to be severed if only one part is selected. Contracts for both Part A and B will be awarded at the same time with all activities for both parts done in coordination.

## **B. Content**

The work within this RFP will be contracted in two parts under one or more selected firm(s). Part A will include activities associated with the Traffic Sign Inventory, while Part B will include tasks related to the Sign Management System.

### **Part A – Traffic Sign Inventory**

#### **Task A.1. – Coordination**

In cooperation with SJTPO staff, the selected consultant shall be responsible for conducting meetings with key stakeholders, which will include a kick-off meeting at a minimum. The consultant shall be responsible for the preparation of 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 for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from SJTPO or other stakeholders in the coming weeks.

It is critical that firms be prepared to coordinate between both Parts A and B, potentially with another consultant.

**Deliverable A.1.a. Bi-weekly emails:** The firm will provide an email to SJTPO's project manager on a bi-weekly basis as described above.

#### **Task A.2. – Inventory**

The firm will collect necessary data for purposes of establishing a Traffic Sign Inventory comprised of four counties (Atlantic, Cape May, Cumberland, and Salem) and four municipalities (Vineland, Atlantic City, Sea Isle City, and Elmer) in the SJTPO planning region. The sign inventory will include all signs (R-, W-, M-, and D-series, and others, including non-MUTCD signs) and sign supports on the county roads for each county, and on municipal roads for each municipality listed above. Signs on State or Authority roads, temporary traffic control signs, or signs associated with driveway (commercial or otherwise) shall be excluded from the inventory.

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

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

SJTPO presently maintains an Asset Management System (AMS), which includes an inventory of signposts and signs. The AMS currently covers county roads in the four counties (Atlantic, Cape May, Cumberland, and Salem) and municipal roads in the City of Vineland. For the four counties, sign data is limited to signs on the county roads, and the current inventory does not include any signs on municipal side-roads that may be the jurisdiction of the county. SJTPO does not have any sign data for the other three municipalities to be covered in this project (Atlantic City, Sea Isle City, and Elmer Borough). **For additional information about SJTPO’s current AMS, please review Exhibit E prior to asking for further information.**

An estimate of roadway mileage and the number of signs within each jurisdiction currently in SJTPO’s AMS is provided below, for reference.

Subregion	Centerline Roadway Miles	Total Number of Signs*
Atlantic County	370 miles	19,600 signs
Cape May County	200 miles	11,800 signs
Cumberland County	540 miles	14,800 signs
Salem County	355 miles	7,800 signs
City of Atlantic City	95 miles (estimate)	<i>unknown</i>
City of Sea Isle City	30 miles (estimate)	<i>unknown</i>
City of Vineland	260 miles (estimate)	6,600 signs
Borough of Elmer	5 miles (estimate)	<i>unknown</i>

\* Signs on municipal side roads intersecting the county roadways at non-signalized intersections as well as signs on municipal side roads related to the traffic signal, within 100 feet of the centerline of the county at signalized intersections road are **not** currently included within the existing AMS; and therefore not included in the total number of signs for each subregion, shown above. The exact number of signs this may include is unknown. Signs in these locations, however, must be included in the inventory and system associated with this data collection effort.

**Task A.3. – Database Population**

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

- **Roadway:** Name of roadway and route number (if applicable); signs inventoried at the intersection of a county and municipal roadway should be should be referenced by the county roadway and secondarily by the municipal roadway.
- **Coordinates:** Latitude and longitude; Allowable positional variation from actual sign and signpost location must yield an accuracy of +/- 1 meter, on the axis parallel to the roadway and ensuring correctness in both sequential order and position relative to the road, while maintaining relative positional accuracy between signs and posts.
- **Linear Referencing:** Standard Route Identifier (SRI) and milepost \*\*
- **Post Type:** U-Channel, utility pole, mast arm, etc.
- **Post Condition:** Twisted, bent, etc.
- **Status of Post:** Active, Retired, etc. to be input by county or municipality at a later date as a way of tracking the asset
- **Post Structure:** Non-breakaway, breakaway, bend-away, etc.
- **Retroreflectivity Strip:** Yes or No
- **Date of Inventory:** The date on which the signpost was inventoried
- **Other Dates:** Inspection, maintenance, replacement, etc., to be input by county or municipality at a later date

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

- **Sign Post:** The database ID of the sign post to which the sign is attached
- **Roadway:** Name of roadway and route number (if applicable); signs inventoried at the intersection of a County and municipal roadway should be should be referenced by the County roadway and secondarily by the municipal roadway.
- **Coordinates:** Latitude and longitude; Allowable positional variation from actual sign and signpost location must yield an accuracy of +/- 1 meter, on the axis parallel to the roadway and ensuring correctness in both sequential order and position relative to the road, while maintaining relative positional accuracy between signs and posts.
- **Linear Referencing:** SRI and milepost \*\*
- **Orientation:** North, south, east, west, etc.
- **Sign Category:** Regulatory, Warning, Guide, Other, etc.
- **Sign Designation:** For MUTCD signs, the MUTCD code will be listed (for example, R1-1 for a standard stop sign). For non-MUTCD signs, a description of the sign will be listed.
- **Sign Placement:** Left, right, overhead, median
- **Panel Size:** In general, the panel size can be derived from type specifications in the MUTCD. However, when more than one standard size is acceptable, panel size should be verified. Non-MUTCD signs should be measured. All panel sizes should be reported at an accuracy tolerance of +/- 1”.
- **Position on Post:** Top, middle, bottom, etc.
- **Height of Sign:** Measured from ground to the bottom edge of sign
- **Lateral Distance of Sign:** Measured from edge of roadway to the left-edge of sign

- **Status of Sign:** Active, Retired, etc. to be input by county or municipality at a later date as a way of tracking the asset
- **Sign Condition:** Twisted, Bent, Vandalized, View Obscured, etc.
- **Date of Inventory:** The date on which the sign image was collected
- **Other Dates:** Inspection, maintenance, replacement, etc., to be input by county or municipality at a later date
- **Image:** The database ID of the image containing the sign from the photo log will be listed
- **Retroreflectivity Attributes:** The retroreflectivity of all regulatory signs, warning signs, guide signs, and object markers will be assessed and reported in the database in accordance with all MUTCD guidelines and standards. See Task A.4 for more details.

In addition to the fields identified above, the system should easily allow counties and municipalities to add fields to the database, as desired. Recommendations for additional attributes are encouraged.

\*\* SJTPO will provide the firm with the Standard Route Identifier (SRI) linear referencing system used in New Jersey. The milepost reported by the firm for each sign post and sign must match the SRI-designated mileposts as closely as possible. The SRI shapefile is provided [here](#). SRI Codes.pdf, which provides details on the SRI nomenclature and how to identify county and municipal roadways, is additionally provided for reference.

**Deliverable A.3.a. Traffic sign inventory database:** The firm will provide a database, accessible via sign management system, and exportable in a non-proprietary format that includes all of the information discussed in this RFP.

#### Task A.4. – Retroreflectivity Assessment

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

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

Public agencies must have a plan in place to maintain the minimum retroreflectivity levels. Section 2A.08 of the MUTCD identifies several assessment and management methods for maintaining sign retroreflectivity. For this project, it is required that the firm measures the retroreflectivity of each sign using either a handheld retroreflectometer or vehicle-mounted mobile retroreflectometer. It is the preference of SJTPO that a vehicle-mounted mobile retroreflectometer be used, as this method is less labor-intensive. A combination of both methods is acceptable, if needed to access retroreflectivity of all applicable signs.

The measurement method used must comply with FHWA guidance, specifically, *Methods for Maintaining Traffic Sign Retroreflectivity* (FHWA Publication No. FHWA-HRT-08-026; Chapter 3, Assessment Methods). This guidance describes requirements for contact instruments (handheld retroreflectometers) and non-contact instruments (vehicle-mounted mobile retroreflectometers).

For each sign, the retroreflectivity measurement for each color must be reported as required in Table 2A-3 of the MUTCD. For example, for stop signs, the white retroreflectivity and red retroreflectivity must be measured and reported; the contrast ratio (white retroreflectivity ÷ red retroreflectivity) must be additionally reported. The required retroreflectivity measurements and contrast ratios will be listed as attributes for each sign in the sign database used by the SMS described in Task A.3.

For each sign, the firm will determine if the sign meets the retroreflectivity requirements in Table 2A-3 of the MUTCD. For example, for stop signs, the white retroreflectivity must be greater than or equal to 35, the red retroreflectivity must be greater than or equal to seven (7), and the contrast ratio must be greater than or equal to 3. A pass/fail attribute in the sign database will indicate if the sign meets the retroreflectivity requirement or not.

Proposals should address any need to reassess sign retroreflectivity periodically and the benefit of doing so. Alternatives to reassessment, such as a sign life cycle estimate, may be proposed.

**Deliverable A.4.a. Retroreflectivity Assessment Technical Memo:** The firm will deliver a memo detailing the proposed methodology for conducting the retroreflectivity assessment and incorporating it into the SMS, as detailed in Task A.4. The methodology detailed in the memo must be reviewed and approved by SJTPO before the firm may proceed with this task.

## **Part B – Sign Management System**

### **Task B.1. – Coordination**

In cooperation with SJTPO staff, the selected consultant shall be responsible for conducting meetings with key stakeholders, which will include a kick-off meeting at a minimum. The consultant shall be responsible for the preparation of 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 for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from SJTPO or other stakeholders in the coming weeks.

It is critical that firms be prepared to coordinate between both Parts A and B, potentially with another consultant.

## Task B.2. – Sign Management System Development

Utilizing the data collected as part of the Traffic Sign Inventory, The firm will develop a Sign Management System (SMS) that will provide an interface and decision support system for the sign inventory. The SMS will not require GIS software such as ArcGIS to use, as few computers at the county and municipal offices have ArcGIS installed, and sign shop crews are not typically familiar with using GIS.

The SMS must have the following characteristics:

- **Mapping and queries:** The system must be capable of displaying the locations of signs on a roadway map. The system should also be able to handle queries that would assist field crews – for example, identifying all signs along a certain section of roadway, or identifying all signs of a certain type. After the sign retroreflectivity assessment is conducted in Task A.4, it must be possible for the system to produce a list of signs that do not meet the minimum retroreflectivity requirements identifying which should be replaced, and locate the identified signs on the map.
- **Web-accessibility:** Proposals should address where and by whom data will be housed. Neither SJTPO nor its subregions will host the data. All capabilities of the SMS should be accessible through a web browser with no locally installed software needed. The system should be run from a centralized server, so that changes made to the inventory from any computer are viewable from any other computer.
- **Ownership and Exportability:** All data in the SMS will be housed online by the selected firm, however, will be owned by the above-mentioned jurisdictions and SJTPO. An important component of this ownership is the ability for each jurisdiction and/or SJTPO to export all data from the system at any time. To that end, the selected system must allow for exportability of any or all data in a non-proprietary database format. Proposals should specify how this functionality would be provided and in what format(s), data can be exported.
- **Capability to add, remove, or change signs:** As public works crews install new signs, remove unneeded signs, or replace or clean existing signs, it must be possible to update the inventory to reflect these changes. In this way, public agencies should be able to keep the system up-to-date, without requiring periodic surveys of all signs. The mobile data tool, when used by field crews, should be able to populate latitude and longitude automatically.
- **Work orders:** If a sign needs to be replaced, installed, or removed, it must be possible for users to create a work order detailing the sign work that needs to be completed.
  - Signs referred to in the work order will be displayable on the map.
  - Proposals should address how other agencies (police departments, etc) may also create work orders based on public calls.
  - Administrators should be able to set privileges to limit work order activities by individual or department (i.e. a police department could submit work orders for repairs or replacements of existing signs based on public calls but work orders for new signs would be initiated by engineering department).
  - The inventory should be updated automatically to reflect the changes when the sign crew marks the work order as completed.
  - The system should allow supervising staff to review and approve/edit/deny changes made by field staff before making changes final in the system.

- The system should provide notification (i.e. email outside the SMS) that a new work order has been created and requires attention; similarly, a notification should be generated if existing work order tasks have been completed.
- Currently, SJTPO subregions generally use paper-based work orders for sign management. The selected firm should work with subregions, at a minimum work orders generated by the system should have the ability to be printed.
- **User-friendliness:** The system will be used by a variety of staff members from public agencies, including planners, engineers, and public works crewmembers. Most users will have no experience using GIS or database management systems. Very little training should be required to fully utilize the system. The interface should be easy to understand, allowing sign crews to keep the inventory up-to-date as part of their daily activities.
- **Expandability:** The system is intended to be utilized by the jurisdictions mentioned in this RFP at this time; however, the system should have the flexibility to add additional jurisdictions should SJTPO and its regional partners so choose.
- **Flexibility:** SJTPO envisions a single system, which would incorporate data from each subregion. Each subregion would have read-only access to the full data set and full access only to data within their jurisdiction. SJTPO will have read-only access to the full dataset. Firms are welcome to offer other ideas if they feel there are advantages to establishing separate systems for each subregion. Each jurisdiction will determine how many and who will be able to access and edit in the system. It is important that the system be completely free (i.e. no charge) for any future additional users.
- **Mobile data collection tool:** The system will have a component that runs on either a laptop or a tablet computer that can be brought into the field.
  - The proposal should recommend both a type of device (tablet, notebook, ruggedized notebook, etc.) and an operating system (Android, Windows, Apple, etc.) based on the best functionality in using the proposer's system.
  - Cost Proposal should include a separate line item to provide a minimum of eight (8) tablets, notebooks, or ruggedized notebook computers to be used by field crews. The device will be used to populate the database in the field, based upon the recommendation as noted above. Several options for equipment purchase are encouraged. Cost proposals should indicate the cost per additional unit, as counties or municipalities may desire additional units.
  - The tool may operate in a web browser or via a program or application that would be included with this contract. If the proposal requires a software or application that requires annual paid licensing, the proposal should demonstrate why this tool provides greater functionality than would be allowed by a system that functions within a web browser. Annual licensing may not establish any barrier to adding users to the system, such as a per user licensing.
  - Preference will be given to systems that can offer functionality via a mobile device, (i.e. smart phone application or mobile friendly website) in addition to the mobile data collection tool.
  - This tool will allow sign crews to update the sign inventory in the field, as they install, replace, or remove signs. Changes made to the sign inventory using the mobile tool should 'sync' with the SMS servers when an internet connection is available, at a minimum. The tool will help sign crews locate signs using a mapping system. The tool will allow crews to view work orders, and mark the work orders as completed.

- The tool must be very user-friendly and easy to learn how to use. The proper use of the mobile data collection tool will be covered by the training in Task B.4.

As previously mentioned, SJTPO presently maintains an Asset Management System (AMS), which includes an inventory of signposts and signs. The AMS currently covers county roads in the four counties (Atlantic, Cape May, Cumberland, and Salem) and municipal roads in the City of Vineland. The use of this data is not required; however, we invite proposals to discuss the pros and cons of using such data in the SMS and how that data would be used. If scenarios are proposed, with and without use of the existing data, the cost proposal should indicate both scenarios as options.

**For additional information about SJTPO’s current AMS, please review Exhibit E prior to asking for further information.**

<b>Deliverable B.2.a.</b>	<b>SMS Development Technical Memo:</b> The firm will deliver a memo detailing the proposed methodology for developing the SMS and populating the sign inventory. The methodology detailed in the memo must be reviewed and approved by SJTPO before the firm may proceed.
<b>Deliverable B.2.b.</b>	<b>Sign Management System (SMS):</b> The firm will provide access to the completed SMS to SJTPO and subregional staff, with the ability to add new users as necessary.
<b>Deliverable B.2.c.</b>	<b>Sign Management System User’s Guide:</b> To supplement the training, the firm will provide a user’s guide or manual containing instructions on how to use all functionalities of the SMS.
<b>Deliverable B.2.d.</b>	<b>Mobile data collection tool hardware:</b> To fully utilize the functionality of the mobile data collection tool, the firm will provide a minimum of eight (8) tablets, notebook, or ruggedized notebook computers to be used by field crews to populate the database. Cost proposals should indicate the cost per additional unit, as counties or municipalities may desire additional units.

**Task B.3. – Ongoing Support**

Any ongoing costs associated with the SMS, such as server maintenance or technical support costs, that must be paid following the completion of the contract, shall must be reported in the technical proposal (not in the separate cost proposal). These ongoing costs must be reported in total dollars per year, not as percentages of total project cost. **These are the only costs that may be stated within the Technical Proposal.** These costs will be paid on a recurring basis separate from this contract, not necessarily by SJTPO.

Technical support must be provided, at a minimum, through June 30, 2016. Proposals must specifically indicate when annual costs would begin and the duration of support. The support should detail how the subregions will continue to have access to the SMS, following the conclusion of this contract.

**Task B.4. – Training**

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

Comprehensive, online training materials (i.e. unlimited access to webinars) are encouraged to supplement any in-person training to be utilized as a refresher, or to train new subregional users, following the completion of this contract.

**Deliverable B.4.a. Training:** In-person, hands-on training sessions at a minimum of four locations, as detailed in Task B.4.

**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](http://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 2014-2016), which is 12.49 percent.

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

## B. Cost Proposal

**The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope.** The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Proposals and costs should address the full scope of the project as described within the RFP. Proposals, however, should detail any concerns, which affect successful completion of the project as described herein. The firm may propose additional innovations or alternative tasks to enhance the intended project scope. SJTPO reserves the right to reduce or otherwise adjust the scope as necessary. 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](http://www.state.nj.us/transportation/business/civilrights)). Firms who wish to be considered for DBE/ESBE certification are encouraged to contact the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the DBE/ESBE is generally counted toward the applicable DBE/ESBE goal. If state matching and/or non-matching funds are also awarded to a DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

There are only two lists that count towards meeting this DBE/ESBE goal. Firms should check these sites PRIOR TO submitting a proposal.

1. New Jersey ESBE: <http://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 2014-2016), which is 12.49 percent.

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

**V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION**

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

**VI. INSURANCE REQUIREMENTS**

- A.** The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.
- B.** Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.
- C.** The insurance coverage under such policy or policies shall not be less than specified herein.
- 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	
<b>Company 1</b>										
[Name]*	Project Manager	25	0	20	0	15	0	41	0	<b>70</b>
[Name]*	Planner 1	5	0	4	0	2	3	1	4	<b>19</b>
<b>Company 1 Subtotal</b>		<b>30</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>17</b>	<b>3</b>	<b>42</b>	<b>4</b>	<b>89</b>
<b>Company 2 (DBE Firm)</b>										
[Name]*	Technician 1	0	8	0	2	0	0	0	0	<b>10</b>
[Name]*	Technician 2	0	6	0	4	0	0	0	0	<b>10</b>
<b>Company 2 Subtotal</b>		<b>0</b>	<b>14</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>
<b>Sub-Total Hours</b>		<b>30</b>	<b>14</b>	<b>24</b>	<b>6</b>	<b>17</b>	<b>3</b>	<b>42</b>	<b>4</b>	<b>119</b>

\* 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.

**EXHIBIT E**

**ADDITIONAL INFORMATION ABOUT SJTPO’S CURRENT ASSET MANAGEMENT SYSTEM (AMS)**

**For additional information about SJTPO’s current Asset Management System (AMS), please review this Exhibit prior to asking for further information.**

SJTPO presently maintains an Asset Management System (AMS), which includes an inventory of signposts and signs. The AMS currently covers county roads in the four counties (Atlantic, Cape May, Cumberland, and Salem) and municipal roads in the City of Vineland. SJTPO does not have any sign data for the other three municipalities to be covered in this project (Atlantic City, Sea Isle City, and Elmer Borough). Signs on municipal side roads intersecting the county roadways at non-signalized intersections as well as signs on municipal side roads related to the traffic signal, within 100 feet of the centerline of the county at signalized intersections road are **not** currently included within the existing AMS.

The use of the data within SJTPO’s existing AMS is not required, however, we invite proposals to discuss the pros and cons of using such data in the SMS, how that data would be used, and if scenarios are proposed with and without this data, the cost proposal should indicate both scenarios as options.

The following are questions that were asked of SJTPO’s current AMS during a previous RFP.

**Q1. Please provide approximate dates when the last complete asset management data was collected for each of the Counties and Cities under the existing Asset Management System (AMS).**

A1.

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

**Q2. Please provide information whether the data in the existing Asset Management System (AMS) has been maintained on a regular basis. For example, when a sign is replaced, added, or removed, are the corresponding data in the AMS updated? Are all the individual images of signs and signposts in the AMS current?**

A2. Although the data collection was funded by SJTPO, the database and asset management system are the responsibility of each individual subregion. It is our understanding the database has not been maintained on a regular basis and is only current as of the data of initial data collection (See answer to Question 1 for those dates).

**Q3. Please provide level of GIS location accuracy for the sign database in the existing Asset Management System (AMS).**

A3. Roadside assets were inventoried at sub-meter accuracy.

**Q4. Please indicate which of the sign attributes listed on RFP pages 8 and 9 are available in the SJTPO’s existing Asset Management System (AMS).**

A4. For each signpost, the following attributes are present in the existing AMS:

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

For each sign, the following attributes are present in the existing AMS:

<b>Attribute</b>	<b>Within existing AMS</b>
Sign Post	Yes
Roadway	Yes
Coordinates	Yes
Linear Referencing	No
Orientation	Yes
Sign Category	No
Sign Designation	Yes
Sign Placement	Yes
Panel Size	No
Position on Post	No
Height of Sign	No
Lateral Distance of Sign	No
Status of Sign	No
Sign Condition	Yes
Date of Inventory	Yes
Other Dates	No
Image	Yes
Retroreflectivity Attributes	No

**Q5. Please explain if the existing AMS data is in a “proprietary” format. If not please explain the format of video data contained within AMS.**

A5. The existing AMS data for signs and signposts is in a Microsoft Access database (.mdb). The image inventory is a folder full of .jpg images, taken at 25-foot intervals along the roadways. The images are stored in directories indicating the date the image was taken. The sign and signpost tables contain a field called “IMGNAME,” which indicates the full file path of the image of the sign or post. This data is intended to be viewed using Enterprise Information Solutions’ Enter-Road-Info software. The full image library can be made available to the winning firm, if requested. Note that the image inventories are quite large (the City of Vineland image directory, with 380,205 images, for example, is 105 GB).

**Q6. Is the existing Asset Management System (AMS) capable of automatically exporting individual images of sign and signposts as JPG format? If not, does SJTPO expect the consultant to extract this information manually from the AMS?**

A6. The consultant is not expected to extract the individual images manually. The existing AMS image inventory is comprised of a series of .jpg images taken at 25-foot intervals along the roadways with six cameras (three forward facing, three-rear facing). For each sign and signpost, there is a field in the database indicating the full file path of the .jpg image of the sign.

The use of this data is not required, however, we invite proposals to discuss the pros and cons of using such data in the SMS, how that data would be used, and if scenarios are proposed with and without this data, the cost proposal should indicate both scenarios as options.

**Q7. Can SJTPO provide a sample of the existing sign inventory for evaluation and consideration during proposal development?**

A7. Interested firms can access a copy of an example existing sign inventory database from the City of Vineland, [here](#) (2.2MB, zipped .mdb file). As noted in an earlier answer, there is also an image library, however it is too large to include on our website. However, we have posted an example of our image inventory [here](#) (42MB, .zip file). The images in this example were taken as part of the AMS data collection efforts with six cameras (three forward facing, three-rear facing) at 25-foot intervals along each roadway for Moyer Street in the City of Vineland. The full image library can be made available to the winning firm, if requested.



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**Date: Thursday, March 12, 2015**

**To: Recipients**

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

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

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## **Questions and Answer Period Extended Until Monday, March 16, 2015**

The deadline for firms to submit questions regarding the Traffic Sign Inventory and Sign Management System (SMS) Request for Proposals (RFP) to SJTPO has been extended to Monday, March 16, 2015. This is to allow firms the opportunity to review answers to questions and to submit any final clarifying questions.

SJTPO will post responses to all final questions by Thursday, March 19, 2015. Firms are encouraged to check [www.sjtpo.org/Opportunities.html](http://www.sjtpo.org/Opportunities.html) to review any final answers at that time.

The deadline for proposal submission remains unchanged, due Tuesday, March 24, 2005 by 5:00PM.



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**Date:** Thursday, March 12, 2015, 9:00am  
**To:** Recipients  
**Re:** Traffic Sign Inventory and Sign Management System (SMS)  
Questions and Answers

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**Q1. Will SJTPO only accept measured retro for Nighttime Assessment or will other FHWA approved methods be considered?**

A1. While the MUTCD identifies several assessment and management methods for maintaining sign retroreflectivity, for this project, it is the preference to utilize the *Measured Sign Retroreflectivity* option. This preference is based upon the fact that visual inspection method relies only on a subjective assessment. Signs are assessed and given a pass or fail rating, which informs agencies only of which signs should be replaced immediately and makes no remark on a timeline for replacement of other signs rated as passing. If the proposer can successfully address this concern, to the satisfaction of our agencies, utilizing one of the other acceptable assessment methods, SJTPO will consider the proposal.

**Q2. The DRAFT SJTPO FY 2016 Unified Planning Work Program (UPWP) provides funding in the amount of \$450k for the Sign Management Data Collection technical study. Can you confirm that this is the TOTAL amount available for this project?**

A2. SJTPO's FY 2016 Unified Planning Work Program is publically available through SJTPO's website ([www.sjtpo.org/UPWP.html](http://www.sjtpo.org/UPWP.html)). The document provides general budgetary information for work activities based on preliminary estimates and scope of project. Proposals and costs should address the full scope of the project as described within the RFP. However, proposals should detail any concerns related to the ability to successfully complete the project as described within the RFP. SJTPO reserves the right to reduce or otherwise adjust the scope as necessary.

It should be noted however, the process SJTPO is using to procure professional services is a two-step, quality-based selection process. First, based on our assessment of the qualifications of responding firms, we will select a firm that we believe is best suited to carry out the scope of work as outlined in our RFP. Second, we will negotiate a price with the selected firm. If we cannot negotiate an acceptable contract with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm.

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