

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

FOR

SJTPO REGIONAL GREENHOUSE GAS EMISSIONS INVENTORY

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to prepare the Regional Greenhouse Gas Emissions Inventory for the SJTPO region. This work is included in the SJTPO FY 2013-2014 Unified Planning Work Program.

Copies of the RFP can be obtained from the SJTPO via our website www.sjtpo.org , by e-mail (sjtpo@sjtpo.org), or by calling 856-794-1941. Copies may also be obtained from the SJTPO at 782 S. Brewster Road, Unit B6, Vineland, New Jersey 08361. Please notify us that you have obtained an RFP from the website.

Interested firms must submit five (5) hard copies and one (1) electronic copy of their technical proposal and must be accompanied by one (1) hard copy and one (1) electronic copy of the cost proposal. Requests for Proposals will be accepted until **Wednesday, August 21, 2013** at 5:00 P.M. prevailing time.

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 funds administered through SJTPO and the New Jersey Department of Transportation, and all applicable federal and state financial provisions will be in effect.

July 25, 2013

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSAL

FY 2014 SJTPO Regional Greenhouse Gas Emissions Inventory

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

782 S. Brewster Road, Unit B6

Vineland, NJ 08361

856-794-1941

856-794-2549(Fax)

Website: www.sjtpo.org

FRANK SUTTON, CHAIRMAN

TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR

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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

FY 2014 Regional Greenhouse Gas Emissions Inventory

I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct a regional greenhouse gas emissions inventory for the entire SJTPO region. This work is included in the SJTPO FY 2013/2014 Unified Planning Work Program. 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) hard copies and one (1) electronic copy of their Technical 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 technical and cost proposals are to be received no later than 5:00 P.M., prevailing time, on Wednesday, August 21, 2013. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

William Schiavi, Manager of Regional Planning
South Jersey Transportation Planning Organization
782 S. Brewster Road, Unit B6
Vineland, New Jersey 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 August 7, 2013 and submitted to William Schiavi at the above address. Faxes (856) 794-2549 and e-mails (SJTPO@SJTPO.org) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

PLEASE CHECK THE SJTPO WEBSITE DURING THE RFP RESPONSE PERIOD FOR ADDENDA TO THE RFP, AND QUESTIONS AND ANSWERS.

D. Anticipated Consultant Selection Schedule

Questions about RFP Due	August 7, 2013
Answers about RFP Published	August 14, 2013
Proposal Due Date	August 21, 2013
Policy Board Action	September 23, 2013
Notice to Proceed	On or about October 1, 2013
Project Completion Due	June 30, 2014

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. See the following link for the SJTPO standard contract agreement: <http://www.sjtpo.org/Documents/EmploymentandRFPs/Subcontract%20Agreement%20Boilerplate/BOILERPLATE-includes%20Exhibits%20A-H.pdf>

II. SCOPE OF WORK

A. Background

There is overwhelming consensus within the global scientific community that the earth's climate is changing due in large part to the abundance of greenhouse gases in the atmosphere. The global concentrations of carbon dioxide, methane and nitrous oxide have increased markedly as a result of human activity, mainly due to fossil fuel use and land use changes. Carbon dioxide is the most predominant anthropogenic greenhouse gas (GHG), with concentrations increasing from a pre-industrial value of about 280 parts-per-million (ppm) to current atmospheric concentrations of about 400 ppm.

The consequence of rising concentrations of greenhouse gases in the atmosphere has resulted in the warming of the planet, as evidenced by increases in global air and ocean temperatures, widespread melting of snow and ice, and rising global sea levels. Elevated GHG concentrations, if not curtailed, will lead to altered weather patterns, including heavier precipitation events, hotter summertime temperatures, elevated summertime ozone levels, and increased drought. These weather-related impacts, as well as rising sea levels, will severely impact the region's transportation infrastructure during storm events and inundate low-lying populations within the region.

The SJTPO is seeking a consultant to conduct a greenhouse gas (GHG) emissions inventory for the entire SJTPO region, allocating this inventory to each county and municipality to the greatest extent possible. SJTPO will also be conducting GHG emissions forecasts (to the municipal level) in FY 2015 and, to prepare for this, will require the protocol for this phase of the study (including recommendations for target forecast years) to be included in the FY 2014 GHG emissions study. This effort will be carried out in coordination with local, state, and federal level inventory and forecasting efforts, as well as adjoining MPOs, state agencies, national organizations such as International Council for Local Environmental Initiatives (ICLEI) and the Mayors Climate Protection Agreement.

The inventory is intended to allocate total GHG emissions among sources and down to the county and municipal level, as well as to serve as a baseline for emission projections. It will help state, regional, and local policy makers and citizens understand the sources of GHG emissions so that well-informed policy decisions will be made to reduce these emissions.

The region-wide GHG inventory is part of a larger, long range climate change initiative at SJTPO, which may include mitigation and adaptation research and planning, undertaking an inventory of climate vulnerable facilities within the region, and the creation of a framework for incorporating climate impacts into evaluation criteria for programs and project selection and prioritization.

B. Project Description

- Together with SJTPO and its planning partners, determine guidelines or a protocol for carrying out a full and comprehensive GHG inventory for the SJTPO region, including the determination of a base year and forecast years for the inventory.
- Work with SJTPO to develop an inventory of GHG emissions for the established base year. Where feasible, draw from existing inventory work carried out by and for New Jersey, North Jersey Transportation Planning Authority (NJTPA), Delaware Valley Regional Planning Commission (DVRPC) and other public and private agencies.
- To the maximum extent feasible, allocate the inventory to the county and municipality level, using allocation methods derived from various sources, including US EPA's Municipal Clean Energy Program, ICLEI—Local Governments for Sustainability, in consultation with New Jersey Department of Environmental Protection (NJDEP) and New Jersey Department of Transportation (NJDOT)
- Maintain regular communications with SJTPO project manager on protocol decisions, information gathering needs and concerns, and project progress.
- Anticipated deliverables relating to the inventory tasks include:
 - PowerPoint presentation of methodology and a preliminary base-year inventory, suitable for public presentation, no later than April 30, 2014
 - A draft final document, detailing the baseline inventory and recommended protocol for developing future forecasts no later than May 30, 2014. A final document, responding to SJTPO comments shall be completed within two weeks of receiving comments.
 - Full documentation of how the project was carried out, including key assumptions, data sources and data inputs, emission factors, spreadsheets and other software tools that were used, as well as any other documentation that might have been created in the course of carrying out the project.

Below is a list of recommended tasks for this project. These may be considered a starting point for configuring tasks, but respondents are encouraged to design proposals they consider to be the most appropriate to effectively and efficiently accomplish the stated goals of the project and produce quality deliverables. Note that although these tasks are presented below in sequential order, the consultant might find it beneficial to conduct work on different tasks in parallel, and may need to conduct work in a different order than presented below. In submitting cost proposals, budgets should be detailed for each specific task.

C. Task Descriptions

Task 1: Protocol Development

It is the intention of the SJTPO that its GHG inventory work conforms to the maximum extent feasible with emerging national protocol standards including the US EPA Municipal Clean Energy Program guidance report for carrying out GHG inventory work at the metropolitan planning organization (MPO) level. It is SJTPO's intention to align its inventory work and be generally consistent with US EPA's emerging protocol, as well as with other state and region-wide inventory efforts, including but not limited to DVRPC, NJTPA and NJDEP. The EPA's GHG Inventory Guidance Report shall serve as the starting point for the consultant for developing the GHG inventory.

The protocol shall identify all sources of GHG to be included in the inventory, as well as those not included in the inventory, or those whose inclusion is deferred pending protocol development. SJTPO understands that there is likely to be some overlap between protocol development and inventory development.

Documents that should be reviewed for this task include but are not limited to the following:

- US EPA Draft Regional Greenhouse Gas Inventory Guidance Report
- DVRPC and NJTPA Regional Greenhouse Gas Emissions Inventories and related reports
- New Jersey Greenhouse Gas Inventory and Reference Case Projections 1990-2020
- Draft Global Warming Response Act Recommendation Report
- Integrating Climate Change Into the Transportation Planning Process, Final Report (FHWA, July 2008)

Deliverables:

- Technical Memorandum (TM#1) summarizing an agreed upon methodology for GHG inventory.
- Literature Review and review of similar efforts from other agencies ending with a summary technical memorandum of findings

Task 2: Inventory Development

The consultant will work with the SJTPO to develop a GHG inventory for its four-county region using the protocol developed in Task 1. The base year for this inventory shall be determined in consultation with SJTPO. The consultant shall, where feasible, make use of data from existing inventory work carried out by and for the state of New Jersey, and others. Specifically, the consultant shall draw on work done by the New Jersey Department of Environmental Protection.

Sources to be included in the Regional GHG Inventory are:

- Direct Fuel Use and Electricity Consumption for the residential, commercial, industrial, and electric power sector
- Transportation related emissions from highway vehicles, including freight-related activities; aviation, marine, rail, bus, and off-road vehicles.
- Industrial processes, including iron and steel, cement, refinery, chemical manufacturing,
- Agricultural Sources; including emissions from agricultural soils, manure management, and livestock emissions
- Waste Management
- Land Use, Land-Use Change, and Forestry

Deliverables: Preliminary Inventory Report - The inventory shall describe and detail the assumptions used in completing the inventory, so that the future acquisition of data to update the inventory can be completed by SJTPO staff or their designate. The report should include:

- Data Sources – The inventory shall include a detailed list of data sources and contacts at data sources used to create the inventory, forecast, and estimates.
- Sources of Emissions – The inventory shall detail the sources of emissions included in the inventory. The inventory shall detail all major emission sources known to be excluded and assess the challenges in quantifying them in order to assist in future protocol development.
- Emission Gases – Consultants shall identify and list all gases to be included in inventory, drawn from the set of Intergovernmental Panel on Climate Change (IPCC) recognized anthropogenic greenhouse gases. (CO₂, CH₄, N₂O, CF₄, C₂F₆, SF₆, and HFCs). Exclusions shall be explicitly identified.
- Software – Unless agreed to by SJTPO, consultant shall conduct the analysis using Microsoft Excel and/or CACP/STAPPA/ALAPCO/ICLEI inventory software, or other EPA or ICLEI standard GHG emissions inventory software, with auxiliary spreadsheets as needed. Documents shall be delivered in Microsoft Word format. Presentations shall be delivered in Microsoft PowerPoint format.

Task 3: Inventory Allocation

SJTPO will work with the consultant to provide output from SJTPO's travel demand model that the consultant will use to determine VMT-related GHG emissions. SJTPO will work with consultant to 1) set priorities for classes of emissions to allocate, 2) identify emission sources (e.g., from airports, ports, or interstate highways) and 3) allocate using one or more preliminary allocation methodologies (or identified as unallocated).

Deliverables:

- Spreadsheets and other data used for analysis shall be provided to SJTPO, and shall be well-organized, clearly named, and shall be readily followed by a knowledgeable user. Formulas in spreadsheets shall contain no embedded data or conversion factors, but shall instead refer to cells containing such information.
- Spreadsheets shall be constructed to the maximum extent possible to have any one raw numerical value entered only once, with subsequent use of that value referencing that cell.

It should be noted that overlap may exist between tasks 1- 3, with an iterative process needed to complete the tasks.

Task 4: Presentation of Preliminary Results

The consultant will provide SJTPO with a PowerPoint presentation of a preliminary base-year GHG inventory, suitable for public presentation, no later than April 30, 2014. This presentation will provide a summary of the protocol methodology, initial inventory, allocation to date, and an identification of tasks to be completed by end of the period, as well as provide a regional, state, and U.S. context for SJTPO's emissions profile. The consultant will be available, if needed, to deliver an on-site presentation to key SJTPO staff on its GHG emissions inventory data methodology.

Deliverables:

- A technical memorandum (TM#2) that incorporates a summary of the protocol methodology, initial inventory, allocation to date, and an identification of tasks to be completed by end of the period, as well as provide a regional, state, and U.S. context for SJTPO's emissions profile.
- Presentation of Preliminary Report to the project Steering Committee

Task 5: Emissions Forecast Protocol Development

It is anticipated that projected region-wide GHG emissions, allocated to the county and municipality level, will be completed in FY 2015 as the second phase of this study. Within the scope of the current (FY 2014) regional GHG emissions inventory project, the consultant will develop the protocol for the 2015 Phase II (forecasting) element of this overall project, so that the project consultant can begin the task of developing GHG emission forecasts as early into FY 2015 as possible. As with the protocol for the base year, the emissions forecast protocol shall identify all sources of GHG to be included (and not included) in the inventory, and the methodology and assumptions for developing forecasts to the county and municipal level. It will also include recommendations for targeted forecast years.

Deliverables:

- Technical Memorandum (TM# 3) summarizing an agreed upon methodology and assumptions for GHG emissions forecasts
- Literature Review and review of similar efforts from other agencies ending with a summary technical memorandum of findings

Task 6: Final Report

Provide SJTPO with a draft final document, detailing the current estimates, no later than May 30, 2014. All deliverables must be submitted first in draft form, and then revised based on comments received from the SJTPO project manager. Following revisions, final documents shall be submitted. A final document, responding to SJTPO comments shall be completed within two weeks of receiving comments. This document shall address all the pending inventory and allocation issues from Tasks 1 through 3. This document shall include an executive summary, shall be written in clear and direct prose, and shall use appendices as needed to maintain the flow and readability of the main report. The report shall be delivered as a single MS Word document with embedded unlinked graphics as needed. Consultant shall provide clear indication of the location of data underlying any graphics in order that SJTPO's document design staff is readily able to reproduce or modify graphics as desired.

Deliverables:

- A final report incorporating all previously submitted technical memoranda. The consultant will be responsible for responding to comments on a draft of this report and producing a final document incorporating those comments. The final report shall also include a discussion regarding the inventory's policy and analytical applications.
- Present Draft Final Report to Steering Committee.
- Provide color copies of the Final Report and a CD. The total number of color copies will be determined by SJTPO in consultation with the consultant. At a minimum, transmit one copy to each Steering Committee member and one copy to each of the sub-regions.

OUTREACH AND PROJECT MANAGEMENT TASK:

Task 7: Interagency and Stakeholder Outreach

Ongoing informal communication between the SJTPO project manager and the consultant team will be required in order to facilitate interagency and local stakeholder input and coordination. Active, involved interagency and stakeholder coordination is essential for successful completion of the project. An important anticipated outcome is collaboration, input, and commitments for action from established SJTPO partners, and the formation of new alliances with agencies and stakeholders.

Working with the SJTPO staff, appropriate meeting schedules will be proposed, finalized, and organized. Meetings will be conducted to accomplish: coordination with related planning partner work; presentation of draft technical products; consultation on results and drafting of partner and public input.

This task will coordinate input from a broad-based Steering Committee, to be established by the SJTPO. It is expected that the Steering Committee will have at least two (2) meetings throughout the course of the project. The purpose of the Steering Committee is to provide project guidance and to review and to provide input on draft products. The Committee will be made up of agency personnel and active stakeholders. The consultant will be responsible for assisting in the preparation of Committee meeting agendas, minutes, and presentation materials, as needed.

Deliverables:

- Meeting agendas (including necessary handouts/presentations) and minutes.
- At least two (2) Steering Committee meetings, preparation of presentation materials, draft products, agendas and minutes for these meetings.
- SJTPO Policy Board coordination: Attendance of at least one SJTPO TAC meeting
- Additional inter-agency coordination, as needed for completion of all work tasks.

Task 8: Project Management

The consultant shall be required to maintain regular and frequent contact with the SJTPO project manager throughout the study process in order to ensure an expeditious exchange of information. A project schedule shall be submitted with the proposal and refined after the kick-off meeting. The project schedule will be reviewed regularly during the course of the project and amended as appropriate.

Reporting requirements during the study include status reports at a minimum frequency of every two weeks throughout the course of the study in a format to be determined. This will be required even if there is little or no study progress, along with an explanation of why no progress is being made. This requirement is in addition to progress reports required as a part of invoicing. These status reports will not substitute for less formal day-to-day communications between the consultant and the SJTPO project manager needed to conduct a successful study. Invoices should be submitted on a monthly basis throughout the course of the study.

Regular face-to-face project management meetings will be held between the SJTPO and the consultant project manager. The purpose of these meetings will be to discuss the progress of the study, review draft documents prior to the Steering Committee meetings. At least three such meetings will be held.

Deliverables:

- A detailed project schedule to be finalized at the kick-off meeting for the SJTPO's review and approval.
- A minimum of three (3) project management meetings to be held, at key decision points throughout the process.
- Bi-weekly updates between the SJTPO project manager and the consultant project manager.
- Status reports will serve as documentation and deliverables for the project management element of this task. The consultant will also produce written summaries of all project management meetings.

B. Schedule

We anticipate a Notice to Proceed on or about October 1, 2013, and the entire project must be completed by June 30, 2014.

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 2013), which is **15.61 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>. 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.

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 2013), which is 15.61 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

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 _____

TO: Recipients

**RE: FY 2014 SJTPO Regional Greenhouse Gas Emissions Inventory
Questions and Answers**

Q1: Do envision that data collection from individual municipalities and/or properties will be required to a large extent to supplement existing data?

A1: As noted in the RFP, the Study will, to the greatest extent possible, rely on work done by DEP and others. Where there are gaps in information (and this will not be known until we undertake the study), then SJTPO and our partners in this Study will work with the consultant to develop the protocol for data collection at the regional and local level, and to keep this effort reasonable in scope and within the project budget.

Q2: Will the contractor need to visit each municipality or a cross section of entities/properties to validate the data, or is the existing data deemed to be accepted as accurate?

A2: As noted in the RFP, the Study will rely, to the greatest extent possible, on existing data. If there is a need to validate any of the data (and this will not be known until we undertake the study), then SJTPO and our partners in this Study will work with the consultant to develop the protocol to accomplish this, and to keep this effort reasonable in scope and within the project budget.

Q3: Our normal practice is to apply a handling fee (indirect cost) covering management of subcontracts to subcontract costs, and to bill this fee as an indirect cost (like overhead) to our clients. Would this be an allowable cost under this contract?

Q3 *Restated: If it is the Contractor's practice to apply a handling charge and fee to subcontractor costs, and this is a part of our government-approved indirect rate structure, will SJTPO accept handling and fee on subcontracted items?*

A3: If the contractor has legitimate cost related to managing the subcontractor, that cost is considered project cost and can be charged to the client as project cost to be reimbursed. Care must be taken to ensure that costs are not billed twice. For example, if the contractor spends time managing the subcontractor, and those hours are charged in the form of staff hours, those efforts cannot be billed twice by also applying a handling charge related to the same effort. Make sure that your cost proposal notates the application of overhead cost.

Q4: Does the RFP specification for a firm organizational chart apply individually to each firm included in a team, or just for the team as whole? If an organizational chart is required individually for each firm, this may be of limited utility for a national firm. Would you desire an organizational chart for this project instead?

A4: The organization chart to be presented is solely the project team, not parts of firms that are not directly involved in the project.

Q5: A description of the firm's facilities, number of offices and employees in each office, any special equipment may be of limited utility for a national firm. Would you desire a description of the facilities, offices and personnel from which resources will be allocated to this project instead?

A5: All offices, facilities, etc. that are to be described are only those that will be directly involved in the project.

Q6: How is cost/price evaluated?

A6: Cost is not considered while the proposals are being evaluated. The quality and applicability of the proposals are considered. Then, once a leading candidate is chosen, that and only that cost proposal is opened. If the cost proposed by the leading candidate is over our budget, we begin a negotiation process with the leading candidate. This negotiation must result in a proposal that qualifies in terms of the scope and the budget. If an agreement is not reached with the leading candidate, we move on to the second highest rated proposal.