

REQUEST FOR PROPOSALS:

PORT of SALEM CORRIDOR FREIGHT/RAIL INTERMODAL STUDY

May 9, 2017

Updated May 17, 2017



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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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****PORT of SALEM CORRIDOR FREIGHT/RAIL INTERMODAL STUDY**

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

I. INTRODUCTION**A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to produce an intermodal access study for the freight/rail corridor of the Port of Salem in Salem County New Jersey. This work is included in the SJTPO FY 2018 Unified Planning Work Program (www.sjtpo.org/UPWP). 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, June 8, 2017**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

William Schiavi, Manager of Regional Planning
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

1. **Signed Cover Letter** that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto. (see Section I.E) www.sjtpo.org/wp-content/uploads/2016/07/RFPSubcontractAgreement.pdf
2. **Technical Proposal** (*five (5) hard copies and one (1) electronic copy*)
 - a. **Narrative** that reflects the requirements of the Scope of Work (see Section II)
 - A detailed approach to completing the work program
 - List and description of deliverables
 - Any issues or problems with requirements of the Scope

C. Interpretations and Addenda

All questions, requests for interpretations and comments must be submitted in writing and received on or before Friday, May 19, 2017, and submitted to William Schiavi at the above address. Faxes (856-794-2549) and e-mails (info@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 | Friday, May 19, 2017 Wednesday, May 24, 2017 |
| 2. Answers about RFP Published | Friday, May 26, 2017 Tuesday, May 30, 2017 |
| 3. Proposal Due Date | Thursday, June 8, 2017, by 5:00 pm |
| 4. Consultant Interviews* | week of June 26 th and July 3 rd |
| 5. Policy Board Action | Monday, July 24, 2017 |
| 6. Notice to Proceed | On or about Tuesday, August 15, 2017 |
| 7. Project Completion Due | Friday, March 2, 2018 |

** (We may need to conduct interviews during the selection process. Please keep these days 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.

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

www.sjtpo.org/wp-content/uploads/2016/07/RFPSubcontractAgreement.pdf

II. SCOPE OF WORK

Proposals should explicitly address the full scope of the project as described within this section. SJTPO cannot ask firms for clarification if questions remain prior to scoring. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommend to enhance the intended project scope.

A. Background

Transportation Matters – A Plan for South Jersey, serves as the 2016 regional transportation plan for the SJTPO region. Consistent with the goals of this Plan, SJTPO desires to promote goods movement, maintaining the transportation network, and enhancing the integration and connectivity of the system (including intermodal connectivity). This Port of Salem Corridor Freight/ Rail Intermodal Study will serve to advance the stated goals and strategies of the Plan.

The southwest portion of the State is fortunate in that its freight transport network includes the Port of Salem, a 22-acre complex (located on the Salem River Cut-off) owned by the South Jersey Port Corporation (SJPC). The Port, which is designated as a Foreign Trade Zone, serves a niche market for barge-based operations with its shallow-draft port. It currently handles aggregate (e.g., sand), clothing and fishing apparel, food products and other consumer goods.

The Port contains two terminals; one is publicly owned and one that is privately owned. The privately-owned terminal is known as the Bermuda Terminal. This study should address both terminals. The Bermuda Terminal is engaged in truck to ship intermodal activity; this terminal is not currently accessible by rail and is unlikely to be connected to rail in the future. The main roadway connections to the Port are NJ Route 49, Hook Road, and NJ Route 45. The Port is approximately eight miles from the New Jersey Turnpike and Interstate 295.

The Port has rail service via the Salem County Short Line. The 18-mile line is owned by the County of Salem and operated by the Southern Railroad of New Jersey, connecting the Port with Conrail in Swedesboro, Gloucester County. In addition to the Port, the rail line currently serves several businesses along its route. This rail line has undergone major rehabilitation work in recent years, although there is still work remaining along the line.

The focus of this study is the Port of Salem and the regional freight transportation network that connects it to businesses, warehouse and distribution centers, and the national network. Specific examples of related intermodal activity include rail to truck, truck to rail, shipping to rail, and shipping to truck. The study will review the road connections to and from the point of access and identify the needs related to optimum intermodal access. Recommendations for improvements should consider siding or signaling for rail, and signaling, routing and infrastructure improvements for the road system. The recommendations from this study will help to further NJDOT's priority of "improving primary freight corridors and hubs for more efficient access and improved system performance."

The 2010 NJ Freight Transportation & Economic Development Assessment, completed by the NJ Department of Transportation, is an important reference for this study. The Assessment provides recommendations and identifies access and intermodal capacity issues relevant to this project. This NJDOT report includes an assessment of freight transport, logistics, resources extraction and industrial activity in the South Jersey region, and lists seven basic strategic and targeted improvements to leverage the existing strengths of the region. It also identifies a three-stage investment blueprint to maintain, expand and improve freight operations in South Jersey. The Assessment identifies the need for further study to advance its long-range recommendations. Other studies and reports relevant to this project are listed in Appendix A: Study References.

This technical study effort is intended to build on the findings of the 2010 NJ Freight Transportation and Economic Development Assessment, as it relates to the Port of Salem Freight/Rail Corridor. The study will include a comprehensive survey of the corridor, including the Port, rail, roads, bridges and intermodal facilities. The study is to identify the key freight access and mobility issues, for all current and potential corridor users (agricultural and or industrial). The study is intended to produce a list of prioritized recommended solutions. The solutions are to be detailed sufficiently to provide the basis for project development.

B. Content

As part of their proposal, the consultant should include a schedule for all deliverables and major milestones where not already designated. Each technical memo is to itemize the task's comments, issues, and recommendations. This content is also to be summarized in map form. All maps created for this study (technical memo or reports) are to be ArcMap compatible, and are to contain shapefile layers that display the contents (issues, comments, recommendations, and relevant parcels).

Task 1: Coordination

In cooperation with SJTPO staff, the consultant shall be responsible for conducting all meetings needed related to the below listed tasks, as well as the project kick-off meeting at the SJTPO office. The consultant shall be responsible for the preparation of meeting minutes for all meetings. A brief summary of phone conversations discussing important tasks or issues related to the project may be requested. Brief status updates shall be provided every two weeks to SJTPO's project manager via email. The status updates should describe tasks completed in the past two weeks, upcoming tasks for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from stakeholders in the coming weeks.

Deliverable 1.1 Meeting minutes

Deliverable 1.2 Status updates email (every two weeks)

Task 2 Prior Planning/Engineering Study Research

The consultant should review all relevant planning and/or engineering studies related to the Port of Salem Corridor as well as any other pertinent information. The consultant should contact all agencies who may have done such studies relevant to the Port of Salem Corridor. These agencies include, but are not limited to NJDOT, Salem County, Salem City, Woodstown, and other Townships and Boroughs in the Port Freight Corridor, and the Port of Salem. *See Appendix A: Study References.*

Deliverable 2 Prior Planning/Engineering Study Technical Memo

The consultant is to identify each study's findings related to the Port of Salem Freight Corridor. The consultant is to then comment on the current relevance of each of those findings. The consultant is to then summarize their findings.

Task 3 Stakeholder Interviews

The consultant should contact and survey all current and potential corridor stakeholders. Those stakeholders are to include, at a minimum, all parties in the Primary Stakeholders list (*See Appendix B Port of Salem Freight Rail Corridor Stakeholders*). The consultant should be prepared to

supplement the identified list of stakeholders as noted in Appendix B. Interviews are to be conducted with all freight-related companies and organizations in the Port of Salem freight corridor. On-site surveys are desirable, with special emphasis on those companies located along the rail line and those adjacent to the Port of Salem.

Deliverable 3 Stakeholder Interviews Summary Technical Memo

The consultant is to summarize all stakeholder comments, issues, and recommendations.

Task 4 Field Work

Field work is to be conducted, including an on-the-ground survey of the Port, roadways, rail lines, bridges, and intermodal facilities. Intermodal facilities are to include, but should not be limited to, port to rail, port to truck, truck to rail, truck to port, truck to warehouse, rail to port, rail to truck, rail to warehouse, warehouse to truck, and warehouse to rail.

Deliverable 4 Fieldwork Summary Technical Memo

The consultant is to summarize their findings of their on-the-ground survey.

Task 5 Analysis & Recommendations

The consultant should evaluate the merits of all comments and issues raised during research, interviews and fieldwork. The consultant should determine an appropriate course of action for each issue. The consultant should prioritize the recommendations based on a combination of their estimated potential economic benefits, estimated costs, difficulty in implementation, and access to funding sources. The results of this analysis are to be displayed in a Table of Issues and Recommendations (TI&R).

Deliverable 5.1 Table of Issues & Recommendations (TI&R)

Draft Due Friday, December 15, 2017

The TI&R is a detailed summary of the issues discovered during research, interviews and fieldwork, and the corresponding recommendations related to those issues. A draft of the TI&R is to be presented to the SJTPO and the Steering Committee for comments; comments are to be addressed before the table is finalized. The TI&R is to include:

- Sections for Port, Rail, Roads, Bridges, & Intermodal Facilities.
- The recommendation column of the TI&R is to be prioritized based on accompanying information; including, at a minimum, the following:
 - Detailed description, which should include a planning level conceptual sketch, where appropriate for roadway improvements;
 - Preliminary cost estimate, (order of magnitude);
 - Rating of implementation difficulty;
 - Estimate of potential economic impact to the County;
 - Potential funding sources relevant to proposed solutions

Deliverable 5.2 Presentation and workshop for TAC/ Stakeholders discussing the TI&R

Due Monday, February 12, 2018

The consultant may use items within the NJDOT Problem Statement template to develop the TI&R. SJTPO will provide a copy of this template. The consultant should include all information required to advance those recommendations to the project development phase of the State, County, Municipality, or other entity.

See Appendix C: Table of Issues & Recommendations-Content for a detailed list of the issues and recommendations that must, be considered, at a minimum.

Task 6 Final Report

The consultant is to prepare a final report with the contents listed below:

Deliverable 6 Final Report

DRAFT due Friday, February 16, 2018 / FINAL due Friday, March 2, 2018

The contents are to include:

- Corridor Description – A description of Port of Salem Freight Rail Corridor, including its geography, and the regional freight transportation network infrastructure that serves it (rail, roadways, bridges, and intermodal facilities);
- Relevant Economic Trends – The economic trends that impact the feasibility of the Corridor and its infrastructure;
- Current & Recommended Freight Flow – Identification of the current freight traffic and recommendations for rerouting, if appropriate;
- All Technical Memos from the Research, Interviews, and Fieldwork tasks (2, 3, 4);
- The Table of Issues and Recommendations (TI&R); and
- A GIS Map of the Corridor, identifying all issues, recommendations, and their specific locations.

Other Deliverables:

- CD or DVD of Report data (including all maps, and diagrams)
- One in-person presentation to at SJTPO's discretion. This presentation could be outside of normal business hours.

C. Schedule

We anticipate a Notice to Proceed on or about Tuesday, August 15, 2017 with the anticipated project completion date of Friday, March 2, 2018. The contract end date for this project is Thursday, June 28, 2018.

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 Unified Planning Work Program is publicly available through SJTPO's website (www.sjtpo.org/UPWP), 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 (effective 10/1/2016 through 9/30/2019), which is 12.44 percent.

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

B. Cost Proposal

The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope. The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Proposals and costs should address the full scope of the project as described within the RFP. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommend to enhance the intended project scope. Cost proposals must include all tasks or alternatives discussed within the technical proposal. If applicable, multiple costs scenarios are acceptable.

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

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

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

A. General

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

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

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

B. Policy

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

C. Certified DBE/ESBE Firms

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

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

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

1. New Jersey ESBE: http://50.62.131.238/Productions/NJDOT_ESBE/biz_esbe/
2. New Jersey DBE: <http://www.njucp.net/>

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

D. Consultant Documentation

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (effective 10/1/16 through 9/30/19), which is 12.44 percent.

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

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A.** Consultants and subconsultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.
- B.** All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment opportunity because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The Consultant must uphold and operate in compliance with Executive Order 11246

and as amended in Executive Order 11375, Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Fair Employment Practices Act.

- C. In response to this Request for Qualifications/Request for Proposals, the Consultant should furnish a detailed statement relative to its Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subconsultants.

VI. INSURANCE REQUIREMENTS

- A. The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.
- B. Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.
- C. The insurance coverage under such policy or policies shall not be less than specified herein.
1. Worker's Compensation and Employer's Liability:
 - a. Each Accident \$ 100,000
 - b. Disease-Each Employer \$ 100,000
 - c. Disease Policy Limit \$ 500,000
 2. Comprehensive General Liability:
 - a. Bodily Injury
 - Each Person \$ 250,000
 - Each Occurrence \$ 1,000,000
 - b. Property Damage
 - Each Person \$ 1,000,000
 - Aggregate \$ 2,000,000
 3. Comprehensive Automobile Liability:
 - a. Bodily Injury
 - Each Person \$ 500,000
 - Each Occurrence \$ 1,000,000
 - b. Property Damage
 - Each Occurrence \$ 250,000
 4. Professional Liability Insurance:
 - a. Claims made/aggregate \$ 1,000,000

Appendix A: Study References

The following reports and information should be referenced as part of this project.

- [Port Inland Distribution Network South Jersey Site Evaluation and Feasibility Development Study \(2003\)](#)
- [NJ Freight Transportation & Economic Development Assessment \(2010\)](#)
- [Southern New Jersey Freight and Logistics Industry Context and Economic Growth Visioning Plan \(2008\)](#)
- [New Jersey Comprehensive Statewide Freight Plan \(2007\)](#)
- [New Jersey Freight Rail Strategic Plan \(2014\)](#)
- [New Jersey State Rail Plan \(2015\)](#)
- [Transportation Matters – A Plan for South Jersey \(2016\)](#)

Appendix B: Port of Salem Freight Rail Corridor Stakeholders

The following is a list of project stakeholders. The offices and agencies that are to be interviewed are to include but not be limited to:

- Salem County, Director of Public Transportation and Railroad Services
- Salem County, Engineer
- Salem County Economic Development Council
- Salem City Engineer
- Southern Railroad of New Jersey (Salem Branch Line rail service operator)
- South Jersey Port Corporation, Owner - Port of Salem
- US Concrete, Operator - Port of Salem
- New York Sand & Stone, Client - Port of Salem
- Bermuda International Shipping Ltd, Client - Port of Salem
- South Jersey Economic Development District
- Delaware Valley Regional Planning Commission
- NJ Department of Transportation- Division of Multimodal Services,
 - Multimodal Grants & Programs & Office of Aeronautics
 - Maritime Resources
 - Freight Planning & Services
 - Fixed Guideway Oversight

This list also includes all freight relevant companies and industries currently or potentially served by the Port Corridor. These include those adjacent to the Port, along the rail line, and road network, and those at the Corridor terminals (warehouses).

Appendix C Table of Issues and Recommendations (TI&R) – Content

Below is a list of issues and recommendations gleaned from previous studies and recent conversations with stakeholders. The content of the TI&R should, at a minimum, consider the following items:

Salem Port

- Identify the need for additional facilities to handle current or planned cargo volume (i.e., moving between the port and the ships, trains and trucks serving it),
- Deficiencies relating to the Port’s access waterway (e.g. shallow channel depth),
- Need for a broader industrial base to promote the economic development of the Port,
- Needed facility improvements to handle overflow activity from other ports such as Newark, NJ.,
- Utilization of the Port as part of the Marine Highway
- Utilization of the Port as a Foreign Trade Zone

Salem Rail Line

- Identify problem areas along the rail line (e.g., the section along Fenwick Creek), that reduce allowable train speed, freight weight limits, and the general efficiency of the service,
- Identify and discuss the need for improved intermodal connections (e.g., sidings, loading docks) to current and potential customers,
- Improvements related to rail connectivity to the regional rail system (e.g., that would allow greater weight and speed),
- Identification of a viable, ongoing rail maintenance program,
- Any improvements to the rail line that would advance rail/barge/small vessel bulk product movements and industry development, as well as potentially handle additional traffic for the major industrial customers in the area,
- Address possible increased rail utilization by existing and future businesses

Road Network

- Intersection deficiencies, choke points, geometric constraints,
- Pavement conditions,
- Possible roadway connection improvements to the Port (e.g., to NJ 49, Hook Road, and NJ 45),
- Possible raising of Hook Road,
- Grant St. & Griffith Street turning radius,
- Freight truck and local traffic coordination,
- Special focus on the freight-related roadway issues within the City of Salem,
- Improvements to freight flow through or around the City of Salem (using Greives Parkway as a freight route),
- Evaluate and propose improvements to designated truck routes to optimize connection to the greater network,
- Improvements to “last mile” roadway connections that will have a positive impact on goods movement within the Corridor.

Warehousing, Distribution Centers

- Roadway access,
- Intermodal connection,
- Storage capacity

General

- Sufficient detail is to be provided for each recommendation to where it can be moved on to the project development stage
- Based on a general assessment, it should be noted whether these proposed improvements (or selected, prioritized improvements) appear to justify their estimated cost. In other words, will the investment appreciably increase the economic viability of the Salem Port and Salem short line rail service?
- As noted in Section A (Background) the Study should take into consideration the goals, strategies and general recommendations included in the 2010 Southern New Jersey Freight Transportation and Economic Development Assessment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT C

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

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

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

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

- 1. Our company has a Federal Letter of Affirmative Action Plan Approval.
Yes_____ No_____
- 2. Our company has a Certificate of Employee Information Report.
Yes_____ No_____
- 3. Our company has neither of the above. Please send Form #AA302
(AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT)
_____ Check here

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

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

NAME:

—

(Please type or print)

SIGNATURE:

—

TITLE:

—

DATE:

PHONE: _____

FAX _____

EXHIBIT D

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

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

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

STAFFING PLAN IN COST PROPOSAL

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

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