

REQUEST FOR PROPOSALS:

Regional Trail Network - Feasibility Survey

Thursday, August 20, 2020



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 the discretion of SJTPO.

Please pay special attention to submission requirements, which have changed due to COVID-19.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****REGIONAL TRAIL NETWORK – FEASIBILITY SURVEY**

(To see a list of upcoming RFPs at SJTPO, go to <http://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 identify and evaluate feasible routing for the Atlantic County Bikeway West. This work is included in the SJTPO FY 2020 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

Submission instructions for this proposal have changed due to COVID-19. Please read all instructions carefully before submitting.

Digital submission: A digital copy of the Signed Cover Letter and Technical Proposal must be submitted no later than **11:59 P.M.**, prevailing time, on **Thursday, September 17, 2020** to ahuff@sjtpo.org. **The Cost Proposal must not be included in this digital submission or proposals will be disqualified.** An email will be sent confirming receipt no later than Friday, September 18, 2020. To receive a confirmation email prior to the submission deadline, submissions are encouraged prior to 5:00 P.M.

Physical submission: One physical copy of the Signed Cover Letter and Technical Proposal must be submitted. In addition, one physical copy and electronic copy of the Cost Proposal must be submitted in a sealed envelope, separate from the Technical Proposal and Signed Cover Letter. The physical submission should be sent on the day of digital submission and must be received by 3:30 P.M., prevailing time on Thursday, September 24, 2020. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Alan Huff, Program Manager – Safety Initiatives & Public Outreach
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in the above-mentioned submissions include:

1. **Signed Cover Letter**, submitted with both the digital and physical submissions, 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/BOILERPLATE-Revised-08-15-19.pdf
2. **Technical Proposal** (*one (1) electronic copy as part of the digital submission and one (1) hard copy as part of the physical submission*)
 - a. **Narrative** that reflects the requirements of the Scope of Work (see Section II)
 - A detailed approach to completing the work program
 - List and description of deliverables
 - Any issues or problems with requirements of the Scope
 - b. **Staffing Plan (see Exhibit D)** without salary or other costs (a detailed description of the work team 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 W-9** (see Exhibit G)
3. **Cost Proposal** (*one (1) hard copy and one (1) electronic copy in a sealed envelope, separate from the Technical Proposal to both be included as part of the physical submission only*)
 - 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 **Thursday, September 3, 2020** and submitted to **Alan Huff, Program Manager – Safety Initiatives & Public Outreach** 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 | Thursday, September 3, 2020 |
| 2. Answers about RFP Published | Thursday, September 10, 2020 |
| 3. Digital Proposal Due Date | Thursday, September 17, 2020 by 11:59 pm |
| 4. Physical Proposal Due Date | Thursday, September 24, 2020 by 3:30 pm |
| 5. Consultant Interviews* | Week of Monday, October 19, 2020 |
| 6. Policy Board Action | Monday, November 23, 2020 |
| 7. Notice to Proceed | Early/Mid-December 2020 |
| 8. Project Completion Due | Friday, May 29, 2021 |

** (We may need to conduct interviews during the selection process. Please keep this week available. Consultants will be notified of in-person interviews no later than Friday, October 9, 2020.)*

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/BOILERPLATE-Revised-08-15-19.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 enhancing the intended project scope.

A. Background

The purpose of this effort is to identify and evaluate a right-of-way (ROW) for the Atlantic Avenue Bikeway West, to connect the existing Atlantic County Bikeway East, which terminates near the intersection of 19th Street and Atlantic Avenue in Hamilton Township, with the planned Camden County Link Trail, which will terminate near the intersection of Camden, Gloucester, and Atlantic Counties. The objective is ultimately to advance an off-road, multi-use trail that is consistent with the high-quality experience of the Circuit trail network as well as the Atlantic County Bikeway East, serving all ages and abilities. The direct distance between these termini is approximately 16 miles (as the crow flies); however, the length of right-of-way alignments would presumably be greater. The benefit of this project corridor is great, as it represents the final major piece in the planning or construction of an off-road trail corridor connecting Philadelphia with Ocean City. More information about the Atlantic County Bikeway East is available on their webpage (<https://www.atlantic-county.org/parks/bikeway.asp>). More information about the Camden County Link Trail is available on their webpage (<https://www.camdencounty.com/service/parks/cross-county-trail/>).

B. Content

Task 1. Coordination

In cooperation with SJTPO staff, the selected consultant shall be responsible for conducting meetings with key stakeholders, which will include a kick-off meeting at a minimum. The consultant shall be responsible for the preparation of minutes for all meetings.

Brief status updates shall be provided every two weeks to SJTPO via email. The status updates should describe tasks completed in the past two weeks, upcoming tasks for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from SJTPO or other stakeholders in the coming weeks. Updates should also note the status of DBE/ESBE firm in achieving its goal and highlight any concerns about achieving that goal as soon as it becomes apparent.

Task 2. Identify and Evaluate Feasible Routing for Atlantic County Bikeway West

The selected firm(s) shall identify and evaluate the physical and legal feasibility of routing an off-road multi-use trail between the planned Camden County Link Trail and the Atlantic County Bikeway East and make recommendations as to possible alternative trail alignments based on this evaluation. In evaluating the feasibility of the trail alignment, the vendor shall identify:

1. Support of alignment options with county and municipal partners*;
2. Nearby/adjacent points of interest and assess if connections to those points of interest are feasible;
3. Ownership of all parcels of land within proposed trail ROW alignments;
4. Ownership of all parcels of land immediately adjacent to the proposed trail ROW alignments;

* Note: The identified alignment for the Camden County Link Trail ends in Gloucester County and is within one-half mile of Atlantic County via either Camden or Gloucester Counties. To make the connection between the Camden County Link Trail and the Atlantic County Bikeway East, coordination will need to take place with Camden and/or Gloucester Counties to identify how to connect a gap. The map below approximates the area under evaluation.



The Vendor shall provide a physical inventory and analysis of the proposed off-road trail ROW alignments, through the review of existing available data and performance of field visits as necessary in order to:

1. Prepare a detailed mapping of the proposed trail ROW alignments at an appropriate scale
2. Prepare a physiographic analysis of the proposed trail ROW alignments in which the following are identified and mapped:

- a. Length, dimensions and boundaries of the ROW;
 - b. Topography within and adjacent to the ROW (Use of topographic information on USGS maps is acceptable);
 - c. Steep slopes;
 - d. Surrounding land use; and,
 - e. Existing erosion and drainage problems.
3. Prepare a Natural Features Inventory within and adjacent to the proposed trail ROW alignments in which the following are identified and mapped:
 - a. Any adjacent or intersecting streams;
 - b. Any other significant natural features (lakes, ponds, rock outcroppings, wetlands, floodplains, etc.); and,
 - c. Existing vegetation and wildlife (identify any species of concern, sensitive habitat areas, and/or the existence of any aggressive, weedy species or major invasive plants). Detail any wildlife that may be harmful to trail users and any possible negative impact the construction of a trail may have on wildlife habitat.
 4. Identify structures within the proposed trail ROW alignments
 - a. Provide a general assessment of existing bridges, dams, canals, culverts, and/or tunnels.
 - b. Provide a general assessment of any existing buildings within or immediately adjacent to the proposed trail ROW (train stations, etc.).
 - c. Identify any obvious and/or potential encroachments.
 5. Identify Utilities and Related Infrastructure
 - a. Identify and map the location of utilities (water, sanitary sewers, electrical and gas lines, telephone, etc.) in relationship to the proposed trail ROW
 - b. Assess the capacity of these utilities to serve the development of the proposed trail and identify instances where the physical location of utility infrastructure may be an impediment to trail development.
 6. Identify Intersections and Access Points
 - a. Identify and map existing road crossings, active rail lines, driveways, etc. and possible ways to minimize said crossings.
 - b. Inventory access points located within the proposed trail ROW for possible vehicular and pedestrian access to and through the ROW.
 7. Identify Potential Environmental Hazards
 - a. Based on preliminary assessments, determine the need for environmental assessment studies relating to the possible presence of hazardous waste or other environmental hazards

Task 3. Determine the Demand for, and Potential Use of, the Proposed Atlantic County Bikeway West

1. Provide general demographics of potential trail users
 - a. Define a reasonable project service area.
 - b. Describe the community character (rural, urban centers, suburbs, industrial zones, etc.).
 - c. Project both current and future service area population information and demographic patterns
 - d. Develop a profile of potential trail users (bikers, walkers, etc.).
2. Analyze potential demand and use of the trail
 - a. Estimate initial usage levels

- b. Project future usage levels
 - c. Estimate seasonal versus year-round demand
3. Identify and evaluate potential trail linkages/connectors, including possible connections to:
 - a. neighboring developments for both recreational and commuter use by residents/employees;
 - b. historic sites, cultural and natural resources, business districts and municipal and County facilities i.e. parks, municipal buildings, etc.
 - c. other existing or proposed trails.
4. Determine compatibility of trail development with adjacent land uses
 - a. Identify and address potential impacts on adjacent land uses (agricultural lands, industrial properties, school facilities, businesses, residences, etc.)

Task 4. Determine the Economic Impact of the Development of the Atlantic County Bikeway West

Based on the findings in Section 2. above, determine the potential economic impact that the development of the proposed trail spine will have on the local economy.

Task 5. Determine Options for Off-Road Trail Operation, Maintenance, and Security

1. Determine trail ownership, operation, maintenance, and security options for involved entities.
2. Identify potential roles of public and non-public agencies as well as non-profit groups.
3. Identify potential opportunities for in-kind contributions from involved entities.
4. Propose an appropriate organizational structure to provide trail operation, maintenance, and security functions.
5. Identify typical routine and periodic trail maintenance tasks and work with involved parties to propose the individuals or groups to be responsible for said maintenance tasks.

Task 6. Prepare an Off-Road Trail Concept Plan

Develop a trail concept plan incorporating all data obtained and conclusions reached in Tasks 2 through 5. above, which includes:

1. A plan map(s) that identifies:
 - a. The trail ROW alignments including county and municipal borders;
 - b. The location of trailheads and associated facilities/amenities (lighting, parking, signage, restrooms, water, emergency telephone, maintenance facilities, etc.);
 - c. Proposed areas for limited access (bollards, gates etc.) and provisions for emergency vehicle access;
 - d. Areas requiring natural or man-made buffers and/or screening; and,
 - e. Areas with possible linkages to parks, schools, historic sites, neighborhoods, etc.
 - f. The map should be delivered in editable format as well as PDF and/or interactive format for public consumption.
2. Conceptual designs for mitigating potential conflicts between pedestrians and other proposed trail users (bicyclists, in-line skaters, etc.)
3. The identification of auxiliary facilities and amenities necessary to serve and protect trail users (lighting, emergency telephone, restrooms, water, parking facilities, fencing or

buffer systems, trail identification and way-finding signage, drainage systems, emergency vehicle access, restricted access measures, facilities to meet the needs of persons with disabilities, etc.) and conceptual designs for these facilities and amenities.

Task 7. Develop Cost Estimates

1. Provide a cost estimate for any required land acquisition or easement purchases.
2. Develop a phased implementation plan for trail development starting with trail sections with the least complications and offer the greatest opportunities for timely advancement.
3. Prepare cost estimates for developing the trail and proposed facilities/amenities, inclusive of all anticipated costs necessary to advance the trail through to construction.
4. Provide typical management and maintenance budgets based on those of similar trails.
5. Develop a sample budget for staffing and maintenance, including all anticipated cost categories.

Task 8. Public and Stakeholder Involvement

Throughout the trail planning process, the selected firm(s) shall work with County and municipal representatives to:

1. Develop a well-rounded and representative study review committee and discuss its involvement in the planning process.
2. Conduct needed plan review committee meetings and not less than two public meetings with representatives from host municipalities, local business leaders, neighborhood and community groups, adjacent property owners, and other interested citizens to identify and address local concerns. While continuing COVID-19 concerns may necessitate these meetings to be virtual, proposals should budget for in-person meetings.
3. Employ other public participation techniques like surveys of adjacent property owners, key person interviews, etc. as needed.
4. Develop all materials needed throughout the process, including during public and stakeholder outreach.
5. Provide a written summary of the public participation process results.

Task 9. Provide Final Product(s)

The final trail concept plan must cover all scope of work tasks in a logical order and be presented in a bound document, beginning with an Executive Summary, and followed by clearly labeled sections for each of the plan's components. The number of copies of the plan will be determined by the number of municipalities impacted by the plan. In general, 5 hard copies of the plan must be made available to each impacted county and municipality. Additionally, the report must be made available in a website friendly version so that the plan can be posted online.

Consultant responses should be very specific in detailing tasks and calling out all deliverables.

C. Schedule

We anticipate a Notice to Proceed in Early/Mid-December 2020 and the entire project must be completed by Friday, May 29, 2021.

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

A. 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.

B. 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.

C. 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.

D. 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).
- d. If a proposer is unable to secure a DBE/ESBE firm to meet the DBE/ESBE goal, the proposer would need to document in their proposal that a good faith effort was made to meet the goal. See Section IV for definition of DBE/ESBE firms more information about documenting a good faith effort. SJTPO will, at its discretion, award points to firms that meet/exceed the DBE goal or satisfactorily document in their proposal that a good faith effort was made in meeting the DBE goal.

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 10/1/2019 through 9/30/2022), which is 13.23 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 enhancing 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. The sub-recipient shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts.

- 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 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 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 10/1/2019 through 9/30/2022), which is 13.23 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, because 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.

E. Good Faith Efforts

If the contract goal is not met by the apparent successful firm, evidence of good faith efforts must be presented to the SJTPO for consideration.

To demonstrate sufficient reasonable efforts to meet the DBE or ESBE contract goals, a respondent shall document the steps it has taken to obtain DBE or ESBE participation. Examples of sufficient effort include, but are not limited to, the following efforts:

1. Written notification to DBEs or ESBEs that their interest in the contract is solicited.
2. Efforts made to select portions of work proposed to be performed by DBEs or ESBEs in order to increase the likelihood of achieving the stated goal.
3. Efforts made to negotiate with DBEs or ESBEs for specific proposals including at a minimum:
 - a. The names, addresses and telephone numbers of DBEs or ESBEs that were contacted;
 - b. A description of the information provided to DBEs or ESBEs regarding the scope of work for the specified solicitation; and
 - c. A statement of why additional agreements with DBEs or ESBEs were not reached.
4. Information regarding each DBE or ESBE the contractor contacted and rejected as unqualified and the reasons for the contractor's conclusion.
5. Efforts made to assist the DBE or ESBE in obtaining bonding or insurance required by the contractor.

More information on documenting a good faith effort can be found here:

www.transportation.gov/osdbu/disadvantaged-business-enterprise/final-rule-section-26-53

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A. SJTPO, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to the advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- 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 ensure 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 documents disclosing Affirmative Action evidence, including a Letter of Federal Approval or Letter of Approval of EEO/AA Program provided by NJDOT Division of Civil Rights. If an educational institution/research partner does not have the approval letter, they must submit their Affirmative Action Plan to the NJDOT’s Division of Civil Rights for approval.

VI. INSURANCE REQUIREMENTS

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

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

- 2. Comprehensive General Liability:**
 - a. Bodily Injury**
 - Each Person \$ 250,000
 - Each Occurrence \$ 1,000,000
 - b. Property Damage**
 - Each Person \$ 1,000,000
 - Aggregate \$ 2,000,000

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

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

EXHIBIT A

**P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE**

PROCUREMENT, PROFESSIONAL, AND SERVICES CONTRACTS

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

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

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

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

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

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

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

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

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

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

EXHIBIT B

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

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

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

EXHIBIT C

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

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

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

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

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

Yes _____ No _____

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

Yes _____ No _____

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

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

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

NAME: _____
(Please type or print)

SIGNATURE: _____

TITLE: _____

DATE: _____

PHONE: _____

FAX: _____

EXHIBIT D

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

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

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

STAFFING PLAN IN COST PROPOSAL

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

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

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.

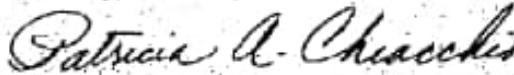
Please note that the law sets forth penalties for non-compliance with the provisions above. See N.J.S.A. 54:52-20.

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 212 TRENTON, NJ 08646-5022
TAXPAYER NAME: ABC Corporation	TRADE NAME: ABC Corporation	
TAXPAYER IDENTIFICATION# 99-9999999/000	CONTRACTOR CERTIFICATION# 777777	
ADDRESS 123 Main Street Your City, NJ 00000	ISSUANCE DATE: 09/13/01	
EFFECTIVE DATE: 10/01/09	 Director, Division of Revenue	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be consecutively displayed at all times.	

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

SHEILA Y. OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

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. (Unipet)
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.	Kingdram 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

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.

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

EXHIBIT H

REQUIRED INSURANCE ACKNOWLEDGMENT

I acknowledge that I have fully read and understand the insurance requirements as detailed within Section VI of this RFP.

Further, I acknowledge that if awarded a contract, I will provide a certificate of insurance in accordance with the requirements as specified within Section VI of this RFP.

(Name of Company)

(Signature of Representative)

(Date)



Date: Tuesday, September 8, 2020

To: Recipients

Re: Regional Trail Network - Feasibility Survey
Questions and Answers

Q1. Can/will responses to RFP questions be posted on a rolling basis, particularly as they may affect the decision to submit?

A1. Questions will be answered as quickly as possible and answers will be posted on a rolling basis.

Q2a. The Scope of Work in the RFP is significantly different from what is described in the 2021 UPWP. Based on this new scope of work, the proposed level of effort appears to significantly exceed the amount budgeted in the 2021 UPWP. Is there additional funding available to reflect the increased scope? If so, can SJTPO provide a ballpark estimate or range on the amount?

Q2b. The \$55,555 (FHWA-PL) published in the Unified Planning Work Program – Is this the full extent of funding available for this planning exercise?

Q2c. How much total budget has been allocated for this effort?

A2. The language in the UPWP was written broadly and intended to allow for either a limited assessment of numerous ROWs across the region or to dig in and look deeper at a more narrowly focused location. It was determined that looking more deeply at a single location was most useful at this time. Additional funding may be considered for this effort, if needed. However, SJTPO is not looking for firms to target a specific budget and back into the scope of work, but rather to propose based on the scope of work described in the RFP. At the time that a consultant is selected, SJTPO will look at the proposed budget and may opt to add budget to the project, negotiate elements out of the scope, or both. Firms are encouraged to submit proposals that optimize efficiency in addressing tasks but address all tasks in the scope of work.

[Update 9/8/2020] While the above answer remains accurate and SJTPO continues to ask firms to submit proposals based on the scope of work described in the RFP, it is clear that it would be helpful to proposing firms to have greater clarity regarding the potential budget available for this study. Today, as part of the publicly available TAC packet, an amendment to the UPWP is proposed that would increase the maximum budget available for this study from \$55,555 to \$87,506.98. Consideration for Policy Board approval will be made at the September 28, 2020 meeting. At the time a preferred firm is selected, SJTPO will determine what portion of this maximum budget it intends to expend based on the value of the tasks relative to the proposed budget.

Q3. Is there a designated % set aside for DBE/ESBE participation for this solicitation?



Date: Tuesday, September 8, 2020

Re: Regional Trail Network - Feasibility Survey

- A3. Information regarding DBE/ESBE utilization is described on pages 13 and 14-16 of the Request for Proposal. Firms are encouraged to review this material in detail. As is noted in these sections, the DBE/ESBE goal for this project is 13.23 percent.
- Q4. Under Task 2 on Page 9, the consultant is asked to map the “length, dimensions, and boundaries of the ROW.” Is it expected the ROW mapping would be based solely on existing GIS parcel data? Or is survey and/or deed research expected?**
- A4. Surveying is not expected as a part of this effort. Identifying parcel boundaries via GIS seems adequate. However, it would be expected to identify ownership, which may require going beyond publicly available GIS data and could include deed research. The purpose of this task is to identify ownership of the properties that would be impacted by the construction of the off-road trail, to allow for coordination early in the process to avoid any potential issues as the trail moves towards construction.
- Q5. Task 4 on Page 9 asks for a general assessment of structures, culverts, buildings, etc. Can you expand on what type of assessment is needed? In-person visual, desktop, etc.?**
- A5. Work associated with this technical study is a planning-level effort, and the intention is not to conduct a Preliminary Engineering (PE) level of analysis for this task or any other task described within this RFP. Any assessment should generally identify items that would be broadly beneficial to the discussion of advancing the Atlantic County Bikeway West. For example: if there was an abandoned rail bridge in the corridor, identifying that structure and that it would need to be studied further as a possible crossing would be appropriate for this technical study. Following with that example, we would not expect a formal engineering assessment of the safety or capacity of that bridge, but essentially offering a more qualitative planning-level assessment would be beneficial. The consultant should determine how that assessment is conducted.
- Q6. Under Task 5 on Page 9, the consultant is asked to “identify and map the location of utilities (water, sanitary sewers, electrical and gas lines, telephone, etc.) in relationship to the proposed trail ROW.” This is typically a Preliminary Engineering (PE) task that requires significant utility coordination and CADD mapping. Is existing utility information available as a GIS layer? Or is PE-level analysis expected?**
- A6. As noted in A5, the intention is not to conduct a PE-level of analysis for any of the tasks described within this RFP. Task 5.a indicates that utilities should be mapped, but 5.b notes that the purpose is to identify if the utilities serve in the development of the trail or could be an impediment. Mapping the utilities is to assist in identifying if they will either be a barrier or perhaps their ROW could be a potential opportunity for routing. Local knowledge will likely be of importance in this identification. Knowing if certain utility companies have been amenable to trails within their ROW will be helpful.



Date: Tuesday, September 8, 2020

Re: Regional Trail Network - Feasibility Survey

Q7. For Task 7 on Page 11, is this for “order of magnitude” or engineering cost estimates? Note that developing cost estimates for land acquisition/easements is generally a PE task.

A7. An order of magnitude estimate is requested. As previously noted, the level of effort for this technical study is exploratory and planning level. The anticipation is that any proposed trail will proceed to Preliminary Engineering in the next phase of the project delivery process.

Q8. Plan Review Committee Format: Per your instructions, the public meetings should be budgeted in-person. Would SJTPO want consultants to budget for plan review committee meetings to also be in-person, or are you open to those meetings being scoped as virtual?

A8. At the present time, SJTPO staff are working remotely from home. Given COVID-19, all efforts should be made to attend meetings virtually, to limit exposure and need to enter the workplace. However, other members of the review committee may opt for in-person meetings, and depending on the status of conditions related to COVID-19, SJTPO would want to be as accommodating as possible.,

Q9. Printing of the Final Report: The number of required final report copies will depend on the number of municipalities that will be determined to host the trail. Given the possible alternative alignments, could you advise of the number of municipalities to use at this point in time?

A9. The proposing firm should familiarize themselves with a map of the area and make an estimate they are comfortable with in creating their proposal. Ultimately, the number of reports printed will be based on the route selected regardless of the proposed estimate, so firms should make estimates they feel comfortable with.

Q10. Potential Trail Linkages: Under Task 3.3, shall we include planning for linkages to public transit in the trail corridor, and adjustments/facilities that should be provided to facilitate both access from population centers to the trail and multimodal travel?

A10. Regarding the public transit portion of the question, while it is important to note that transit is minimal in this area, in areas where the potential trail alignment does intersect or is proximate to transit, bus, rail, or otherwise, planning for linkages would be appropriate.

The focus of this technical effort is on the Atlantic County Bikeway West, and not a network of trails. Firms are not expected to address every possible point of interest in the area, however, reasonable consideration of how people would access the trail is appropriate particularly from significant nearby points of interests/origins/destinations. It would not be inappropriate to consider access points, especially those that may link up with sidewalk networks, possible locations for parking, or the aforementioned transit connectivity. Additional recommendations that came from this effort, such as improvements to local networks to improve access to the Bikeway, would be a positive value-added deliverable, but are not required.



Date: Tuesday, September 8, 2020

Re: Regional Trail Network - Feasibility Survey

Q11. Other Trail Uses: Should the study of uses for the proposed trail include activities and facilities such as equestrian uses? Should we consider linkages to the potential equestrian network in the study area?

A11. The existing section of the Atlantic County Bikeway does not permit horse access, as such it would likely not be appropriate to incorporate equestrian uses in the Atlantic County Bikeway West corridor.