

REQUEST FOR PROPOSALS:

SJTPO Regional Freight Plan Development

Wednesday, August 22, 2018



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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**LEONARD DESIDERIO, CHAIRMAN
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TABLE OF CONTENTS

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

APPENDICES

- Appendix A** [Relevant Previous Studies](#)
- Appendix B** [SJTPO County Freight Data Resources](#)

EXHIBITS

- Exhibit A** [Affirmative Action Language](#)
- Exhibit B** [Notice to All Bidders](#)
- Exhibit C** [Required Affirmative Action Evidence for Procurement,
Professional, and Services Contracts](#)
- Exhibit D** [Sample Staffing Plans](#)
- Exhibit E** [New Jersey Business Registration Certificate](#)
- Exhibit F** [South Jersey Transportation Authority Disclosure of Investment
Activities in Iran](#)
- Exhibit G** [Sample W-9](#)

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****SJTPO REGIONAL FREIGHT PLAN DEVELOPMENT**

(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 develop SJTPO's framework to support regional freight planning. This work is included in the Technical Program task within SJTPO's Fiscal Year 2018 and 2019 Unified Planning Work Programs and will be funded under two tasks; 18/406 Program Support Data Collection and 19/403 SJTPO Regional Freight Plan Development (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 Tuesday, September 25, 2018. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

William Schiavi, Principal Planner
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** (*three (3) 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

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- b. **Staffing Plan (see Exhibit D)** without salary or other costs (a detailed description of the work team key staff 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 key 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)
 - j. **Proposers’ NJ Business Registration Certificate** (see Exhibit E)
 - k. **South Jersey Transportation Authority Disclosure of Investment Activities in Iran** (see Exhibit F)
 - l. **Proposer’s completed W9** (see Exhibit G)
3. **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 key staff 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, September 11, 2018 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

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|--------------------------------|--|
| 1. Questions about RFP Due | Tuesday, September 11, 2018 |
| 2. Answers about RFP Published | Thursday, September 13, 2018 |
| 3. Proposal Due Date | Tuesday, September 25, 2018 by 5:00 pm |
| 4. Consultant Interviews* | Week of Monday, October 22, 2018 |
| 5. Policy Board Action | Monday, November 26, 2018 |
| 6. Notice to Proceed | On or about Monday, December 10, 2018 |
| 7. Task 18/406 Completion | Friday, June 14, 2019** |
| 8. Task 19/403 Completion | Friday, September 27, 2019** |

* (We may need to conduct interviews during the selection process. Please keep this week available.)

** Work for this effort will be billed to two separate UPWP tasks. SJTPO will work with the selected firm prior to Notice to Proceed to identify elements to be billed to each task.

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. Accordingly, the selected consultant will be required to comply with all applicable federal procurement laws, regulations and contracting provisions required by the federal funding authority. Additionally, all state regulations and provisions of the SJTPO's prime contract with the NJDOT, the prime recipient of the federal grant, will be passed on to the consultant.

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. Firms are encouraged to propose innovations or alternative tasks to enhance the intended project scope and demonstrate experience and mastery over the tasks described. SJTPO reserves the right to reduce or otherwise adjust the scope as necessary.

A. Background

A primary goal of SJTPO is to work toward a multimodal transportation network that contributes to the region's economic development. To this end, SJTPO is better integrating freight into its transportation planning process. SJTPO participated in the development of the 2017 New Jersey Statewide Freight Plan, and desires to complement the statewide plan with a freight planning effort that is focused specifically on the SJTPO region. A data driven approach will be used to develop a better understanding of the freight movement and challenges in the region. This data driven approach requires the development of a core freight transportation dataset, along with a framework for proper analysis. Therefore, through this effort, SJTPO is seeking a qualified firm, or group of firms, to identify the freight network, develop a performance-based analysis to identify issues and locations that would benefit from infrastructure investments, and document the process and findings. Details in this request for proposals have been developed with the intent of advancing those objectives. However, firms are invited to demonstrate their expertise in addressing these objectives and may propose deviations and innovations that better accomplish those objectives.

Qualified firms should have and effectively demonstrate experience with:

- Enhancing the availability and visibility of freight data for regional planning,
- Identifying and mapping a region's primary freight network and all its components,
- Identifying, profiling, and mapping the freight generators, freight-related employment, and supported commodity movements within the region, and
- Creating a framework of analysis for freight performance measures and the identification of freight-specific issues on the network that would inform a need for transportation projects.

B. Content

The major tasks of this project include collecting and organizing relevant freight planning data; creating relevant performance measures and applying them to identify freight issues; documenting data used or developed, assumptions made, process followed, and the results; and performing other tasks that are administrative or procedural.

Tasks Summary**1. Data Inventory & Develop Core Freight Dataset**

Collect existing data and, as needed, update existing data or generate new data and tools needed for a freight planning process suitable for the SJTPO region. Identify the region's freight generators and multimodal network. Identify the network's use and the freight corridors. Document results, procedures, and processes.

2. Data Driven Network Screening

Utilize new, or existing, network data to identify issues in the transportation network that may limit freight movement. SJTPO will ultimately utilize this screening to inform project identification and development. Document results, procedures, and processes.

3. General Tasks

This task includes project coordination, interaction with the project steering committee, stakeholder outreach, and relevant administrative tasks.

1. Data Inventory & Development of Core Freight Dataset

The consultant is to take inventory of available data and information, identify where and how updates to the data are needed, and identify any new data sources to develop the Core Freight Dataset for SJTPO, herein, as described. The consultant is to identify the datasets that are to be used for this project, within their proposal, obtain these datasets for the project, and refine them for regional or subregional applications, as needed. Proposals should specifically identify which data sets will be used, discuss the reasoning for their selection, and detail any work that will need to be done to update or fill any gaps in the data. As information, SJTPO has assembled a list of recent freight-related reports (See Appendix A) as well as some regional freight-related data currently available to SJTPO (See Appendix B), which may or may not be useful to proposing firms.

The consultant is to list all proposed data sources, including all free and fee-based data sources. The consultant should identify in their technical proposal whether a proposed data source is fee-based. The specific cost of any fee-based data source is to be stated **exclusively** in the cost proposal and shall not be noted in the technical proposal. Data shall address, not only state network facilities, but also county and local facilities.

This study does not include a freight profile of the region. However, proposers should demonstrate an understanding of SJTPO's purpose for this technical study. SJTPO desires to understand the region's freight activity sufficiently to identify the region's freight network, to analyze that network and identify shortcomings to enable better infrastructure investment. With an understanding of that purpose, successful proposers shall identify data sources and activities that satisfy that purpose, whether or not explicitly specified in this RFP. A winning proposal will be one that shows the best understanding of SJTPO's need and details data and analysis to achieve it.

Focus should be on the data needed to identify freight transportation issues. Data that is not needed for freight transportation planning is not required.

Once all relevant data is collected, the consultant is to establish, pool, and standardize a portfolio of Core Freight Data that informs and supports SJTPO's freight planning, programming, and project prioritization.

The Core Freight Dataset is to be geo-referenced (GIS-mapped) and it is to include, but not be limited to the following Task 1 items:

1.1 Identify the Region's Freight Generators

Freight generators are the locations that produce a significant volume of freight traffic (primarily by truck), are origins/destinations of freight, or are any other areas of freight significance according to the planning team. The consultant is to locate and geo-reference the freight generators.

Data is also to be gathered to determine the number of outgoing and incoming shipments, and the modes taken. Certain business and building characteristics are used to generate freight traffic. It is up to the consultant to utilize all necessary data to generate information for proper freight transportation planning. The type of information that may be useful include, but are not limited to, commodity type, warehouse or factory size, employment, payrolls, sales, and activities (production and attractions).

1.2 Identify the Region's Multimodal Freight Network

The freight data is built upon a base that is the freight network supply. This network is a composition of modal networks including highway, rail, maritime, aviation, pipeline, and the intermodal nodes through which these networks interact.

1.2.1 Highway

The consultant is to create a GIS product representing the Regional Primary Freight Highway Network to include all state, county, and local roadway segments that act as critical links to the freight generators. These critical links include the first and last mile of freight movement, which are often left out of higher level analyses.

1.2.2 Rail

The consultant is to create a GIS product to represent the Regional Primary Freight Rail Network to include all rail spurs and sidings that serve network freight nodes, generators, and attractors.

1.2.3 Pipeline

The consultant is to create a GIS product to represent the Regional Primary Freight Pipeline Network as it currently exists, and any definite additions planned.

1.2.4 Network Freight Nodes

The consultant is also to identify, locate, and collect data on freight nodes that facilitate travel through, in, and out of the region. Those nodes include:

- The Port of Salem,
- Marinas that generate fishery-related freight cargo,
- Airports with freight cargo,
- Pipeline nodes,
- Intermodal facilities connecting rail, road, ports, and airports, and
- Service facilities (Truck stops, etc.).

1.3 Identify the Network's Use and Important Freight Corridors

The consultant is to collect information describing the region's major freight commodity types, the modes, the routes most often used (corridors), and the freight volume flowing through the network.

1.3.1 Freight Modes & Primary Routes Taken

The consultant is to utilize planning data and stakeholder feedback to identify the high-priority multimodal freight transportation corridors. Knowledge of these corridors are important to SJTPO and its planning partners as they prioritize improvements to facilitate freight movement.

1.3.2 Freight Traffic Volume

The consultant is to identify the freight traffic volume along the various modes and routes. The consultant should identify how they intend to gather volume data. Acceptable means may include traffic counts or other estimates. Proposals should clearly identify all assumptions with respect to the number of counts included or estimate methodology.

The consultant's recommended and proposed activities and methods should be specifically stated. Examples of this are the number of proposed truck counts and proposed Weigh-in-Motion (WIM) studies. The intended number of truck counts are to be included in the proposal and cost proposal. The cost proposal package shall also include cost information of additional counts, if needed.

Obtaining rail road information is challenging. Any strategies that ensure adequate rail road data collection should be stated in the proposal. The Freight Rail Way Bill information sample size should be specifically stated in the proposal.

1.3.3 Freight Traffic Volume Future Projection

The objective of this effort is to identify the freight network and look for issues that may limit freight. Required elements include those that look at the current system and current issues. To the extent it is feasible, firms are encouraged to project future freight traffic volumes to identify corridors that will be important to freight in the future. Projections should look to the year 2045 and identify interim years of 2020, 2025, 2030, 2035, and 2040.

1.3.4 Commodity Flows

This study does not call for a regional freight profile. However, to the extent that it contributes to the goals of this study, the consultant is encouraged to capture the regional-level commodity flows. This may include identifying the commodity types, their modes, and general origins and destinations.

1.4 Highway Analysis Tools

Tasks in this effort require the consultant to propose methodologies to identify and analyze the freight network. Proposals should clearly identify the methodologies or tools to be utilized in this effort.

Through its relationship with NJDOT, SJTPO has access to the Probe Data Analytics (PDA) software, which can be made available to the selected firm, if desired. The consultant may find the software and associated tools of value to the selected firm in both identifying the highway freight network (Task 1.2.1) as well as in looking at Performance-Based Network Analysis (Task 2). Probe Data Analytics is a product of the Center for Advanced Transportation Technology Laboratory at the University of Maryland. It provides real-time and archived travel data for major roads.

The PDA congestion analysis tools and metrics are based on vehicle probe data collected by INRIX and originally did not separate truck speed and travel time from that of passenger vehicles. However, as of April 2018, the NPMRDS v2, which does separate travel time and speeds between passenger vehicles and trucks, and contains travel time and speed data through January 2017, has been integrated into the PDA Suite. FHWA paid for this integration to allow State DOTs and MPOs to produce baseline performance metrics and measures in support of the MAP-21/FAST Act System Performance Measures.

The consultant may determine to utilize the PDA (INRIX) database to supplement the NPMRDS (truck probe) data as performance measures for freight-significant corridors not covered in the NPMRDS data. The truck speed and travel time reliability may be inferred from car speed, based on observations of trucks versus cars in similar corridors, if necessary.

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| Deliverable 1. a | Regional Core Freight Dataset: The consultant will provide the above-mentioned data categories in geo-referenced datasets and ArcMap files, where applicable. Document results, procedures, and processes. |
| Deliverable 1. b | Technical Memo - Regional Freight Data: The consultant will provide a summary and a schema of the Core Freight Dataset. All data, procedures, and processes are to be documented. |

2. Data-Driven Network Screening

The consultant is to develop measures to analyze the networks identified in Task 1. The purpose of this analysis is to identify issues or shortcomings in the network that would benefit from capital investment to optimize freight movement. This work is likely to focus heavily on highway measures. However, firms are to address rail, maritime, aviation, pipeline, and intermodal nodes to the extent that they will provide SJTPO with meaningful information that can advance capital investments that improve freight movement in the region. In addition, the measures shall be reported on a county and regional level to show performance and ultimately progress in the future. The firm should address how SJTPO and partner agencies can continue to gather or maintain these datasets to regularly monitor the performance of the network.

Listed below are examples of possible measures. This is not an exhaustive list and firms are expected to identify a comprehensive list. The list is intended to illustrate the kinds of measures that could be part of this analysis.

- Crashes and/or high crash locations on the freight network
- Bridge overpass heights that limit freight movement on the freight network
- Bridge weight restrictions that limit freight movement on the freight network
- Intersections with tight geometry that limits freight movement on the freight network
- Rail segments with weight or speed restrictions that limit freight movement

Recommendations can be made for future planning activities or studies; however, it is not expected that the consultant will provide specific engineering solutions for locations as a part of this study.

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| Deliverable 2.a | <p>Technical Memo - Data-Driven Network Screening The firm will develop and document the regional freight network screening, as described above. All data, procedures, and processes are to be documented including:</p> <ul style="list-style-type: none"> • Assumptions made, • Data sources used, • Processes followed, • Instructions for SJTPO’s staff to maintain future freight network analysis, • Electronic copies of all documents, images, photos, worksheets, and map files. |
| Deliverable 2.b | <p>Regional Data-Driven Network Screening Dataset The results of the screening will be summarized and is to include:</p> <ul style="list-style-type: none"> • Region’s freight issues, and • Specific freight network problem location and issues <p>The firm will provide the above-mentioned data in geo-referenced datasets and ArcMap files, where applicable. The firm will also provide all documents, data developed, and procedures related to this task.</p> |

3. General Tasks

3.1 Coordination

Regular communication shall take place between the firm’s project manager and the SJTPO project manager as well as the Steering Committee and other stakeholders as-needed (See Task 3.3). The firm will be responsible to document all communications and deliver them to SJTPO. Meetings shall require meeting minutes to be prepared, whereas phone conversations shall simply require a follow-up email summarizing talking points and decisions made. These should generally be provided to SJTPO within three business days.

The firm shall provide brief status updates every two weeks to SJTPO via email. The status updates should describe tasks completed in the past two weeks, including the status of DBE firm(s), 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.

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| Deliverable 3.a | Bi-weekly emails: The firm will provide an email to SJTPO’s project manager on a bi-weekly basis as described above. |
| Deliverable 3.b | Meeting and discussion summaries: The firm will provide minutes of meetings and email summaries of all conversations, which will include summary of talking points and decisions made within three (3) business days. |

3.2 Freight Planning Steering Committee

The consultant, along with SJTPO, will establish a Regional Freight Planning Steering Committee; its members are to include a broad representation of the freight industry and relevant government agencies. This group will be a resource for SJTPO and the consultant, providing direction during the study.

The number of meetings should be identified in the proposal, based upon what the firm feels most benefits the process. The use of web-conferencing is encouraged.

The consultant is to solicit the group’s input at critical stages in the planning process. This group should be able to provide information about the regional freight network and activity. The consultant may utilize this resource to contact other members of the freight community (See Task 3.3). The consultant is to provide regular project updates to the Regional Freight Steering Committee during the process, by communicating with the group, through SJTPO’s project manager, via email, phone, or web-conferencing.

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| Deliverable 3.c | Steering Committee Meeting Materials: All materials are to be delivered to SJTPO. These include, but are not limited to, files and GIS data of all maps created, display boards, handouts, surveys, sign-in sheets, electronic files of presentations, and a summary of all meetings for the MPO website. |
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3.3 Freight Stakeholder Outreach

The consultant is to conduct outreach to key freight community members to solicit information about the stakeholders’ freight activity. SJTPO will assist in the introduction to the stakeholders. The SJTPO project manager is to participate in all interactions with stakeholders where practical; and all interactions are to be documented.

Proposals must identify the proposed number of stakeholder meetings and/or one-on-one stakeholder outreach efforts. These are to be accounted for separately from the Steering Committee meetings or updates. Any proposed outreach effort should be reflected in the staff hours and cost proposal.

Deliverable 3.d **Freight Stakeholder Outreach Materials:** All materials related to meetings or conversations with stakeholders are to be delivered to SJTPO. This includes, but is not limited to, documentation of all conversations.

3.4 Administrative Tasks

The consultant is to produce a detailed work schedule, including the expected meeting dates, the task completion dates, and the bi-weekly conference call update schedule. The consultant will prepare and submit monthly invoices.

Deliverable 3.e **Work Schedule:** Including expected meeting dates, task completion dates, and bi-weekly conference call schedule.
Deliverable 3.f **Invoices:** Are to be prepared monthly.

C. Schedule

We anticipate a Notice to Proceed on or about Monday, December 10, 2018. As work for this technical study is identified within the Technical Program of SJTPO’s Fiscal Year 2018 and 2019 Unified Planning Work Programs, billing for this effort shall be done under two separate UPWP tasks. SJTPO will work with the selected firm prior to Notice to Proceed to identify elements to be billed to each task.

All data gathering work associated with Task 18/406 must be completed by June 14, 2019. All work associated with Task 19/403 is to be completed by Friday, September 27, 2019.

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: 45 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: 10 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.
 - c. Technical Proposals should explicitly indicate the type of work to be completed by the DBE/ESBE firm(s). This information will be used to assess the quality of work to be completed by the DBE/ESBE firm(s).

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://www.nj.gov/transportation/business/civilrights/pdf/ESBEDirectory.pdf>

2. New Jersey DBE: <https://njucp.dbesystem.com/>

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**RELEVANT PREVIOUS STUDIES**

The following reports and information may be of value to firms preparing responses to the SJTPO Regional Freight Plan Development Request for Proposals (RFP).

State and Regional Studies:

- [Port Inland Distribution Network South Jersey Site Evaluation and Feasibility Development Study](#). Delaware Valley Regional Planning Commission (DVRPC), New Jersey Department of Transportation (NJDOT), July 2003.
- [New Jersey Comprehensive Statewide Freight Plan](#). NJDOT, September 2008.
- [Southern New Jersey Freight and Logistics Industry Context and Economic Growth Visioning Plan](#). NJDOT, September 2008. (1)
- [Long-Range Vision for Freight](#). DVRPC, April 2010.
- TIGER Grant Application, *Southern New Jersey Regional Intermodal Rail/Port Improvement Program*. NJDOT, September 2009. (2)
- [Application for Designation of the New Jersey Marine Highway Platform as a Marine Highway Project](#). NJDOT, June 2010.
- [Southern New Jersey Freight Transportation & Economic Development Assessment](#). NJDOT, Dec. 2010. (3)
- [New Jersey Freight Rail Strategic Plan](#). NJDOT, June 2014
- [New Jersey State Rail Plan](#). NJ TRANSIT, NJDOT, April 2015.
- [Transportation Matters – A Plan for South Jersey](#). South Jersey Transportation Planning Organization (SJTPO), July 2016.
- [New Jersey Statewide Freight Plan](#). NJDOT, December 2017.
- [Port of Salem Corridor Freight Rail Intermodal Study](#). South Jersey Transportation Planning Organization (SJTPO), June 2018. (2)

Atlantic County Studies:

- [Atlantic County, New Jersey Master Plan](#). May 2018
- [Atlantic County Economic Development Strategy and Action Plan](#). Atlantic County Improvement Authority, September 2015
- [Atlantic County Improvement Authority, Major Economic Projects and Activity](#). February 2016

Cape May County Studies:

- [Cape May County Comprehensive Plan as Per Amendments Reviewed by Cape May County Planning Board](#). 2005
- [Cape May County Transportation Study](#). 2006

- [Middle Township, New Jersey Market Analysis](#). Middle Township Economic Development Council, March 2013

Cumberland County Studies:

- [2020 Economic Development Strategic Plan 2017 Update](#). Cumberland County Improvement Authority, 2017
- [Transportation Plan Cumberland County, NJ](#). Cumberland County Planning Board, March 2013

Salem County Studies:

- [Salem County Traffic and Transportation Plan Element](#). Salem County Planning Board, June 2012.
- [Salem County “The Gateway to New Jersey” Growth Management Element of the Comprehensive County Master Plan](#). Salem County Planning Board, January 2016
- [Economic Development Strategic Plan Salem County, New Jersey 2014 – 2017](#). Salem County & Salem County Improvement Authority
- [Salem County, NJ, Experience the Opportunities & Discover the Possibilities](#). Salem County Improvement Authority, 2013

City of Vineland Studies:

- [City of Vineland Master Plan](#). April 2008
- [City of Vineland, New Jersey Master Plan Circulation Element](#). May 2009

City of Millville Studies:

- [City of Millville Master Plan Reexamination Report](#). 2012
- [City of Millville of Transportation Improvement Study](#). May 2013

City of Atlantic City Studies:

- [Atlantic City Master Plan Reexamination Report](#). April 2016
- [Atlantic City Tourism District Master Plan](#). Casino Reinvestment Development Authority, April 2017

Notes:

1. The Southern New Jersey Freight and Logistics Industry Context and Economic Growth Visioning Plan identified the region’s assets and established vision plan elements including integrating North Jersey and South Jersey ports, enhancing the marketing of South Jersey ports, and addressing road and rail connectivity issues.
2. SJTPO can supply upon request.
3. The Southern New Jersey Freight Transportation & Economic Development Assessment included detailed analysis of key industry clusters and transportation investment needs. This study produced a recommended program of prioritized investments to maintain, expand, and improve intermodal facilities in the South Jersey region.

APPENDIX B**SJTPO COUNTY FREIGHT DATA RESOURCES**

The availability of the following data may be of value to firms preparing responses to the SJTPO Regional Freight Plan Development Request for Proposals (RFP).

Atlantic County – Freight Data Available***Atlantic County does have:***

Download data from this link:

https://1drv.ms/f/s!AoLFHYuYQ_kvooQw-9AdOwCUi6oJfA

Note: Read data using ArcGIS Pro.

Cape May County – Freight Data Available***Cape May County does have:***

There are zoning maps of all townships except Cape May Point, Sea Isle City, and Wildwood Crest. Note that there are a handful of sites throughout the mainland communities that are zoned commercial/industrial/business.

The Cape May County Transportation Plan, includes information about:

- One existing freight rail line in the County that provides coal and fuel oil to BL England in Beesley's Point,
- One mining facilities in Upper Township which may generate some freight activity,
- A section of Woodbine along County Route 550 (where Sea Isle Ice has their warehouse) is also a point of interest,
- The Cape May County airport also has the capacity to support freight services.

Cape May County does not have:

Specific reports that include truck volume, traffic counts, freight routes or trip generation.

Cumberland County – Freight Data Available***Cumberland County does have:***

- Cumberland County uses New Jersey Department of Environmental Protection land use data,
- Zoning is done at the municipal level, zoning data should be available on most municipal websites,

Cumberland County does not have:

- No freight generator information is available,
- No freight route map is available,
- No truck volume data is available.

Salem County – Freight Data Available***Traffic Counts – By Vehicle Length***

- CR 603 South Railroad Avenue, North Bound at Pole #BT120L (05/02/17)
- CR 602 North Railroad Avenue, Southbound @Pole #S5014 (05/02/17)
- CR 653 Acton Station Rd, Between Cream Ridge RD & NJ RT 49 (10/25/16)
- East Mill Street, Eastbound @Pole #S14796 (05/02/17)
- West Mill Street, Eastbound @Pole #S4980 (05/02/17)
- CR 540 Telegraph Rd, Between CR 640 & CR 667 (10/18/16)
- CR 540 Welchville Road, Between CR 664 & CR 676 (10/18/16)
- CR 643 Straughns Mill Rd, Between Gateway Blvd & RT 295 Overpass (10/03/17)
- CR 643 Straughns Mill Rd, Between CR 642 and Gateway Blvd (10/03/17)

No other Salem County freight-related data is available.

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.

EXHIBIT E

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

“Pursuant to the terms of N.J.S.A. 52:32-44, all bidders/proposers are required to submit proof of valid business registration issued by the Division of Revenue in the Department of the Treasury. The South Jersey Transportation Authority shall enter into no contract unless the contractor first provides proof of valid business registration. In addition, the successful bidder/proposer is required to receive from any subcontractor it uses for services under this contract, proof of valid business registration with the Division of Revenue. No Subcontract shall be entered into by any contractor under this or any contract with the South Jersey Transportation Authority unless the subcontractor first provides proof of valid business registration.”

If you are already registered go to https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp to obtain a copy of your Business Registration Certificate. Information for registering your business with the New Jersey Division of Revenue can be obtained by visiting <https://www.njportal.com/DOR/BusinessRegistration/>.

All questions regarding this requirement should be referred to the Division of Revenue hotline at (609) 292-9292.

PLEASE NOTE FAILURE TO BE REGISTERED WITH THE STATE OF NEW JERSEY AT THE TIME OF YOUR SUBMISSION WILL BE AN AUTOMATIC CAUSE FOR REJECTION

PLEASE ATTACH COPY OF YOUR NJ BUSINESS REGISTRATION CERTIFICATE

(Name of Company)

(Signature of Representative)

(DATE)

SAMPLE BUSINESS REGISTRATION CERTIFICATE
(For illustrative purposes only)

Taxpayer Identification# 99-9999999/000

Dear Business Representative:

Recently enacted State law (Public Law 2001, c.134) requires all contractors and subcontractors with State, county and municipal agencies to provide proof of their registration with the Department of the Treasury, Division of Revenue. The law became effective September 1, 2001.

Our records indicate that you are currently registered with the Division of Revenue, and accordingly, we have attached a Proof of Registration Certificate for your use. If you are currently under contract or entering into a contract with a State, county or local agency, you must provide a copy of the certificate to the contracting agency.

Please note that the law sets forth penalties for non-compliance with the provisions above. See N.J.S.A. 54:52-20.

Finally, please note that the new law amended Section 92 of the Casino Control Act, which deals with the Casino service industry.

Should you have any questions or require more information about the attached certificate, or are involved with the casino service industry, call (609) 292-1730.

Thank you in advance for your consideration and cooperation.

Sincerely,

Patricia A. Chiacchio
Director, Division of Revenue

| | | |
|--|--|--|
| STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS | | DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 232 TRENTON, N.J. 08646-0232 |
| TAXPAYER NAME: ABC Corporation | TRADE NAME: ABC Corporation | |
| TAXPAYER IDENTIFICATION# 99-9999999/000 | CONTRACTOR CERTIFICATION# 77777 | |
| ADDRESS 123 Main Street Your City, NJ 00000 | ISSUANCE DATE: 09/13/01 | |
| EFFECTIVE DATE: 10/01/69 | Director, Division of Revenue | |
| FORM-BRC(08-01) | <small>The Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small> | |

EXHIBIT F**SOUTH JERSEY TRANSPORTATION AUTHORITY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

NAME OF CONTRACTOR /BIDDER: _____

PART 1; CERTIFICATION

CONTRACTORS/BIDDERS **MUST COMPLETE** PART 1 BY CHECKING EITHER BOX.
***FAILURE TO CHECK ONE OF THE BOXES SHALL RENDER THE
PROPOSAL NON-RESPONSIVE.***

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list follows this certification and can also be found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Contractors/Bidders **must** review this list prior to completing the below certification. **FAILURE TO COMPLETE THE CERTIFICATION WILL RENDER A CONTRACTOR'S/BIDDER'S PROPOSAL NON-RESPONSIVE.** If the Authority finds a person or entity to be in violation of law, it shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the contractor/bidder listed above nor any of the contractor's/bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and I am authorized to make this certification on its behalf. *I will skip Part 2 and sign and complete the CERTIFICATION below.*

OR

I am unable to certify as above because the contractor/bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the CERTIFICATION below. Failure to provide such will result in the proposal being rendered a non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the requested information below. Please provide thorough answers to each question. If you need to make additional entries, provide the requested information on a separate sheet.

Name _____ Relationship to Contractor/Bidder _____

Description of Activities

Duration of Engagement _____ Anticipated Cessation Date _____

Contractor/Bidder Contact Name _____ Contact Phone Number _____

**CERTIFICATION
MUST BE SIGNED BY BIDDER**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the South Jersey Transportation Authority (“Authority”) is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

FULL NAME (print): _____ **SIGNATURE** _____

TITLE: _____ **DATE:** _____



State of New Jersey

DEPARTMENT OF THE TREASURY
 DIVISION OF PURCHASE AND PROPERTY
 OFFICE OF THE DIRECTOR
 33 WEST STATE STREET
 P. O. BOX 039
 TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>

PHILIP D. MURPHY
Governor

ELIZABETH MAHER MUOIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

MAURICE A. GRIFFIN
Acting Director

Telephone (609) 292-4886 / Facsimile (609) 984-2575

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25”):

| | |
|-----|--|
| 1. | Amona |
| 2. | Bank Markazi Iran (Central Bank of Iran) |
| 3. | Bank Mellat |
| 4. | Bank Melli Iran |
| 5. | Bank Saderat PLC |
| 6. | Bank Sepah |
| 7. | Bank Tejarat |
| 8. | Belaz |
| 9. | Belneftekhim (Belorusneft) |
| 10. | China International United Petroleum & Chemicals Co., Ltd. (Unipecc) |
| 11. | China National Offshore Oil Corporation (CNOOC) |
| 12. | China National Petroleum Corporation (CNPC) |
| 13. | China National United Oil Corporation (ChinaOil) |
| 14. | China Petroleum & Chemical Corporation (Sinopec) |
| 15. | China Precision Machinery Import-Export Corp. (CPMIEC) |
| 16. | Grimley Smith Associates |

| | |
|-----|---|
| 17. | Indian Oil Corporation |
| 18. | Kingdream PLC |
| 19. | Naftiran Intertrade Company (NICO) |
| 20. | National Iranian Tanker Company (NITC) |
| 21. | Oil and Natural Gas Corporation (ONGC) |
| 22. | Oil India Limited |
| 23. | Persia International Bank |
| 24. | Petroleos de Venezuela (PDVSA Petróleo, SA) |
| 25. | PetroChina Company, Ltd. |
| 26. | Sameh Afzar Tajak Co. (SATCO) |
| 27. | Shandong Fin Cnc Machine Company, Ltd. |
| 28. | Sinohydro Co., Ltd. |
| 29. | SKS Ventures |
| 30. | Som Petrol AS |
| 31. | Zhuhai Zhenrong Company |

List Date: July 31, 2018

EXHIBIT G
SAMPLE W-9

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|---|---|---|--|
| Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service | Request for Taxpayer Identification Number and Certification | Give Form to the requester. Do not send to the IRS. | |
| Print or type See Specific Instructions on page 2. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Samuel Smith | | |
| | 2 Business name/disregarded entity name, if different from above Smith's Garage LLC | | |
| | 3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | | |
| | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> | | |
| | 5 Address (number, street, and apt. or suite no.) 123 Main Street | Requester's name and address (optional) | |
| | 6 City, state, and ZIP code Anytown, NJ 08800 | | |
| | 7 List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

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|--------------------------------|---|---|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | | | |
| 9 | 9 | 9 | - | 9 | 9 | - | 9 | 9 | 9 | 9 |
| or | | | | | | | | | | |
| Employer identification number | | | | | | | | | | |
| | | | - | | | | | | | |