

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

**NOTICE OF
REQUESTS FOR PROPOSALS**

FOR

FY 2011 SEAT BELT SURVEY

Dated January 15, 2011

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct a Seat Belt Observation Survey throughout Atlantic, Cape May, Cumberland and Salem counties for both the motoring public and commercial vehicle drivers.

Copies of the RFPs can be obtained from the SJTPO at 782 S. Brewster Road, Vineland, New Jersey 08361, by e-mail (Teresa@sjtsa.org), or by calling 856-794-1941. Copies may also be obtained immediately via our website <http://www.sjtpo.org/Opportunities.html> . However, please notify us that you have obtained an RFP so that we may send you any further information or updates that may be released.

Interested firms must submit five (5) copies of their proposals no later than 5:00 P.M., prevailing time, Friday, March 11, 2011.

The contract with the SJTPO will be executed via the South Jersey Transportation Authority (SJTA), and all contractual provisions and requirements of the SJTA will be in effect. The project is funded with Federal Highway Administration PL funds administered through SJTPO and the New Jersey Department of Transportation, and all applicable federal and state financial provisions will be in effect.

Final Dated
1/15/11

REQUEST FOR PROPOSAL

2011 SEAT BELT OBSERVATIONAL SURVEY



782 S. BREWSTER ROAD, UNIT B6
VINELAND, NEW JERSEY 08361
856-794-1941
856-794-2549(Fax)
Website: www.SJTPO.org

DANIEL BEYEL, CHAIRMAN
TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR

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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

2011 SEAT BELT SURVEY OF SJTPO REGION

I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct a Seat Belt Survey in Atlantic, Cape May, Cumberland and Salem Counties. Technical proposals must be prepared and submitted in accordance with the 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

Interested firms must submit five (5) paper copies and one (1) electronic copy of their technical proposal, along with (1) copy of the cost proposal, in a separate, sealed envelope (see III B), no later than 5:00 P.M., prevailing time, on **Friday, March 11, 2011**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

**Teresa M. Thomas, SJTSA Program Manager
South Jersey Transportation Planning Organization
782 S. Brewster Road, Unit B6, Vineland, NJ 08361**

The SJTPO reserves the right to reject any submission for failure to adhere to these 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 the 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 **Friday, February 25, 2011** and submitted to **Teresa Thomas** at the above address. Faxes (856-794-2549) and emails (Teresa@sjtsa.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

End of Question/Answer Period – [Friday, February 25, 2011](#)
Proposal Due Date – [Friday, March 11, 2011](#)
Policy Board Action – [Monday, March 28, 2011](#)
Notice to Proceed – On or about [Monday, April 4, 2011](#)

E. Contracting

A contract with the SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. Submission of a proposal indicates the submitter agrees with the general form of the SJTA Subcontract as seen SJTPO website. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration and the Federal Transit Administration of the United States Department of Transportation.

II. SCOPE OF WORK

A. Background

Safety is a top priority in SJTPO's plans and programs. Along with the South Jersey Traffic Safety Alliance (SJ TSA), SJTPO is actively engaged in several safety-related initiatives, including Safety Conscious Planning, crash data analysis, and others. This project involves conducting a Seat Belt Survey for selected sites throughout the region, in cooperation with the SJ TSA.

This survey is to be based on the "National Occupant Protection Use Survey" (NOPUS), <http://www-nrd.nhtsa.dot.gov/Pubs/811036.PDF>. Like NOPUS, it is NOT meant to be a measurement of the region's population; rather it is just a "snapshot" of seat belt usage on the road.

Again, in 2011, the add-on component is the observation of seat belt use by commercial vehicle drivers in the SJTPO region. This was done previously in the FY 2009 survey which indicated a 72% seat belt use and 6% cell phone use. The full report is available on the Alliance's website www.STJSA.org. A comparison of 2009 use data and 2011 data is required.

B. Content

The general seat belt survey sites are provided in [Appendix D](#). These selections incorporate State, County and Municipal roadways, as well as urban, suburban and rural roadways, for a comprehensive cross section of the region. The CMV survey sites are provided in [Appendix E](#).

The major tasks for this project include the collection process, the analysis of the data, and the reporting of the summarized results.

The objectives of the SJ TSA [2011](#) Seat Belt Survey are to:

1. Determine driver and front seat passenger's seat belt use for 2011.
2. Compare driver and front seat passenger usage for 2011 to 2010 and 2009 in the SJTPO region
3. Compare South Jersey's 2011 usage rates to the statewide rates for 2011 (avail each Spring)

4. Compare South Jersey's 2011 usage rates to the national rates for 2011 (avail each Spring)
5. Compare South Jersey's usage rate to that of other primary seat belt states usage rates for drivers and front seat passengers.
6. Determine South Jersey driver's cell phone usage rate for 2011.
7. Compare South Jersey driver's cell phone usage rate for 2011 to 2010 and 2009.
8. Compare South Jersey driver's cell phone usage rate for 2011 to that of other state's that prohibit hand held cell phone use while driving.
9. Determine 2011 seat belt use for CMV drivers in the SJTPO region.
10. Compare South Jersey's 2011 CMV usage rate to South Jersey's 2009 usage rate.
11. Compare South Jersey's 2011 CMV usage rate to the most recent national usage rate.
12. Compare South Jersey's 2011 CMV usage rate to that of other primary seat belt states.

The consultant shall be responsible to:

- 1) Hire the observers
- 2) Train the observers
- 3) Provide materials for the observers
- 4) Deploy the observers
- 5) Schedule the observers
- 6) Ensure the collection of certain driver and vehicle characteristics
- 7) Safeguard the data collected
- 8) Analyze the data
- 9) Provide the formal report

Observer Training

Contractors will train observers and make available the necessary supplies. These supplies include:

- Manual to be part of the field material
- County maps
- Schedules
- Observer forms
- Clipboards and pens or data collection devices
- Orange vests (available from the Alliance, if necessary)

Observer Forms

1. Daily Activity Report – a chronological account of the observer's day.
2. Tally Format - to summarize the number of observations per sit, including: seat belt usage, gender for front seat passengers and cell phone usage for drivers. The Tally Format must include a header with location, road name, type of road, direction of traffic, county and time interval.

Observer Schedule

The contractor will schedule the observers to work an 8 hour day. This will include 1 hour for lunch. The contractor will insure that the observers are assigned sites that are clustered, so that the assigned sites are within close proximity.

All general seat belt observations must be completed between Mondays and Thursdays during the month of April. CMV observations may be conducted anytime as long as time or minimum observations are met.

Seat Belt Observation Procedures

General Observations

- Observers should work in pairs, one to observe the driver and another to observe the front seat passenger. The observer surveying drivers also needs to track cell phone use.
- Observations are made from the roadside or from a stationary vehicle.
- Observers must focus attention on the front seat, and look only for shoulder restraints. If a clear determination on seat belt usage cannot be made, the observer should not count that vehicle.
- Observers are to collect data for both of the roads listed at each site. They should collect data for 30 minutes on each road for a total of 1 hour per site.
- Accuracy is the priority. It is not necessary to observe every vehicle that passes by but those that are included need to be correct.
- Random surveying is important. If an observer notices that he or she is having trouble identifying seat belt use in a particular type of vehicle and is not including them, the observer should stop and find another location where they can see clearly into all vehicles that pass by. Observers should not include or exclude any one type of vehicle.

CMV Observations

- Observers should work in pairs for safety but may conduct CMV observations independently.
- Observers are to collect data for CMV driver only. That includes seat belt and cell phone, as well as type of vehicle and name of business.
- If a clear determination on seat belt usage cannot be made, the observer should not count that vehicle.
- Observers should collect data for 1 hour or until they obtain 100 observations per site.
- Observations are made from the roadside or from a stationary vehicle. SUVs and pick up trucks are suggested for visual advantages.
- Accuracy is the priority. It is not necessary to observe every CMV that passes by but those that are included need to be correct.

- Random surveying is important. If an observer notices that he or she is having trouble identifying seat belt use in a particular type of vehicle and is not including them, the observer should stop and find another location where they can see clearly into all CMV that pass by. Observers should not include or exclude any one type of vehicle.

Data to Collect

Roadway - Observers are to collect data on seat belt usage and cell phone usage for the driver and seat belt usage for the front seat passenger. In addition, observers should record gender.

Commercial Motor Vehicle – Observers are to collect data on seat belt usage and cell phone usage of the driver, type of vehicle and company name, when indicated on form.

Report

The contractor will prepare a draft, then final report that analyzes the data and summarizes the project. This report should include the overall seat belt usage for the region, as well as a breakdown by driver and front seat passenger, county, roadway type, suburban, urban and rural areas, exiting and entering shopping centers and gender.

A new section on commercial motor vehicle seat belt usage should be added with data collected. Comparisons to national statistics from the Safety Belt Usage by Commercial Motor Vehicle Drivers 2007 Survey should be made.

The proposal should specify the nature and content of the report to the degree possible.

C. Deliverables

Project deliverables must include, at a minimum, all tangible products derived or produced in the course of completing the work described in the above section.

Additionally, five (5) draft reports and five (5) final hard copy reports, along with one (1) electronic format on CD ROM are required. Microsoft formats, pdf, and any mapping shall be in ArcGIS 9.0 or later version. The proposal should clearly state the specific formats for the deliverables.

D. Schedule

We anticipate a Notice to Proceed on or about [Monday, April 4, 2011](#). Roadway seat belt observations must be completed by [May 5, 2011](#). The Draft Report is due by [June 15, 2011](#) and Final Report by [June 30, 2011](#).

III. CONSULTANT SELECTION

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.

Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. The SJTPO reserves the right to reject any and all proposals.

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. The proposal must contain the following information:

A. Technical Proposal

1. **Technical Approach** (Criterion weight: 30 percent): A narrative describing the understanding of the effort and products required, including descriptions of the specific tasks and subtasks to be undertaken.
 - a. The issues or problems and a detailed approach to completing the work program. List and description of deliverables.
 - b. A project schedule indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0”. The 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.
2. **Firm Qualifications** (Criterion weight: 25 percent): Qualifications of the firm and any subcontractors:
 - a. A list of similar work, including the name and telephone number of the clients, and a full description of the services provided by the firm. An organizational chart and description of the firm.
 - b. A description of the firm's facilities, number of offices and employees in each office, any special equipment and other factors, (knowledge, skills, etc.) which may affect the delivery of the required services.
3. **Staff Qualifications** (Criterion weight: 30 percent): Qualifications, experience and office address of firm's and any subcontractor's staff:
 - a. Resumes of the professional staff.
 - b. Location of office that will be performing the work on this project.
4. **DBE/ESBE Utilization** (Criterion weight: 15 percent)

Federal and State requirements that must be addressed is the mandated DBE/ESBE participation. See Section IV for definition of DBE/ESBE firms. This section must identify any proposed DBE/ESBE firms and the proposed percentage participation in the total contract. Do not site a dollar amount, as that must be provided in the separate Fee Proposal. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2009) which is 15.7 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. Please also include a list of key personnel arranged by title and level with hourly rates.

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.

A 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:

1. 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
2. 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).

Emerging Small Business Enterprise: The Emerging Small Business Enterprise (ESBE) referred to herein 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:

1. 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.
2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000. All appropriately certified DBEs fall into this definition due to their size.

B. Policy

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

C. Certified DBE/ESBE Firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. The current list of certified ESBE firms is available on the website of the New Jersey Department of Transportation (<http://www.state.nj.us/transportation/business/civilrights/dbe.shtm>). 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 an DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE 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 disadvantaged and DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2009) which is 15.7 percent.**

If, at any time you intend to subcontract or modify any portion of the work already under contract, or intend to purchase material or lease equipment not contemplated during the original preparation of your cost proposal, you 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 an DBE/ESBE Goal Exemption Modification through SJTPO.

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

A. Consultant and their subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

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

VI. INSURANCE REQUIREMENTS

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

a)	Each Accident	\$ 100,000
b)	Disease-Each Employer	\$ 100,000
c)	Disease Policy Limit	\$ 500,000
 - 2. Comprehensive General Liability:

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

a)	Bodily Injury	
	- Each Person	\$ 500,000
	- Each Occurrence	\$1,000,000
b)	Property Damage	
	- Each Occurrence	\$ 250,000
 - 4. Professional Liability Insurance:

a)	Claims made/aggregate	\$1,000,000
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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.

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 photo copy of their Federal Letter of Affirmative Action Plan Approval.
- OR
2. A photo copy 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 - ATLANTIC COUNTY
FY 2011 SEAT BELT OBSERVATION SURVEY SITES

TASK DAY	SITE #	ROAD TYPE	LOCATION	MUN CODE	MUNICIPALITY
2	1	C & C	CR601 NEW JERSEY AVE & CR 651 S MILL ST	01	ABSECON
2	2	PRIVATE	EXIT SHOPRITE ON NJ 30 WHP WEST OF US9 NEW RD	01	ABSECON
4	3	M & M	BALTIC AVE & NORTH CAROLINA AVE	02	ATLANTIC CITY
4	4	S & M	US 40/322 ARCTIC AVE & ALBANY AVE	02	ATLANTIC CITY
4	7		PACIFIC AVE & MICHIGAN AVE	02	ATLANTIC CITY
4	8	C & M	CR 638 BRIGANTINE AVE & 34TH ST OR CLOSEST TRAFFIC LIGHT	03	BRIGANTINE
1	9	C & C	CR 627 CENTRAL AVE & CR 619 WHEAT RD	04	BUENA
1	10	S & S	NJ 50 PHILADELPHIA AVE AT NJ 30 WHP	07	EGG HARBOR CITY
3	12	C & C	CR 662 MILL RD & CR 651 FIRE RD	08	EHT
3	13	C & M	CR 615 ZION RD & OLD ZION DR	08	EHT
3	14	S & C	US 40/322 BHP AT CR 603 ENGLISH CREEK AVE	08	EHT
3	15	C & M	RT 559 SOMERS POINT RD AT CR 651 STEELMANVILLE RD	08	EHT
3	17	M & C	4TH ST AT CR 646 DELILAH RD	08	EHT
2	18	C & S	RT 575 POMONA RD AT US 30 WHP	11	GALLOWAY
2	19	C & C	CR 575 POMONA RD AT CR 633 JIM LEEDS RD	11	GALLOWAY
2	20	S & M	US 30 WHP AT 4TH AVE	11	GALLOWAY
2	21	C & C	CR 561 MOSS MILL RD AT CR 634 PITNEY RD	11	GALLOWAY
1	24	C & S	CR 772 3RD ST AT US 54 BELLEVUE RD	13	HAMMONTON
3	25	M & C	OPLAR AVE & RT 585 SHORE RD	14	LINWOOD
4	26	C & M	CR 629 VENTNOR AVE & 28TH ST	15	LONGPORT
4	27	C & M	RT 563 JEROME AVE & FULTON AVE	16	MARGATE CITY
1	28	S & S	US 40 MAIN ST AT US 50 CAPE MAY AVE DOWNTOWN BY FLORIST	12	HAMILTON: MAYS LANDING
3	29	M & S	NEW YORK AVE AT US 40 HARDING HWY	12	HAMILTON
3	30	M & S	MCKEE AVE AT US 40/322 BHP	12	HAMILTON
2	31	C & C	RT 575 POMONA RD & RT 563 TILTON RD	12	HAMILTON
1	32	C & M	CR 623 ELWOOD-PLEASANT MILLS RD & RT 561 MOSS MILL RD	17	MULLICA TWP
3	33	C & S	CR 662 MILL RD & US 9 NEW RD	18	NORTHFIELD
2	34	C & S	CR 608 WASHINGTON AVE & US 9 NEW ROAD	19	PLEASENTVILLE
2	35	M & S	DOUGHTY RD AT US 40/322 BHP	19	PLEASENTVILLE
3	36	M & M	MARYLAND AVE & BETHEL ROAD	21	SOMERS POINT
4	37	C & C	CR 629 DORSET AVE & CR 629 VENTNOR AVE	22	VENTNOR
1	38	M & S	11TH ST AT US 50 CAPE MAY AVE	23	WEYMOUTH TWP

EXHIBIT D - CUMBERLAND COUNTY
FY 2011 SEAT BELT OBSERVATION SURVEY SITES

SITE #	ROAD TYPE	LOCATION	MUN CODE	MUNICIPALITY	ROADWAY CLASS	MILEPOST	MAP PAGE
1	S & S	NJ 47 High St at NJ 49 Main ST	10	Millville			270-D8
2	M & C	D St at RT 555 Wheaton Ave	10	Millville			270-D7
3	M & C	Sharp St at CR 667 Columbia Ave	10	Millville			270-B6
4	C & C	CR 610 Cedar St at RT 555 Race St	10	Millville			270-C8
5	M & M	Laurel St at Commerce St	01	Bridgeton			267-B2
6	M & M	Bridgeton Ave at Old Deerfield Pike	01	Bridgeton			248-C10
7	C & M	RT 552 Irving Ave at Mannhein Ave	01	Bridgeton			267-D1
8	S & C	NJ 49 West Broad St at CR 607 West Ave	01	Bridgeton			267-A2
9	M & C	Landis Ave at CR 615 the East/West Blvds	14	Vineland			251-E3
10	M & C	Chestnut Ave at RT 555 Main Rd	14	Vineland			251-H4
11	M & M	Wood St at 7th St	14	Vineland			251-F3
12	S & C	NJ 47 Delsea Dr at RT 552 Sherman Ave	14	Vineland			251-C10
13	C & C	CR 628 Orchard Rd at RT 552 Sherman Ave	14	Vineland			251-A10
14	C & C	CR 626 Roadstown Rd & CR 620 Shiloh Rd	07	Hopewell/Stow Creek			246-H11
15	C & C	CR 670 Buckshutem Rd & Mauricetown By Pass (flashing light)	02	Commercial/Mauricetown			304-A5
16	C & M	CR 637 Fortescue Rd & CR 656 Newport Landing Rd/Main St	04	Downe Twp			301-B3
17	C & C	CR 607 Maple St/Greenwich Rd & CR 650 Sheppard Mill Rd	06	Greewich Town			265-H5
18	C & C	RT 540 Deefield Rd & NJ 77 (traffic on Deerfield Rd)	13	Upper Deerfield			227-B7

EXHIBIT D - SALEM COUNTY
FY 2011 SEAT BELT OBSERVATION SURVEY SITES

TASK DAY	SITE #	ROAD TYPE	LOCATION	MUN CODE	MUNICIPALITY	ROADWAY CLASS
2	1	C & C	RT 581 Main St at RT 540 Greenwich Rd	1	Alloway	
1	2	C & S	CR 629 Georgetown Rd & US 130 Shell Rd	13	Carneys Point	
1	3	C & C	CR 607 Broad St & CR 675 Main St	7	Pennsgrove	
2	4	M & S	Pittsfield Rd at NJ 49 Broadway	8	Pennsville	
1	5	S & C	US 40 Chestnut St at CR 648 Main St	2	Elmer	
1	6	C & S	CR 649 Front St at US 40 Chestnut St	2	Elmer	
1	7	C & C	CR 690 Upper Neck Rd at RT 553 Buck Rd	10	Pittsgrove	
1	8	C & C	CR 604 Monroeville Rd at CR 648 Pine Tavern Rd	14	Upper Pittsgrove	
1	9	C & C	CR 678 Old Salem Rd at CR 672 S Main ST	15	Woodstown	
2	10	S & S	NJ 45 Market St at NJ 49 Broadway, north of Broadway	12	Salem City	

EXHIBIT E
 FY 2011 COMMERCIAL MOTOR VEHICLE
 SEAT BELT OBSERVATION SURVEY SITES

ATLANTIC COUNTY

ROAD TYPE	LOCATION	MUN CODE	MUNICIPALITY
S & M	US 40/322 (Arctic Ave) & Albany Ave	02	Atlantic City
S & C	US 40/322 (BHP) & CR 603 (English Creek Ave)	08	EHT
C & S	RT 575 Pomona Road & US 30 (WHP)	11	Galloway
S & S	US 40 & RT 54		Buena
C & C	* Fire Road & Delilah Road		EHT

CAPE MAY COUNTY

ROAD TYPE	LOCATION	MUN CODE	MUNICIPALITY
C & S	Rt 9 & NJ 50	11	Seaveille (Upper Twp)
C & S	Rt 9 & NJ 47		Middle Twp
C & C	RT 9 & Roosevelt Blvd		Marmora (Upper Twp)
	*1523 US RT 9		CMCH

CUMBERLAND COUNTY

ROAD TYPE	ROAD TYPE	MUN CODE	MUNICIPALITY
	Delsea Drive & Rt 55		Vineland
M & S	NJ 49 & Laurel St	01	Bridgeton
S & C	*Sherman Ave at NJ 47 Delsea Dr	14	Vineland
	NJ 77 & NJ 59 (Carlls Corner)		Upper Deerfield

SALEM COUNTY

ROAD TYPE	LOCATION	MUN CODE	MUNICIPALITY
	CR 540 (Hawks Bridge Rd) & US 40		Pennsville
	* 52 McKillip Rd, Alloway	12	Salem City
	NJ 45 & US 40		Pilesgrove
	NJ 49 (Broadway) at Lippincott		Pennsville

the recycle/dump yard CMV traffic.

EXHIBIT D - ATLANTIC COUNTY
FY 2011 SEAT BELT OBSERVATION SURVEY SITES

TASK DAY	SITE #	ROAD TYPE	LOCATION	MUN CODE	MUNICIPALITY
2	1	C & C	CR601 NEW JERSEY AVE & CR 651 S MILL ST	01	ABSECON
2	2	PRIVATE	EXIT SHOPRITE ON NJ 30 WHP WEST OF US9 NEW RD	01	ABSECON
4	3	M & M	BALTIC AVE & NORTH CAROLINA AVE	02	ATLANTIC CITY
4	4	S & M	US 40/322 ARCTIC AVE & ALBANY AVE	02	ATLANTIC CITY
4	7		PACIFIC AVE & MICHIGAN AVE	02	ATLANTIC CITY
4	8	C & M	CR 638 BRIGANTINE AVE & 34TH ST OR CLOSEST TRAFFIC LIGHT	03	BRIGANTINE
1	9	C & C	CR 627 CENTRAL AVE & CR 619 WHEAT RD	04	BUENA
1	10	S & S	NJ 50 PHILADELPHIA AVE AT NJ 30 WHP	07	EGG HARBOR CITY
3	12	C & C	CR 662 MILL RD & CR 651 FIRE RD	08	EHT
3	13	C & M	CR 615 ZION RD & OLD ZION DR	08	EHT
3	14	S & C	US 40/322 BHP AT CR 603 ENGLISH CREEK AVE	08	EHT
3	15	C & M	RT 559 SOMERS POINT RD AT CR 651 STEELMANVILLE RD	08	EHT
3	17	M & C	4TH ST AT CR 646 DELILAH RD	08	EHT
2	18	C & S	RT 575 POMONA RD AT US 30 WHP	11	GALLOWAY
2	19	C & C	CR 575 POMONA RD AT CR 633 JIM LEEDS RD	11	GALLOWAY
2	20	S & M	US 30 WHP AT 4TH AVE	11	GALLOWAY
2	21	C & C	CR 561 MOSS MILL RD AT CR 634 PITNEY RD	11	GALLOWAY
1	24	C & S	CR 772 3RD ST AT US 54 BELLEVUE RD	13	HAMMONTON
3	25	M & C	OPLAR AVE & RT 585 SHORE RD	14	LINWOOD
4	26	C & M	CR 629 VENTNOR AVE & 28TH ST	15	LONGPORT
4	27	C & M	RT 563 JEROME AVE & FULTON AVE	16	MARGATE CITY
1	28	S & S	US 40 MAIN ST AT US 50 CAPE MAY AVE DOWNTOWN BY FLORIST	12	HAMILTON: MAYS LANDING
3	29	M & S	NEW YORK AVE AT US 40 HARDING HWY	12	HAMILTON
3	30	M & S	MCKEE AVE AT US 40/322 BHP	12	HAMILTON
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EXHIBIT D - CUMBERLAND COUNTY
FY 2011 SEAT BELT OBSERVATION SURVEY SITES

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C & S	RT 575 Pomona Road & US 30 (WHP)	11	Galloway
S & S	US 40 & RT 54		Buena
C & C	* Fire Road & Delilah Road		EHT

CAPE MAY COUNTY

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SALEM COUNTY

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	NJ 49 (Broadway) at Lippincott		Pennsville

the recycle/dump yard CMV traffic.

SJTPO FY 2011 Seat Belt Observation Survey
Questions and Answers

Question Dated February 25, 2011

- Is reimbursement under this contract to be made on a Firm Fixed Price, Time and Materials, or Cost Reimbursable basis?

Answer Dated February 28, 2011

- Reimbursement under this contract is time and material which is to be outlined in the Cost Proposal identifying all employees to be billing as part of contract, including all other charges, such as: hourly rates, fringe benefit, overhead and profit. Number of hours billed by each employee along with other charges, per task, and materials yield the total project cost.