

# **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

## **NOTICE OF AVAILABILITY**

## **REQUEST FOR PROPOSALS**

## **FOR**

## **FY 2014 TRAFFIC COUNT DATA COLLECTION**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to gather traffic count data to include daily (bi-direction) traffic volumes and turning movement counts. The data gathering will be contained within the four county SJTPO region.

Copies of the RFP will be available Wednesday, July 10, 2013 and can be obtained from the SJTPO via our website [www.sjtpo.org](http://www.sjtpo.org), by e-mail ([sjtpo@sjtpo.org](mailto: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 so that we may send you any further information or updates that may be released to all perspective proposers.

Requests for Proposals will be accepted until **Wednesday, August 7, 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 10, 2013**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION  
REQUEST FOR PROPOSAL  
FY 2014 TRAFFIC COUNT DATA COLLECTION**

**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](http://www.sjtpo.org)**

**FRANK SUTTON, CHAIRMAN  
TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR**

## **TABLE OF CONTENTS**

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

### **EXHIBITS**

- Exhibit A: Affirmative Action Language**
- Exhibit B: Notice to All Bidders**
- Exhibit C: Required Affirmative Action Evidence for Procurement,  
Professional and Services Contracts**
- Exhibit D: Important data collection elements for Roadway**
- Exhibit E: Important data collection elements for Intersection**
- Exhibit F: Sample Summary Statistics**

# **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

## **REQUEST FOR PROPOSALS**

### **FY 2014 TRAFFIC COUNT DATA COLLECTION**

#### **I. INTRODUCTION**

##### **A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to gather traffic count data to include daily (bi-direction) traffic volumes and turning movement counts. The data gathering will be contained within the four county 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 7, 2013**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

**Jennifer Marandino, Team Leader Capital Programming and Safety**  
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 **Wednesday, July 24, 2013** and submitted to Jennifer Marandino at the above address. Faxes (856) 794-2549 and e-mails ([SJTPO@SJTPO.org](mailto: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	Wednesday, July 24, 2013
Answers about RFP Published	Friday, July 26, 2013
Proposal Due Date	Wednesday, August 7, 2013
Policy Board Action	Monday, September 23, 2013
Notice to Proceed	On or about Tuesday, October 1, 2013
Project Completion Date	Wednesday, April 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**

Traffic counts are an important transportation data collection function, serving as the backbone for various projects, including project development, traffic modeling, and general traffic growth within the region.

A total of 125 count locations have been identified, specifically 75 daily (bi-directional) count data and 55 turning movement counts are included in this Request for Proposal. The roadway segment count locations are on typical two-lane roadways with shoulders, none of which will be along state roadways. Turning movement counts are located at both signalized and unsignalized intersections.

### **B. Content**

This work will be contracted in two parts. Part A will include daily traffic data collection along a roadway segment, while Part B will be at intersections collecting turning movement count data.

While the consultant will be free to schedule data gathering to be most effective, counts should be taken during such a time when area schools, colleges, and/or universities are in regular session. All counts should be taken in 15-minute increments and gather volume and vehicle classification. Traffic count reporting should provide Average Annual Daily Traffic (AADT) volumes for all locations.

#### **Part A –Daily Traffic Counts**

All daily traffic count data should be completed for a minimum of 72 hours from midnight to midnight to include a weekday and weekend. A full seven days of data is desired. Counts should be summarized by direction; i.e., northbound and southbound for all locations and should include a total for both directions. Additionally, speed data may be requested for bi-directional counts. Data summary should include graphs prepared depicting the time of day profiles as well as appropriate speed percentiles.

This data collection effort will encompass approximately 75 locations throughout the SJTPO region, concentrated primarily (70%) in Salem County. A listing of exact count locations will be provided to the successful proposer. For purposes of cost estimation, proposers shall assume 10% of the counts will

be located in each of the other SJTPO counties. Proposers may assume bi-directional data collection will be conducted on roadways consisting of two lanes plus shoulders along the local roadway network. No traffic data will be conducted on state roadways.

The choice of data gathering equipment is the consultant's except that any traffic counter used must have advance reporting capabilities in industry standard file formats (including CSV, PDF, UTDF, etc.).

An accurate description and layout detail of the facility being counted should be provided along with traffic data. Such information should include lane configuration and width (including shoulders), traffic markings, signs, presence of lighting, etc. A listing of important data collection elements is attached as Exhibit D.1.

### **Part B – Turning Movement Counts**

Turning movement counts shall be conducted for a minimum period of six hours (7-9 am and 2-6 pm) at identified signalized intersections and 11-hours (7 am-6 pm) at unsignalized locations. A tally of all turning movements at intersections should be captured including U-turning maneuvers. Additionally, capturing pedestrian activity is preferred. Turning movement count data collection shall be limited to Tuesday, Wednesday, or Thursday only, unless specifically requested otherwise.

This data collection effort will be comprised of approximately 55 turning movement count locations, broken down into 15 unsignalized and 40 signalized intersections. For purposes of cost estimation, proposers shall assume 100% of the turning movement counts are located in the City of Vineland or immediately surrounding in Cumberland County. The ability to count multiple numerous locations simultaneously is preferred.

The choice of data gathering equipment is the consultant's except that any traffic counter used must have advance reporting capabilities in industry standard file formats (including CSV, PDF, UTDF, etc.) which supports direct uploading of data into analysis software.

Innovative technology including video collection is encouraged and preferred.

An accurate description and layout detail of the facility being counted should be provided along with traffic data. Such information should include lane configuration and width (including shoulders), traffic markings, signs, presence of lighting, etc. A listing of important data collection elements is attached as Exhibit D.2.

Timing and operation schedules at count locations shall be provided to successful proposer, if available. Traffic signal timing information should be verified at all signalized locations.

### **C. Deliverables**

In addition to any specifics listed above, final products should be graphs and tables depicting count locations, duration of count, and totals. Any discrepancies in traffic count data should be addressed and explained to the satisfaction of SJTPO staff. Turning movement counts at successive locations along a corridor should be depicted schematically, with mid-block volumes verified. Growth rates should be calculated when compared to any historic data collected by STJPO. Any historic traffic volume data will be provided to successful proposal for above-stated calculations.

All traffic counts submitted should be summarized in an Excel compatible spreadsheet to include the latitude/longitude location of each count location (decimal degrees). Additional summary statistics should be provided as shown in Exhibit E. Other summary information shall be included as determined

appropriate for the data collected. This information will be utilized to allow SJTPO to map the count data and publish on SJTPO website.

All final products must be submitted in electronic and hard copy versions. Industry standard file formats (including CSV, PDF, UTDF, etc.) which supports direct uploading of data into analysis software is required. The proposal should state the specific formats for the deliverables.

#### **D. Schedule**

A Notice to Proceed is anticipated on or about Tuesday, October 1, 2013 with all work associated with this project to be completed by Wednesday, April 30, 2014. However, at the discretion of SJTPO staff, count data may be requested during the early summer at which time the contract end date would be adjusted to allow for the counts to be conducted.

### **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 cite 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.

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 \_\_\_\_\_

## **EXHIBIT D**

### **IMPORTANT DATA COLLECTION ELEMENTS FOR ROADWAY**

#### **Rural 2-lane Roadway**

AADT (veh/day)

Lane width (ft)

Shoulder width (ft)

Shoulder type: Paved/Gravel/Composite/Turf

Length of horizontal curve (mi)

Radius of curvature (ft)

Superelevation variance (ft/ft)

Grade (%)

Roadside hazard rating (1-7 scale)

<http://www.fhwa.dot.gov/publications/research/safety/99207/appd.cfm>

Approximate length of Roadside hazard rating  $\geq 4$

Presence of:

Spiral transition curve

Centerline rumble strips

Passing lanes

Two-way left-turn lane

Segment lighting

Auto speed enforcement

#### **Urban 2-lane Roadway**

Roadway type:

2-lane undivided, 3-lane including TWLTL, 4-lane undivided, 4-divided, 5-lane including TWLTL

Length of segment, L (mi)

AADT (veh/day)

Type of on-street parking: none/parallel/angle

Proportion of curb length with on-street parking

Median width (ft) - for divided only

Presence of:

Lighting

Auto speed enforcement

Posted Speed Limit (mph)

Roadside fixed object density (fixed objects/mi)

Offset to roadside fixed objects (ft)

## EXHIBIT E

### IMPORTANT DATA COLLECTION ELEMENTS FOR INTERSECTION

#### Rural Intersection

Intersection type: 3- or 4-legged Stop-sign controlled/3- or 4-legged signalized

AADT<sub>major</sub> (veh/day)

AADT<sub>minor</sub> (veh/day)

Intersection skew angle (degrees); If 4-legged Stop-sign controlled, does skew differ for minor legs?

Number of signalized or uncontrolled approaches with a left-turn lane (0, 1, 2, 3, 4)

Number of signalized or uncontrolled approaches with a right-turn lane (0, 1, 2, 3, 4)

Intersection lighting (present/not present)

#### Suburban/Urban Intersection

Intersection type: 3- or 4-legged Stop-sign controlled/3- or 4-legged signalized

AADT<sub>major</sub> (veh/day) (total entering on major approaches)

AADT<sub>minor</sub> (veh/day) (total entering on minor approaches)

Intersection lighting (present/not present)

Data for Unsignalized Intersections only:

Number of major-road approaches with left-turn lanes (0,1,2)

Number of major-road approaches with right-turn lanes (0,1,2)

Data for Signalized Intersections only:

Number of approaches with left-turn lanes (0,1,2,3,4)

Number of approaches with right-turn lanes (0,1,2,3,4)

Number of approaches with left-turn signal phasing

Type of left-turn signal phasing for Leg #1

Type of left-turn signal phasing for Leg #2

Type of left-turn signal phasing for Leg #3

Type of left-turn signal phasing for Leg #4 (if applicable)

Number of approaches with right-turn-on-red prohibited

Intersection red light cameras (present/not present)

Sum of all pedestrian crossing volumes (PedVol) -- Signalized intersections only

Maximum number of lanes crossed by a pedestrian ( $n_{lanesx}$ )

Number of bus stops within 300 m (1,000 ft) of the intersection

Schools within 300 m (1,000 ft) of the intersection (present/not present)

Number of alcohol sales establishments within 300 m (1,000 ft) of the intersection

**EXHIBIT F**

**SAMPLE SUMMARY STATISTICS**

Latitude	Longitude (degree minutes)	Count Location	County Route Number	City	County	State	Type of data*	Start date	Direction	AADT	85th-%tile Speed	Peak Period		
								Day/Month/Date/Year				AM	Midday	PM
39.15	-75.41	Delilah Road	646	Pleasantville	Atlantic	NJ	ATR	Fri, October 5, 2012	EB/WB	15,445	--	--	--	--
39.48	-75.02	Chestnut Avenue/East Avenue	--	Vineland	Cumberland	NJ	Turning Movement	Thu, April 11, 2013	--		--	1,315 7:45am		1,859 3:30pm
39.49	-75.18	Big Oak Road	658		Cumberland	NJ	ATR	Tue, July 31, 2012	EB	10,920	47 mph			

\* Turning Movement, ATR, or Speed survey, etc.