

REQUEST FOR PROPOSALS:

Microtransit Feasibility Study

**Thursday February 3, 2022
Updated Friday, February 25, 2022**



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.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****Microtransit Feasibility Study**

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

I. INTRODUCTION**A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct a feasibility study to determine if microtransit is a viable service model for the [Route 54/40 Community Shuttle](#), operating in western Atlantic County. This work is included as a one-year study in SJTPO's Draft Fiscal Year (FY) 2023 Unified Planning Work Program (www.sjtpo.org/UPWP), identified as Task 23/401 Microtransit Feasibility Study. 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 received no later than **11:59 P.M.**, prevailing time, on **Tuesday, March 15, 2022** to dheller@sjtpo.org. An email will be sent confirming receipt no later than Wednesday, March 9, 2022. 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***. The physical submission should be sent on the day of the digital submission and must be received by **3:30 P.M.**, prevailing time on **Tuesday, March 22, 2022**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

David Heller, Program Manager
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

1. **Signed Cover Letter**, submitted with both the digital and physical submissions, that indicates review and acceptance of SJTPO Standard Contract Agreement Boilerplate (Exhibit J) or identifies “Exceptions to the Agreement” (see Section I.E.).
2. **Technical Proposal**, inclusive of the items listed, in the order shown below. *(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) with dollar values (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
 - Hourly rates
 - 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. **Total Costs** of each task detailed in the scope of work.
 - e. **Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.
 - f. **Organizational Chart** of firm or firms with brief description of their role in the project
 - g. **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.
 - h. **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.
 - i. **Resumes** of key professional staff included in the Staffing Plan, organized by firm
 - j. **DBE/ESBE Certificates** (see Section IV)
 - k. **Equal Employment Opportunity Statement** (see Section V)
 - l. **Proposers’ NJ Business Registration Certificate** (see Exhibit E)
 - m. **South Jersey Transportation Authority Disclosure of Investment Activities in Iran** (see Exhibit F)
 - n. **Proposer’s completed W-9** (see Exhibit G)

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, February 22, 2022, and submitted to David Heller, Program Manager at the above address. Faxes (856-794-2549) and e-mails (dheller@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.

It is the sole responsibility of the proposer to check the SJTPO website during the RFP response period for addenda to the RFP, and Questions and Answers.

D. Anticipated Consultant Selection Schedule

1. RFP Release	Thursday, February 3, 2022
2. Questions about RFP Due	Tuesday, February 22, 2022
3. Answers about RFP Published	Thursday, February 24, 2022
4. Digital Submission Due Date	Tuesday, March 15, 2022 by 11:59 P.M.
5. Physical Submission Due Date	Tuesday, March 22, 2022 by 3:30 P.M.
6. Consultant Interviews*	Week of April 11, 2022
7. Policy Board Action	Monday, May 23, 2022
8. Notice to Proceed	On or about July 1, 2022
9. Project Completion Due	Thursday, June 1, 2023

** We may need to conduct interviews during the selection process, please keep this week available. All interviews shall be conducted virtually using SJTPO's GoToMeeting or Teams platform.*

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.

Proposers shall be prepared to accept the terms and conditions of SJTPO's Standard Contract Agreement included as Exhibit J (SJTPO Standard Contract Agreement Boilerplate) hereto. If a proposer desires to take exception to the agreement, the proposer shall provide the following information as a section of the proposal identified as "Exceptions to the Agreement":

1. Proposer shall clearly identify each proposed change to the agreement, including all relevant exhibits and attachments.
2. Proposer shall furnish the reasons therefore as well as specific recommendations for alternative language.

All proposals must include a signed cover letter that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate (Exhibit J) or includes the above-mentioned "Exceptions to the Agreement."

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 recommended to enhance the intended project scope.

A. Background

The Route 54/40 Community Shuttle currently services the Town of Hammonton, Borough of Folsom, Buena Vista Township, and the Buena Borough communities of Buena, Landisville and Minotola. The service is operated by the SJTA and administered by Cross County Connection Transportation Management Association (CCCTMA), the lead organization for the Atlantic County Transportation Work Group.

The Route 54/40 Community Shuttle is funded through a NJ TRANSIT grant with required matching funds provided by the Pascale-Sykes Foundation, which will cease operations in mid-2022. Considering the pending sunset of the foundation as a funding source the intent is to create a more efficient and impactful service that would not only make the shuttle more competitive when seeking public and private funding through grants and other sources, but also enhance accessibility for underserved communities, and demonstrate innovative public transit solutions that could be possible in rural parts of South Jersey.

The current fixed-route service model is limited in its ability to reach many parts of the region, including the central business district in the City of Vineland in neighboring Cumberland County, which could provide even greater access to opportunity. Experience has shown that rural areas are difficult to serve using traditional fixed route public transit service.

This feasibility study will determine if microtransit will more effectively connect residents to jobs, essential services and needed resources in the municipalities currently served by the Route 54/40 Community Shuttle, in addition to the Vineland central business district. More broadly, the study will determine if technology driven microtransit is a viable alternative service model for the current Route 54/40 Community Shuttle currently operating as a deviated fixed route

service in rural western Atlantic County. Pending a successful outcome of this study, future locations within the region may be analyzed and considered for microtransit implementation.

B. Content

Task 1. Coordination and Outreach

Regular communication shall take place between the consultant's project manager and the SJTPO project manager. The firm will be responsible to document all communications and deliver them to SJTPO.

The consultant shall provide brief status updates 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.

The consultant is to produce and update, as needed, a detailed project schedule, including the expected meeting dates, task completion dates, and other tasks and milestones. All work is anticipated to be completed by Thursday June 1, 2023, as stated in Section D. Schedule.

While SJTPO is administering this technical effort, both SJTA and CCCTMA will serve a crucial role, as agencies which operate and administer the Route 54/40 Community Shuttle. All three agencies shall be considered key stakeholders. In cooperation with key stakeholders, along with Atlantic County and municipal representatives, the consultant shall develop a well-rounded and representative steering committee.

During the project kick-off meeting, the consultant, along with SJTPO and CCCTMA, should review the project scope, schedule, and major milestones within the project. There should also be an introductory meeting with the broader steering committee to ensure these stakeholders understand the feasibility study's goals. Further, both the consultant team, and the clients (SJTPO and CCCTMA) should work with the steering committee to collaboratively develop metrics and targets that can help ensure a successful microtransit service. In addition to the introductory meeting with the steering committee, the consultant should convene and lead two (2) additional meetings of the steering committee. These meetings should occur at key milestones throughout the project, such as after the Route 54/40 Community Microtransit Simulations (Task 3), and right after the draft Implementation Plan (Task 7) is released.

The consultant shall be responsible for the preparation of minutes for all meetings in a timely manner.

<p>Deliverable 1.a. Email and status updates: Brief status updates shall be provided every two weeks to SJTPO and CCCTMA 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 reasonable assistance that will be needed from stakeholders in the coming weeks</p> <p>Deliverable 1.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</p> <p>Deliverable 1.c. Meeting/event materials: In addition to arranging, scheduling, and attending meetings, the firm will prepare agendas, meeting materials, promotional content, background information, presentations, and meeting summaries as required</p> <p>Deliverable 1.d. Project Schedule: Including expected meeting dates, task completion dates, and bi-weekly conference call schedule, to be updated as needed</p>
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Task 2. Analysis of Service Area Existing Conditions

The consultant shall evaluate existing land use, demographic, and socio-economic conditions that would impact a microtransit service in western Atlantic County and the City of Vineland (Cumberland County). Existing data resources should be used as much as practical. SJTPO will provide data on demographics and socio-economic conditions. CCCTMA will provide data on existing ridership as well as other reports assessing the performance of the Route 54/40 Community Shuttle.

The consultant evaluation shall include:

- Analysis of the performance of the Route 54/40 Community Shuttle as it currently exists through review of existing reports, studies, and ridership data
- Identification of geographic gaps, key destinations, and priority areas within the study area
- An assessment of pedestrian accessibility to inform stop locations

<p>Deliverable 2. Technical Memorandum addressing all the requirements above</p>

Task 3. Route 54/40 Community Shuttle Microtransit Simulations

An important element of the feasibility study will be conducting simulations. The consultant shall conduct no less than three (3) service simulations that account for the projected impacts resulting from changes to characteristics including, but not limited to, areas served and number of vehicles operating on the route. While parameters for each of the scenarios are specified below, final details as well as the associated parameters should be based on consultations with the project steering committee.

This simulation should include existing and projected ridership volume, ride request distribution, and expected trip origin/destination patterns for a proposed microtransit service. Simulations should account for “quality parameters,” including estimated time of arrival (ETA), average walk distance, fare cost, operating hours of service, vehicle capacity utilization (i.e., how “full” the vehicle is) and average in-vehicle journey time. Actual details of each simulation should be decided upon in consultation with the project steering committee prior to running simulation.

Deliverable 3.a. Simulations: A minimum of three (3) simulations with varying parameters shall be conducted

Deliverable 3.b. Technical Memorandum: summarizing results and quality parameters of simulations. It should be easy to compare these quality parameters across each of the simulations

Task 4. Community and Stakeholder Outreach

The consultant shall work with the steering committee to identify focus groups to gather feedback and input on the development of a microtransit service. Focus groups should involve key stakeholders, including but not limited to existing Route 54/40 Community Shuttle passengers, community organizations, local and county government representatives, and workforce development boards.

While the focus of this study should be on the Route 54/40 Community Shuttle route, possible expansion of existing service into surrounding areas should be examined, including Hamilton Township, Egg Harbor City, and Weymouth Township.

There should be no fewer than two (2) focus group meetings. While continuing COVID-19 concerns may necessitate these meetings to be virtual, proposals should budget for the more costly alternative of in-person or virtual meetings and methods to engage stakeholders with limited access to technology.

Meetings with the focus groups should center on the challenges and potential barriers to transitioning from a fixed route system to this mode of operation. For example, some existing and prospective users of the system may not own a smartphone, which is part of the microtransit operations model. Additionally, these meetings should seek feedback on key destinations that should be prioritized with the service. The steering committee can help guide other feedback to be sought from the focus groups.

The consultant should develop all materials needed throughout the process, including materials needed for ridership, employer, and other stakeholder outreach. It is important to note that all public information for this project would need to include, and budget for, translation in Spanish and public meetings would need to accommodate Spanish language interpretation, to be consistent with federal requirements.

Deliverable 4.a. Public Outreach Materials: Development of materials needed for public outreach

Deliverable 4.b. Meeting Summary: Written summary of results of focus group meetings as well as any other public meetings

Task 5. Microtransit Service Planning for Route 54/40 Community Shuttle Pilot

The consultant shall identify key service characteristics to provide an effective microtransit service. This includes:

- The development of a draft service area based on existing conditions, available resources, and simulation results
- An analysis of the extent to which microtransit could facilitate connections to NJ TRANSIT services and important regional destinations
- There should be some consideration as to whether the microtransit service for this area should be zone-based and if so, key destinations outside the zone that may warrant consideration for out-of-zone trips
- A description of potential service models: e.g., Private, Public-Private Partnership or other Partnership Configurations (i.e., Private Sector Technology, Public Agency Vehicles and Drivers; Private Sector Technology, Public Agency Vehicles, Non-Profit Agency Drivers, etc.)
- An analysis of the location of potential virtual bus stops, pick-up/drop-off locations, and preferred booking options. Existing fixed route stops on the shuttle route should be included in the analysis
- Identification of an appropriate “on-demand” software solution for implementing the microtransit service. Potential needs could include, but are not limited to dispatching, end-user app or website ride requests, ability for advanced ride scheduling, and allowing for various payment options (e.g., app, online account with credit/debit card, on-site credit/debit card, NJ TRANSIT bus pass, NJ TRANSIT transfer, and/or cash). Means for non-banked and those without smart phone technology to access rides should also be identified
- Identification of federal operating requirements for the microtransit service and how they differ from fixed route service
- A description of grant opportunities for implementation of microtransit projects
- Best practices to market the microtransit service and educate residents on how to use the associated technology

Deliverable 5. Technical Memorandum: addressing all the requirements above

Task 6. Cost-Benefit and Budget Analysis

The consultant shall identify and evaluate the costs and benefits of microtransit to determine how it can operate within the constraints of a fiscally responsible budget, and whether microtransit could viably supplement or replace shuttle services in western Atlantic County. The cost-benefit analysis shall include factors such as:

- Effectiveness in meeting the daily transportation needs of transit-dependent populations
- Potential budget options, cost-sharing models, performance measure targets, and data needed to monitor metrics
- Operational challenges and opportunities

In addition to the cost-benefit analysis, the consultant should establish a budget for microtransit service implementation. This budget should include, but not be limited to:

- Needed technology
- Operations and maintenance
- Insurance
- Driver training
- Marketing
- Other relevant categories

Deliverable 6. Technical Memorandum: summarizing Cost-Benefit Analysis and budget for microtransit service implementation

Task 7. Implementation Plan

Provide final recommendations and an actionable implementation plan for the proposed microtransit service. At minimum, the final draft recommendations should include specific information about geographic operational zones, including any possible out-of-zone service, (assuming a zone-based service is the recommended service model), fleet information, schedules, fares, detailed maps, technology needs, and capital and operational costs.

Prepare a timeline which identifies next steps to ensure that a microtransit service pilot, if deemed viable, will be successful and effective in providing transit-dependent Atlantic County residents with an affordable and efficient public transportation option.

Deliverable 7. Final Report: covering all scope of work tasks described above (Tasks 2-6). Comments and revisions from technical memoranda should be incorporated into this final report.

The number of copies of the plan will be determined by the number of municipalities impacted by the plan. In general, nine (9) hard copies as well as a digital copy of the plan must be made available to CCCTMA, Atlantic County, each impacted municipality, and SJTPO. Additionally, the report must be made available in a website friendly version so that the plan can be posted online.

C. Schedule

SJTPO anticipates a Notice to Proceed in early-July 2022. The entire project is anticipated to be completed by Thursday, June 1, 2023.

III. CONSULTANT SELECTION

SJTPO's consultant selection is a qualifications-driven selection process. This is based primarily on an assessment of the technical qualifications of responding firms. However, as a project that does not relate to a direct Planning or Engineering element, we added consideration for value and cost to ensure that public dollars are being utilized in the wisest manner possible. 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.

Upon selection, SJTPO will negotiate a final 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.

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 Approach (Criterion weight: 40 percent)

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

B. Value Given Stated Cost (Criterion weight: 20 percent)

1. Thoroughly addresses the full scope of the project as described within the RFP and includes cost.
2. Demonstrates a reasonable cost, particularly when evaluated against all the elements included in the technical scope, demonstrating a great overall value to SJTPO.
3. Innovations proposed that add value for SJTPO or add efficiencies to the project can enhance this evaluation.

C. Firm/Staff Qualifications (Criterion weight: 30 percent)

1. Demonstrate successful experience of the firm or team (particularly recent) on similar projects.
2. Demonstrate expertise in specialized areas required for this project.
3. Firm(s) references submitted with proposal.
4. Availability of resources needed to successfully complete the project.
5. Staffing Plan demonstrates staff (particularly Project Manager) ability to successfully complete project.

6. Resumes demonstrate staff (particularly Project Manager) experience successfully implementing similar projects.

D. DBE/ESBE Utilization (Criterion weight: 10 percent)

1. 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.
2. Staffing Plan clearly states the hours and specific tasks of DBE/ESBE staff as well as dollar figures or each and percent of total budget to be dedicated to DBE/ESBE firm(s).
3. 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).
4. 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. 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.

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 recommended 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.

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), are 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", "Subcontinent Asian 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 \$1,320,000. All appropriately certified DBEs fall into this definition due to their size.

B. Policy

The consultant 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 10/1/2019 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, 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.

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;
 - 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; and
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 this 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

CHECK LIST

THE FOLLOWING ITEMS, AS CHECKED BELOW, MUST BE SUBMITTED WITH YOUR PROPOSAL PACKAGE ALONG WITH THE CHECKLIST ITSELF:

If Checked, required by SJTPO

Check if Read, Signed & Submitted

X	1.	CHECK LIST	
X	2.	SIGNED COVER LETTER ACCEPTING SJTPO STANDARD CONTRACT AGREEMENT OR PROPOSING CHANGES THERETO	
X	3.	MANDATORY AFFIRMATIVE ACTION LANGUAGE "EXHIBIT A"	
X	4.	SET OFF FOR STATE TAX "EXHIBIT B"	
X	5.	REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR PROCUREMENT, PROFESSIONAL, AND SERVICES CONTRACTS "EXHIBIT C"	
X	6.	SAMPLE STAFFING PLANS "EXHIBIT D"	
X	7.	NJ BUSINESS REGISTRATION CERTIFICATE "EXHIBIT E"	
X	8.	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN "EXHIBIT F"	
X	9.	W-9 FORM "EXHIBIT G"	
X	10.	INSURANCE ACKNOWLEDGMENT "EXHIBIT F"	

PLEASE NOTE: IF THE ITEMS CHECKED ABOVE ARE NOT INCLUDED IN YOUR PROPOSAL PACKAGE, IT MAY BE CAUSE FOR REJECTION.

(Company)

(Title)

(Signature)

(Date)

(Name - Print or Type)

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 PROPOSAL

Staff Name	Title	Hours per Task								Billable Rate	Total Hours	Total Cost
		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	\$100	70	\$7,000
[Name]*	Planner 1	5	0	4	0	2	3	1	4	\$50	19	\$950
Company 1 Subtotal		30	0	24	0	17	3	42	4		89	\$7,950
Company 2 (DBE Firm)												
[Name]*	Technician 1	0	8	0	2	0	0	0	0	\$75	10	\$750
[Name]*	Technician 2	0	6	0	4	0	0	0	0	\$75	10	\$750
Company 2 Subtotal		0	14	0	6	0	0	0	0		20	\$1,500
Sub-Total Hours		30	14	24	6	17	3	42	4		119	\$9,450

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

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.

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# 777777	
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. (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.**

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:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 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.
 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) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
123 Main Street

6 City, state, and ZIP code
Anytown, NJ 08800

7 List account number(s) here (optional)

Requester's name and address (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)