

REQUEST FOR PROPOSALS:

## Local Safety Program Design Assistance

Thursday, September 6, 2018



### **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

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Vineland, New Jersey 08361

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LEONARD DESIDERIO, CHAIRMAN

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**\*NOTICE\***

As some of our proposal requirements have changed, please read the entire Request for Proposals prior to submitting a project proposal. Proposals that have not addressed each requirement may be disqualified at the discretion of SJTPO.

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION****REQUEST FOR PROPOSALS****Local Safety Program Design Assistance**

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

**I. INTRODUCTION****A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to assist Salem County in advancing two roundabout projects, selected under the Local Safety Program, through the federal authorization process for construction, by assisting in the preparation of plans, specifications, and cost estimates (PS&E). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

The SJTPO is the designated Metropolitan Planning Organization for Atlantic, Cape May, Cumberland, and Salem Counties. As such, the SJTPO has responsibility or oversight for all federally funded surface transportation planning activities in the region.

The source of funding for this project is provided through a federal grant from the FHWA. The award of this project is subject to the availability of funds and pending authorization from FHWA and NJDOT.

**B. Submission**

Proposals are to be received no later than 5:00 P.M., prevailing time, on **Thursday, October 4, 2018**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

**Stephanie Wakeley, Assistant Engineer**  
South Jersey Transportation Planning Organization  
782 South Brewster Road, Unit B6  
Vineland, New Jersey 08361

**Elements required in submission include:**

- 1. Signed Cover Letter** that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate or enumerates proposed changes thereto. (see Section I.E)  
[www.sjtpo.org/wp-content/uploads/2016/07/RFPSubcontractAgreement.pdf](http://www.sjtpo.org/wp-content/uploads/2016/07/RFPSubcontractAgreement.pdf)
- 2. Technical Proposal** (*four (4) hard copies and one (1) electronic copy*)
  - a. Narrative** that reflects the requirements of the Scope of Work (see Section II)
    - A detailed approach to completing the work program
    - List and description of deliverables

- Any issues or problems with requirements of the Scope
  - b. **Staffing Plan** (see Exhibit D) without salary or other costs (a detailed description of the work team key staff and estimated hours required on the project), including:
    - Staff name (if appropriate, see Exhibit D)
    - Company/organization
    - Job title
    - Person-hour requirements by task
    - It should be clear which staff/firm(s) count towards the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.
  - c. **Project Schedule** – Indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0.” Schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
  - d. **Organizational Chart** of firm or firms with brief description of their role in the project
  - e. **Firm Profile** – Description of the firm's facilities, number of offices, employees in each office, any special equipment, and other factors, (knowledge, skills, etc.) that may affect the delivery of the required services.
  - f. **Work History** – List of similar work, including name and telephone number of the clients, and a full description of the services provided by the firm.
  - g. **Resumes** of key professional staff included in the Staffing Plan, organized by firm
  - h. **DBE/ESBE Certificates** (see Section IV)
  - i. **Equal Employment Opportunity Statement** (see Section V)
  - j. **Proposers’ NJ Business Registration Certificate** (see Exhibit E)
  - k. **South Jersey Transportation Authority Disclosure of Investment Activities in Iran** (see Exhibit F)
  - l. **Proposer’s completed W-9** (see Exhibit G)
3. **Cost Proposal** (*one (1) hard copy and one (1) electronic copy in a sealed envelope, separate from the Technical Proposals*)
- a. **Total Costs** of each task detailed in the scope of work.
  - b. **Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.
  - c. **Staffing Plan** (see Exhibit D) with Dollar Values (a detailed description of the work team key staff and their estimated hours required on the project).
    - Staff name (if appropriate, see Exhibit D)
    - Company/organization
    - Job title
    - Person-hour requirements by task
    - Hourly rates
    - It should be clear which staff or firm counts toward the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.

The SJTPO reserves the right to reject any submission for failure to adhere to these goals and requirements or to accept any submission, which in its judgment will best serve its interest. All submitting firms grant to the SJTPO a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose. All submissions will become the sole property of SJTPO. Subconsultants, subcontractors, and joint ventures are permitted for the purposes of this submission.

### C. Interpretations and Addenda

All questions, requests for interpretations and comments must be submitted in writing and received on or before Tuesday, September 18, 2018 and submitted to Stephanie Wakeley at the above address. Faxes (856-794-2549) and e-mails ([swakeley@sjtpo.org](mailto:swakeley@sjtpo.org)) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

### D. Anticipated Consultant Selection Schedule

- |                                |                                      |
|--------------------------------|--------------------------------------|
| 1. Questions about RFP Due     | Tuesday, September 18, 2018          |
| 2. Answers about RFP Published | Friday, September 21, 2018           |
| 3. Proposal Due Date           | Thursday, October 4, 2018 by 5:00 pm |
| 4. Consultant Interviews*      | Week of Monday, October 29, 2018     |
| 5. Policy Board Action         | Monday, November 26, 2018            |
| 6. Notice to Proceed           | On or about Friday, March 29, 2019   |

*\* (We may need to conduct interviews during the selection process. Please keep this week available.)*

### E. Contracting

The contract with SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration of the United States Department of Transportation. Accordingly, the selected consultant will be required to comply with all applicable federal procurement laws, regulations and contracting provisions required by the federal funding authority. Additionally, all state regulations and provisions of the SJTPO's prime contract with the NJDOT, the prime recipient of the federal grant, will be passed on to the consultant. All proposals must include a signed cover letter that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto:

[www.sjtpo.org/wp-content/uploads/2016/07/RFPSubcontractAgreement.pdf](http://www.sjtpo.org/wp-content/uploads/2016/07/RFPSubcontractAgreement.pdf)

## II. SCOPE OF WORK

Proposals should explicitly address the full scope of the project as described within this section. SJTPO cannot ask firms for clarification if questions remain prior to scoring. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommended to enhance the intended project scope.

### A. Background

SJTPO is seeking consultant support to assist a member subregion in advancing roundabout projects, selected under the Local Safety Program, through the federal authorization process for construction, by assisting in the preparation of plans, specifications, and cost estimates (PS&Es). Design plans will be developed for two (2) roundabouts located in Salem County. Both locations were submitted by Salem County as Local Safety applications and have been approved, or are pending approval, by a Technical Review Committee. Further information regarding each project is found in Appendix A.

The Local Safety Program is a federally-funded program established by SJTPO, in conjunction with NJDOT, using Federal Highway Administration's (FHWA) Highway Safety Improvement Program (HSIP) funds, with a purpose of advancing safety improvements on county and local roadways within its region. For more information about The Highway Safety Improvement Program in New Jersey, see the [New Jersey HSIP Manual](#).

Under the direction of SJTPO, the consultant shall provide professional surveying, engineering, design, right-of-way, and permitting services as necessary to prepare PS&Es. In addition, consultant support services may be required with design related questions during the bidding phase. A traffic analysis is not needed, as both locations have automatic traffic recorder (ATR) counts, which are included as attachments in Appendix A. Throughout this process, all projects must comply with FHWA and NJDOT requirements, regulations, and guidelines, as well as AASHTO and MUTCD standards and guidelines.

### B. Content

#### Task 1: Coordination & Public Outreach

In cooperation with SJTPO staff, the consultant shall be responsible for conducting meetings with project stakeholders, including SJTPO and Salem County. The consultant shall participate in and be responsible for the preparation of an agenda for the meetings and a summary of all meetings. Meetings will be held at the SJTPO office in Vineland or the Salem County offices in the City of Salem. A summary of phone conversations discussing important tasks or issues related to the project may be requested. These should generally be provided to SJTPO within three business days.

Brief status updates shall be provided every two weeks to SJTPO's project manager via email. The status updates should describe tasks completed in the past two weeks, upcoming tasks for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from stakeholders in the coming weeks.

Meetings include, but are not limited to:

- Kick-off meeting with the Project Sponsor, SJTPO, and NJDOT-Local Aid
- Field visit with the Sponsor and SJTPO prior to the start of survey
- Concept review meeting at the completion of base mapping
- Subsequent field visits for field verifications and with the Sponsor as needed to finalize the layout
- Stakeholder and public presentation meetings
- Pre-final design project review meeting with the Sponsor, SJTPO, and NJDOT-Local Aid
- Pre-PS&E submission review meeting with the Sponsor
- Meeting with the Sponsor to review PS&E comments from NJDOT-Local Aid

During the development of the project, public outreach must take place prior to developing the final PS&Es for construction authorization. Once developed, a concept plan must be presented to the public for comment. The public outreach and presentation will be coordinated with the SJTPO and Salem County project managers. The consultant should anticipate attendance at the following meetings: one stakeholder, one governing body, and two public information centers. The consultant is responsible for preparation of presentation materials (display boards, PowerPoint presentation, and handouts).

<b>Deliverable 1.a:</b>	<b>Bi-weekly emails:</b> The firm will provide an email to SJTPO's project manager on a bi-weekly basis as described above.
<b>Deliverable 1.b:</b>	<b>Meeting and discussion summaries:</b> The firm will provide minutes of meetings and email summaries of all conversations, which will include a summary of talking points and decisions made within three (3) business days.
<b>Deliverable 1.c:</b>	<b>Public Outreach:</b> The consultant is responsible for preparation of all presentation materials associated with any stakeholder, governing body, and public information center, including but not limited to display boards, PowerPoint presentation, and handouts.

## Task 2: Surveying/Base Mapping

The consultant shall perform field surveys to collect existing data including: sidewalks, curbs, buildings, and all potential objects/structures (i.e. benches, poles, cabinet boxes, trees, etc.) that could impact design including ADA compliance. The survey shall extend 200 feet past the project limits on signalized side streets, 100 feet on unsignalized side streets, and 200 feet on the major street(s). Survey shall include all available Right-of-Way evidence such as deeds and filed maps. Survey for the roundabout projects will extend as far as necessary to include the potential for splitter islands.

The consultant will be responsible for preparing base mapping, which includes ROW, grading, buildings, utilities, trees, etc. The consultant will perform ROW survey with deed mosaic, as necessary. Block, lot, street address, and name of current owner shall be shown for all parcels.

<b>Deliverable 2:</b>	<b>Base mapping:</b> The firm will prepare base mapping (including ROW, grading, buildings, utilities, trees, etc.).
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### **Task 3: Preliminary Engineering (60% complete plans)**

The consultant shall perform post-survey/base map field verification and ADA compliance review. Concept(s) of proposed safety improvements should be developed and then reviewed with the Project Sponsor, SJTPO, and NJDOT. 30% complete design plans shall be prepared by the consultant for an interim review by the Project Sponsor. Also, the consultant shall prepare 60% complete design plans for submission (by November 2019) to Local Aid/BEPR for CED approval. In addition to the design plans, the consultant shall prepare the following plans and documents: a stormwater management report, a non-structural strategies report, a stormwater maintenance plan, a budget for maintenance, and legal description(s) for the stormwater management facilities that must be deed restricted and all else necessary to comply with NJAC 7:8 and 7:14. All design documents and calculations shall comply with stormwater rules.

The locations of all sidewalks, curb ramps, and traffic signal foundations should be determined in order to identify all locations where Right of Entry (ROE) and/or easements will be required. Needed drainage improvements, including storm water inlet relocations and pipe extensions should be assessed. Preliminary construction cost estimates provided by the Project Sponsor for each project will need to be reviewed for their accuracy and should be adjusted accordingly.

Sections I and II of the CED document should be prepared for submission (by November 2019) to NJDOT-BEPR along with concept plans for their review. A sample concept plan and a sample CED Section I and II documentation can be found in Appendix B.

<b>Deliverable 3.a.</b>	<b>Design plans:</b> The firm will prepare and provide preliminary engineering plans at 30% (for an interim review by the Project Sponsor) and 60% complete (for submission by November 2019 to Local Aid/BEPR for CED approval).
<b>Deliverable 3.b.</b>	<b>Stormwater documents:</b> The firm will prepare and provide all preliminary stormwater management plans and documents, listed in this section, at 30% (for an interim review by the Project Sponsor) and 60% complete (for submission by November 2019).
<b>Deliverable 3.c.</b>	<b>Sections I and II of CED and concept plans:</b> The firm will prepare Sections I and II of the CED document along with concept plans for NJDOT-BEPR's review by November 2019.



**Task 4: Utility Coordination**

The consultant shall contact utility companies for mark out requests and coordination. Overhead and underground utility conflicts should be identified, and utility locations by means of subsurface utility investigations should be confirmed, as needed. Test pits and pavement cores shall be performed by the consultant as needed. The consultant shall prepare the Utility Agreement Plans as needed. Utility agreement plans should be developed in a format acceptable to the Project Sponsor. A [Sample Utility Agreement Plan](#) can be found online on NJDOT's website.

<b>Deliverable 4:</b>	<b>Utility Agreement Plan:</b> As needed, the firm will prepare the Utility Agreement Plan (in a format acceptable to the Project Sponsor).
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**Task 5: Environmental Documentation/Permitting**

The consultant will be responsible for screening project locations for the presence of wetlands, flood hazard areas, threatened and endangered (T&E) species, historic structures/districts and property impacts, etc. Where needed, field visits should be conducted to determine the limits of wetlands and flood hazard areas.

The consultant shall determine all required outside agency permitting and approvals (e.g. wetlands, stream encroachment, stormwater management, etc.). All necessary plans, notifications and documentation, and applications (includes communication and meeting attendance with NJDEP, SHPO, or other agencies) will need to be prepared by the consultant. The consultant shall submit permit applications and on behalf of the Project Sponsor (excluding permit fees), coordinate relevant review meetings, and see the permitting process through to approval.

**Task 6: ROW Documentation**

The consultant shall identify all right-of-way impacts. Deed searches and survey shall be performed by the consultant as needed. Also, the consultant shall prepare individual parcel maps and deed descriptions for properties where Right of Entry or easement agreements are needed. Sample ROW documents can be found in Appendix C.

<b>Deliverable 6:</b>	<b>Parcel maps and deed descriptions:</b> The firm will prepare parcel maps and deed descriptions for Right of Entry agreements.
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**Task 7: Final Design (Contract documents/PS&Es)**

The consultant shall prepare construction plans showing geometry, ties, profiles, sections, signing, striping, drainage, guiderail, lighting, and all other details, as required to construct the proposed improvements. Plans for construction of sidewalks, curb extensions, curb ramps, pedestrian crossings (including mid-block crossings and islands) and driveways shall be prepared by the consultant as well as plans for bus turn-outs and loading areas. Plans for traffic control and construction staging shall be prepared by the consultant in accordance with the MUTCD.

The consultant is responsible for preparing construction schedules, construction specifications, and construction cost estimates. The consultant shall provide calculations for all contract quantities. NJDOT standard items should be used when possible, otherwise the consultant shall obtain permission from the Project Sponsor for use of specialty items. Lumping standard construction work into single line items (such as pavement removal or excavation under site clearing) should be avoided.

The consultant shall prepare a design exception report, documentation of ADA ramp compliance, and/or technical infeasible forms. Soil erosion permits and NJDOT Highway Occupancy permits for possible detours shall be prepared and submitted by the consultant. The consultant will also be responsible for preparing Traffic Management Plans.

The consultant shall prepare the following final stormwater management plans and documents: a stormwater management report, a non-structural strategies report, a stormwater maintenance plan, a budget for maintenance, and legal description(s) for the stormwater management facilities that must be deed restricted and all else necessary to comply with NJAC 7:8 and 7:14. All design documents and calculations shall comply with stormwater rules.

At a minimum, final submission plans shall include the following:

- Key sheet
- Typical sections
- Estimate of quantities
- Plan Sheet Layout
- Construction plans
- Grading plans
- Ties
- Profiles
- Signing and striping plans
- Lighting plans (if needed)
- Traffic Control/Detour plans (including pedestrian detour plans)
- Environmental plans (if needed)
- Cross-sections, method of sections, and earthwork summary
- Construction details for roadway related and structural related items
- Construction staging plans including work zones, lane reductions and transitions, signal staging, pedestrian staging, and construction sequence
- Final parcel maps and descriptions
- Stormwater management plans and calculations

A set of PS&Es shall be provided to the Project Sponsor by the consultant for review and comment prior to submission to NJDOT-Local Aid. In order to expedite the review process, in-person meetings are strongly recommended. The consultant shall submit a full set of PS&E's to NJDOT-Local Aid after revisions have been made (by October 2020). Once the PS&E's have been reviewed by NJDOT-Local Aid, the consultant shall address the comments and prepare revised plans, which will then be provided to the Project Sponsor for review prior to resubmission. In order to address all comments from NJDOT-Local Aid, several rounds of revisions may be required. Once all comments have been received from Local Aid and addressed, the consultant shall prepare four sets of PS&E's (two copies for the Project Sponsor and two

copies for Local Aid), which shall be complete and ready for public bidding. In addition, an electronic copy of the plans shall be made available for the Project Sponsor and SJTPO. A PS&E checklist applicable for all federal construction projects authorized by NJDOT-Local Aid can be found in Appendix D. The final number of copies for bidding requested by the Project Sponsor shall be provided by the consultant (maximum of 25 sets of plans).

<b>Deliverable 7.a.</b>	<b>Design plans:</b> The firm will prepare and provide all final engineering plans, listed in this section, in both .pdf and electronic formats (to be determined by the project sponsor) as well as four (4) hard copies (by October 2020).
<b>Deliverable 7.b.</b>	<b>Construction documents:</b> The firm will prepare construction schedules, construction specifications, and construction cost estimates (by October 2020). The firm will provide calculations for all contract quantities. All documents shall be submitted in both .pdf and electronic formats (to be determined) as well as four (4) hard copies.
<b>Deliverable 7.c.</b>	<b>Stormwater documents:</b> The firm will prepare and provide final stormwater management plans, listed in this section, in both .pdf and electronic formats (to be determined by the Project Sponsor) as well as four (4) hard copies (by October 2020).
<b>Deliverable 7.d.</b>	<b>Other documents:</b> The firm will prepare design exception report, documentation of ADA ramp compliance and/or technically infeasible forms. In addition, the firm will prepare and submit soil erosion permits and NJDOT HOP permits for possible detours.

### Task 8: Bid Construction

The consultant shall provide design support services during the construction bidding phase. The consultant will be responsible for review of bid prices and providing support to the Project Sponsor on design related questions (this does not include shop drawing reviews, review of construction progress schedules, field surveys/inspections, preparation of as-built drawings, or traffic signal certifications).

### C. Schedule

We anticipate a Notice to Proceed on or about Friday, March 29, 2019. Key deadlines for project documents include: submittal of CED and Preliminary PS&E by November 2019, submittal of final PS&E by October 2020, and submittal of final design authorization by December 2020.

### III. CONSULTANT SELECTION

SJTPO's consultant selection is a two-step, quality-based selection process. First, based on an assessment of the technical qualifications of responding firms, we will select a firm best suited to carry out the scope of work as outlined in our RFP. A review committee will evaluate each proposal and may recommend firms to present additional information and appear for interviews; or, the proposal may be the sole basis for the selection.

Second, SJTPO will negotiate a price with the selected firm. Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. If we cannot negotiate an acceptable contract with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm.

As the selection of the firm is based solely on technical qualifications, the budget for the scope of work is not material to selecting the most qualified firm. SJTPO's Unified Planning Work Program is publicly available through SJTPO's website ([www.sjtpo.org/UPWP](http://www.sjtpo.org/UPWP)) but should only be used to provide general budgetary information for work activities based on preliminary estimates.

#### **LATE PROPOSALS WILL NOT BE EVALUATED.**

The submission should be stapled or bound with no loose pages. The following criteria have been established to guide the evaluation of each consultant proposal with each criterion weighted as indicated below.

#### **A. Technical Proposal**

- 1. Technical Approach** (Criterion weight: 45 percent)
  - a. Demonstrate a clear understanding of the effort and products required.
  - b. Explicit consideration of the features listed in Section II, *Scope of Work*.
  - c. Innovations or efficiencies to be used in completing the project with descriptions of how they add value to the project.
  - d. Demonstrate an ability to perform needed tasks and meet stated completion date.
  - e. Quality, clarity, thoroughness in addressing required tasks and submission guidelines.
  - f. Demonstrate the ability to complete project within the schedule stated in this document.
- 2. Firm Qualifications** (Criterion weight: 20 percent)
  - a. Demonstrate successful experience of the firm or team (particularly recent) on similar projects.
  - b. Demonstrate expertise in specialized areas required for this project.
  - c. Firm(s) references submitted with proposal.
  - d. Availability of resources needed to successfully complete the project.
- 3. Staff Qualifications** (Criterion weight: 25 percent)
  - a. Staffing Plan demonstrates staff (particularly Project Manager) ability to successfully complete project.

- b. Resumes demonstrate staff (particularly Project Manager) experience successfully implementing similar projects.
- c. Location of office that will be performing the work on this project.

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

- a. DBE/ESBE firm must be explicitly identified. If a specific DBE/ESBE firm is not identified, a zero percent DBE/ESBE commitment will be assumed.
- b. Staffing Plan clearly states the hours and specific tasks of DBE/ESBE staff as well as percent of total budget to be dedicated to DBE/ESBE firm(s). Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal.
- c. Technical Proposals should explicitly indicate the type of work to be completed by the DBE/ESBE firm(s). This information will be used to assess the quality of work to be completed by the DBE/ESBE firm(s).

Federal and State goals for DBE/ESBE participation must be addressed explicitly in the proposal. This is satisfied by stating the percentage of total project cost devoted to DBE/ESBE firm involvement in the Technical Proposal. Do not provide dollar figures within the Technical Proposal, as those must be included within the separate Cost Proposal. See Section IV for definition of DBE/ESBE firms. Note: SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (effective 10/1/2016 through 9/30/2019), which is 12.44 percent.

The highest-ranking firms may be invited, at the option of SJTPO, to an interview to present relevant details of their proposals and introduce key staff.

**B. Cost Proposal**

**The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope.** The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Proposals and costs should address the full scope of the project as described within the RFP. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommended to enhance the intended project scope. Cost proposals must include all tasks or alternatives discussed within the technical proposal. If applicable, multiple costs scenarios are acceptable.

**SJTPO will review proposals based solely on the merit of the Technical Proposal and its adherence to the goals and requirements laid out in this RFP in conformity with the Brooks Act. Only after selection of a top proposal will the separate, sealed cost proposal be opened.** If an acceptable contract cannot be negotiated with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm. The consultant selection and negotiated contract are subject to approval by the U.S. Department of Transportation in accordance with its policies and procedures. The dollar and percentage participation of DBE/ESBE firms must be separately itemized in the cost proposal.

#### **IV. DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND EMERGING SMALL BUSINESS PARTICIPATION (ESBE)**

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

Regulations of the Department of Transportation relative to Non-Discrimination in Federally assisted projects of the Department of Transportation (49 CFR Part 21), is made part of the Agreement. In order to ensure The State of New Jersey Department of Transportation (NJDOT) achieves its federally mandated statewide DBE goal, SJTPO encourages the participation of Disadvantaged Business Enterprise (DBE) or Emerging Small Business Enterprise (ESBE), as defined below, in the performance of consultant contracts financed in whole or in part with federal funds.

**1. Disadvantaged Business Enterprise (DBE)** is defined in 49 CFR Part 26, as a small business concern (from Section 3 of the Small Business Act), which is:

- a. At least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals, and
- b. Whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

'Socially and economically disadvantaged' is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: "Black Americans," "Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" disadvantaged pursuant to Section 8 of the Small Business Act).

**2. Emerging Small Business Enterprise (ESBE)** is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by The State of New Jersey Department of Transportation:

- a. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
- b. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26, which is \$750,000. All appropriately certified DBEs fall into this definition due to their size.

##### **B. Policy**

The CONTRACTOR agrees that DBE/ESBE firms shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement, the CONTRACTOR and its subcontractors shall

not discriminate on the basis of race, color, national origin or sex in the award and performance of USDOT-assisted contracts in accordance with 49 CFR Part 21. DBE requirements of 49 CFR Part 23 applies to this agreement. The SJTPO strongly encourages the use of DBE/ESBEs in all of its contractual efforts.

### **C. Certified DBE/ESBE Firms**

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. Current guidance on DBE/ESBE is available on the website of the New Jersey Department of Transportation ([www.state.nj.us/transportation/business/civilrights](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.

There are only two lists that count towards meeting this DBE/ESBE goal. Firms should check these sites PRIOR TO submitting a proposal.

1. New Jersey ESBE: <http://www.nj.gov/transportation/business/civilrights/pdf/ESBEDirectory.pdf>
2. New Jersey DBE: <https://njucp.dbesystem.com/>

There are some certifications that have similar requirements, such as MBE, SBE, or any similar certifications in another state – THESE DO NOT COUNT for this goal.

### **D. Consultant Documentation**

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (effective 10/1/16 through 9/30/19), which is 12.44 percent.

If, at any time a firm intends to subcontract or modify any portion of the work already under contract or intends to purchase material or lease equipment not contemplated during the original preparation of the cost proposal, the firm must notify SJTPO in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual DBE/ESBE or participation rate

for the consultant's contract is in danger of falling below the agreed upon DBE/ESBE participation, then a request must be made for a DBE/ESBE Goal Exemption Modification through SJTPO.

## **V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION**

- A.** Consultants and subconsultants 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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**APPENDIX A****Project Specific Details**

**Project Location 1:** *Garden Road (CR 674), Parvin Mill Road (CR 645), and Alvine Road (CR 655)*

**Project Sponsor:** *Salem County*

**Municipality:** *Pittsgrove Township*

**Project Description** – The complex six-legged intersection of Garden Road (CR 674), Parvin Mill Road (CR 645), and Alvine Road (CR 655) is located in Pittsgrove Township. Garden Road (CR 674) is a two-lane, east/west urban/rural local roadway. The speed limit is posted at 25/50 MPH in this section of roadway. Parvin Mill Road (CR 645) is a two-lane, north/south (northeast to southwest) urban/rural local roadway with a posted speed of 50 MPH in this section of roadway. Alvine Road (CR 655) is a two-lane, north/south (northwest to southeast) rural local roadway. The speed limit is posted at 35 MPH in this section of roadway. All three roadways are under the jurisdiction of Salem County in Pittsgrove Township. The intersection currently has stop control on four of the six legs, using stop signs with supplemental flashing beacons on the Parvin Mill Road and Alvine Road approaches and overhead flashing beacons for the Garden Road approaches.

**Proposed Improvements:**

- Modern roundabout and splitter islands
- Associated signage and striping
- Pedestrian crossing and bicycle accommodation
- Drainage improvements
- Lighting
- Signage

**Attachments:**

- Construction cost estimate
- Crash diagram and crash details
- Traffic counts (ATR)
- Straight Line Diagrams
- USGS, T&E, Wetlands, and Ecological Constraints maps
- Aerial map with roundabout concept
- Aerial photo

**Project Location 2:** *Porchtown Road (CR 613), Upper Neck Road (CR 690), and Lawrence Corner Road (CR 621)*

**Project Sponsor:** *Salem County*

**Municipality:** *Pittsgrove Township*

**Project Description** – The complex intersection of Porchtown Road (CR 613), Upper Neck Road (CR 690), and Lawrence Corner Road (CR 621) is located in Pittsgrove Township. The intersection is a five-legged stop-controlled intersection with control along the minor street approaches of Upper Neck Road and Lawrence Corner Road. Upper Neck Road intersects Porchtown Road 55 degrees off perpendicular, whereas Lawrence Corner Road intersects 20 degrees off perpendicular. The proposed roundabout is surrounded by farm fields on each corner.

The major street, Porchtown Road (CR 613), is a two-lane, north/south (northeast to southwest) Urban Local roadway. The speed limit is posted at 25 MPH in this section of roadway. Upper Neck Road (CR 690) is a two-lane, east/west Urban Local roadway with a posted speed of 25 MPH in this section of roadway. Lawrence Corner Road (CR 621) is a two-lane, north/south Rural Local one-legged roadway. The speed limit is posted at 25 MPH in this section of roadway. When indicating the  $AADT_{major}$  and  $AADT_{minor}$ , the major roadway was identified as Porchtown Road (CR 613) and the minor was the sum of Upper Neck Road (CR 690) and Lawrence Corner Road (CR 621). The  $AADT_{major}$  was 2,300 and the  $AADT_{minor}$  was 900. All three roadways are under the jurisdiction of Salem County.

**Proposed Improvements:**

- Modern roundabout and splitter islands
- Associated signage and striping
- Pedestrian crossing and bicycle accommodation
- Drainage improvements
- Lighting
- Signage

**Attachments:**

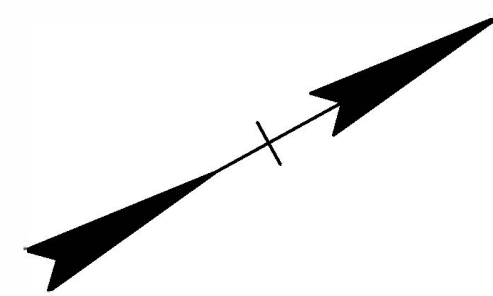
- Construction cost estimate
- Crash diagram and crash details
- Traffic counts (ATR)
- Straight Line Diagrams
- USGS map
- Aerial photo (Google Maps)

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**APPENDIX B****Sample Conceptual-Level Plan and CED Section I & II**

*The conceptual-level plan and the CED Section I & II are from North Jersey Transportation Authority's (NJTPA) recent solicitation for design assistance on their Local Safety projects. These sample documents are provided to show the level of effort and are for illustrative purposes only.*





MATCH LINE STA. 9+00

MATCH LINE STA. 18+50

**GIFFORD AVENUE (MP 29.54)**  
•RECONSTRUCT HANDICAP RAMPS  
•REPLACE PUSHBUTTONS & PUSHBUTTON SIGNS  
•REPLACE 8" SIGNAL HEADS WITH 12" SIGNAL HEADS  
•INSTALL IMAGE DETECTION

**BELMONT AVENUE (MP 29.59)**  
•RECONSTRUCT HANDICAP RAMPS  
•REPLACE PUSHBUTTONS & PUSHBUTTON SIGNS  
•REPLACE 8" SIGNAL HEADS WITH 12" SIGNAL HEADS  
•INSTALL IMAGE DETECTION  
•INSTALL SIGNAL HEAD FACING SB ON THE SW CORNER MAST ARM

**BENTLEY AVENUE (MP 29.48)**  
•RECONSTRUCT HANDICAP RAMPS  
•REPLACE PUSHBUTTONS & PUSHBUTTON SIGNS  
•REPLACE 8" SIGNAL HEADS WITH 12" SIGNAL HEADS  
•INSTALL IMAGE DETECTION

**SIGN LEGEND**



**LEGEND**

- PROPOSED CURB
- PROPOSED SIDEWALK
- EXISTING TRAFFIC SIGNAL EQUIPMENT
- PROPOSED TRAFFIC SIGNAL EQUIPMENT
- REMOVAL OF EXISTING TRAFFIC SIGNAL EQUIPMENT
- PROPOSED PAVEMENT RESURFACING
- PROPOSED INLET
- EXISTING R.O.W.

**GENERAL NOTES:**

1. INSTALL BACKPLATES ON ALL EAST/WEST TRAFFIC SIGNAL HEADS.
2. RECONSTRUCT SIDEWALK OR CURB THAT IS DAMAGED OR A TRIPPING HAZARD.
3. INSTALL BREAKAWAY SIGN SUPPORTS FOR ALL GROUND MOUNTED SIGNS.
4. BRING ON-STREET PARKING INTO CONFORMANCE WITH TITLE 39.
5. ALL PROPOSED HANDICAP RAMPS TO BE COMPLIANT WITH ADA.
6. DETECTABLE WARNING SURFACES SHALL BE ADDED TO RAMPS AS REQUIRED.
7. REPLACE ALL SIGNS NOT IN CONFORMANCE WITH THE CURRENT MUTCD.
8. REPLACE ANY MISSING OR DAMAGED LIGHTING TRANSFORMER BASE DOORS.
9. MILL AND PAVE INTERSECTION AREAS AS SHOWN.
10. UPGRADE STREET LIGHTING AS NEEDED.

**PRELIMINARY**

**CONCEPT PLAN**



30' 0 30' 60'

March 24, 2016



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**CATEGORICAL EXCLUSION DOCUMENTATION**

CED Form Updated February 24, 2014

**I. GENERAL INFORMATION**

<b>DOT Job Code No.</b>		<b>Federal Project No.</b>	
<b>Project Management Team</b>	District 2 – Local Aid	<b>UPC No.</b>	
<b>Route &amp; Section</b>	Hudson County Route 693	<b>Structure No.</b>	N/A
<b>Local Road Name</b>	JFK Boulevard/Boulevard East		
<b>Municipality(ies)</b>	North Bergen Township	<b>County(ies)</b>	Hudson County
<b>Type of Project</b>	Safety Improvements	<b>Length</b>	0.04 miles
<b>From Milepost</b>	CR 693 MP 2.30	<b>To Milepost</b>	CR 693 MP 2.34
<b>Congressional District</b>	8	<b>Legislative District</b>	32
<b>ROW Cost</b>	\$0.00	<b>Construction Cost</b>	

EXISTING FACILITY			
<b>ROW Width</b>	80' and Varies		
<b>No. Lanes &amp; Width</b>	4 lanes – 44' – 48'		
<b>Shoulder Width</b>	8'	<b>Median</b>	N/A
<b>Overall Roadway Width</b>	60'		

PROPOSED FACILITY			
<b>ROW Width</b>	80' and varies		
<b>No. Lanes &amp; Width</b>	4 lanes – 44' – 48'		
<b>Shoulder Width</b>	8'-12'	<b>Median</b>	N/A
<b>Overall Roadway Width</b>	60'		

**II. PROJECT DESCRIPTION** (attach location map—USGS map suggested)

**A. Project Need** (briefly explain why the project is needed):

The signalized intersection of CR 693 John F. Kennedy (JFK) Boulevard / John F. Kennedy (JFK) Boulevard East (JFK) and Bergenline Avenue / CR 63 (Bergenline Avenue) is a four legged intersection located adjacent to James J. Braddock North Hudson Park in the Township of North Bergen. Both JFK Blvd. and Bergenline Avenue are classified as urban minor arterials with posted speed limits of 25 MPH. South and north of the intersection, Bergenline Avenue is under the jurisdiction of North Bergen Township and Hudson County, respectively.

The eastbound approach of JFK Boulevard consists of a left / through lane, a right / through lane and two receiving lanes. The westbound approach of JFK Blvd. East consists of a left / through lane, a right / through lane and one receiving lane. The northbound and southbound approaches of Bergenline Avenue consist of a single lane providing all movements along with a single receiving lane. This four legged intersection is currently controlled by a traffic signal that does not follow current MUTCD standards (i.e. signal head size). The signal layout is undesirable along the approaches of JFK Blvd. causing the signal visibility to be minimal for road users. In addition, the signal operates as fixed time with no vehicle actuation along any of the approaches. NJDOT Crash Data indicates 21 crashes occurring at this intersection during 2010 through 2013.

The project area consists of commercial businesses, fast food restaurants that exist along the west side of the intersection. There are four separate bus stops within the project limits and James J. Braddock North Hudson Park borders the east side of the intersection. As a result of the items mentioned above there is a considerable amount of pedestrian traffic.

The safety improvements for this project will address the following issues:

- Many of the existing regulatory and warning signs within the project limits are in poor condition due to lack or loss of reflectivity, lack of breakaway posts or non-compliance with current MUTCD standards.
- The geometric features are undesirable, specifically, with a large radius in the northwest corner resulting in unusually long pedestrian crossing distances along the eastbound and southbound approaches of the intersection.
- The existing pedestrian facilities do not meet current ADA requirements.

**B. Proposed Improvements** (briefly describe the proposed improvements):

The proposed improvements include the following:

- Construction of a new semi-actuated traffic signal in conformance with current MUTCD requirements which will include a new controller, standards, image detection and all associated conduits and wiring. All signal heads will be 12" LED with backplates. Countdown pedestrian signal heads will be provided along with pushbuttons accompanied by the appropriate signs.
- Construction of ADA compliant curb ramps and installation of detectable warning surfaces.
- Reduction of the curb radius in the northwest corner so as to reduce pedestrian crossing times.
- Construction of a proposed bus shelter concrete pad in the northeast quadrant (bus shelter to be installed by NJ Transit).
- Provision of an exclusive left turn lane along the northbound approach of Bergenline Avenue.
- Removal of the existing bus stop along the southbound approach of Bergenline Avenue.
- Pavement resurfacing within the intersection.
- Installation of high visibility ladder style crosswalks.
- Installation and replacement of regulatory, warning and pedestrian signs in accordance with the current MUTCD within the project limits.
- Proposed pavement markings to meet current MUTCD standards and current requirements for reflectivity.
- Construction of highway lighting in accordance with NJDOT and AASHTO standards.
- Replacement of existing inlet grates to be bicycle compatible and inlet curb pieces to meet current NJPDES Highway Agency General Permit requirements within the project limits.
- Reconstruction of sunken or damaged inlets within the project limits.
- Re-grading, topsoil and seed as necessary to accommodate the new and reconstructed sidewalk. Right of entry will be obtained for work on private property, but no right of way takings will be needed.

**C. Right-of-Way Taking**

Total area needed: None		Est. No. parcels:0		In fee-N/A		easements-N/A	
Est. No. relocations:0		residences-N/A		businesses-N/A		parking spaces-	
Community Facilities Affected: N/A							
Area of public recreation land taken: None (acres)				Out of a total area of: N/A (acres)			
<input type="checkbox"/>	Green Acres/State-owned Land Involvement						
<input type="checkbox"/>	Federally Owned/Federally Funded Land Involvement						

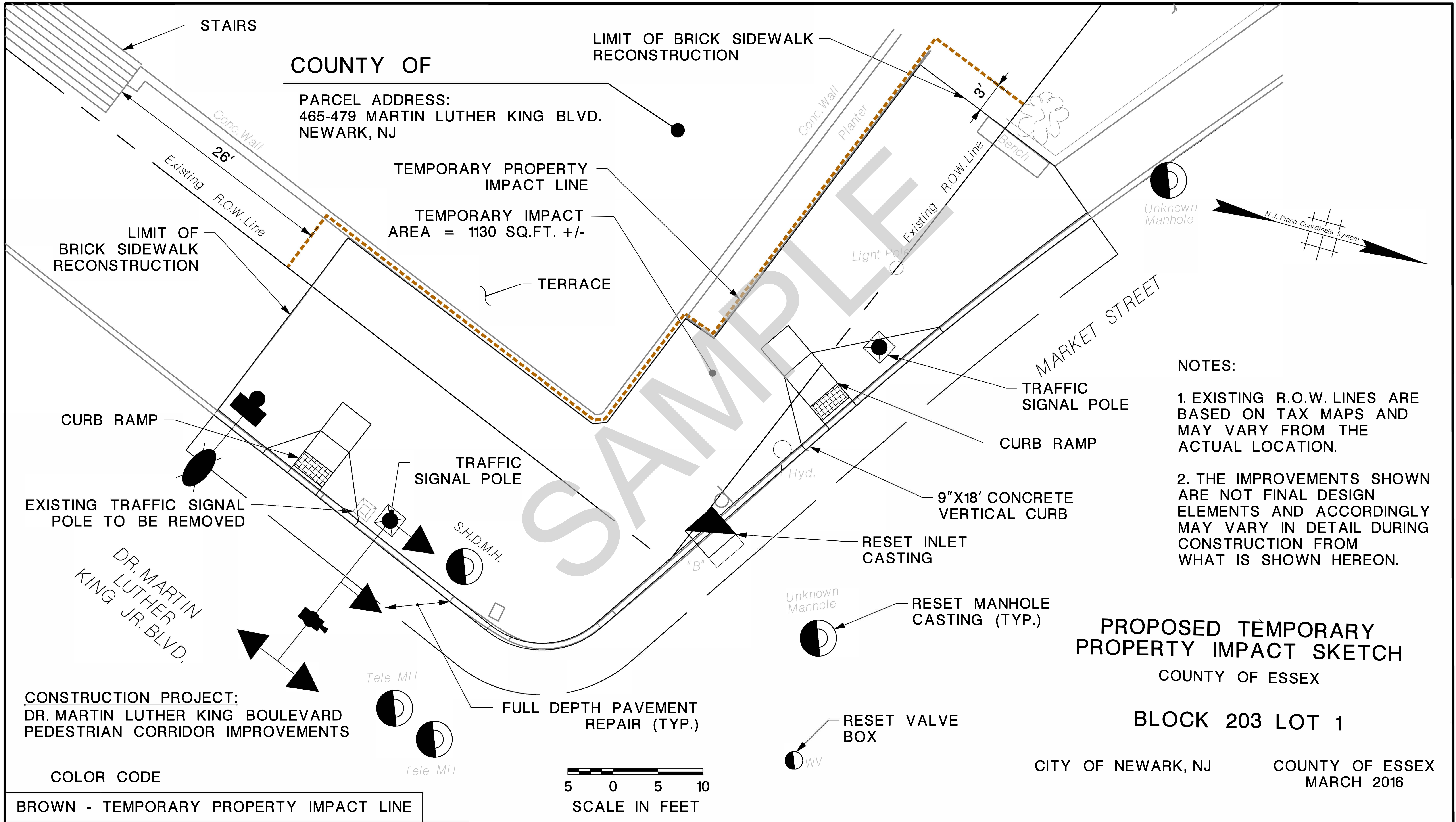
**Comments:** The proposed improvements are located within the existing Right-of-Way. Therefore, no Right-of-Way will be required for this project.

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**APPENDIX C****Sample Right of Way Documentation**

*The ROW Documentation is from NJTPA's recent solicitation for design assistance on their Local Safety projects. The sample document is provided to show the level of effort and is for illustrative purposes only.*





**APPENDIX D**

**PS&E Checklist**





(9/09)

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
LOCAL AID FEDERAL PROJECT PS&E REVIEW CHECKLIST**

Preliminary ☐ Final ☐ Submission - PAGE 1 OF 2

Name: \_\_\_\_\_ Limits: \_\_\_\_\_  
Muni: \_\_\_\_\_ Co.: \_\_\_\_\_ DBNUM: \_\_\_\_\_ STIP Year/Section/Page \_\_\_\_\_  
FAR# \_\_\_\_\_ Functional Class: \_\_\_\_\_ FPN: \_\_\_\_\_ FMIS ID#: \_\_\_\_\_  
Job No. \_\_\_\_\_ Anticipated CED Date \_\_\_\_\_ Anticipated Auth Date \_\_\_\_\_ Agreement No. \_\_\_\_\_  
CED Approval Date \_\_\_\_\_

ITEM	Submittal	ELEMENTS (P: Preliminary PS&E Submittal/ F: Final PS&E Submittal)	Yes	No	N/A
Design Exceptions	P/F	Has project sponsor notified Local Aid on design exceptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Has project sponsor provided a design exception report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Review and Comment (Non-NHS)/ Review, Comment and approve (NHS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patented/Proprietary	F	Has project sponsor notified Local Aid on Patented/Proprietary items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/Direct Contract Items	F	Has project sponsor notified Local Aid on non-publicly bid contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Verify all patented/proprietary contract items, or direct non-publicly bid contracts: Each requires a related public interest finding (PIF) statement and justification with a letter requesting approval from FHWA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	PIF concurrence by FHWA on patented/proprietary items & non-bid contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Patented/proprietary item special provisions are included in all bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Bar Chart	P/F	Verify schedule submitted, is the contract time realistic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans	P/F	Standard Key Sheet details (Name of Project, Federal Project No., Reference to Specifications, Signature and Seal, Location Map, project limits with beginning and ending stations. For split-fund projects, are funding limits shown on plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	"NJDOT Standard Specifications for Road and Bridge Construction, 2007 and current Supplementary Specifications thereto to govern" on Key Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Does the plan meet the scope of work as approved? As Field verified? Glaring omissions such as guide rail not being upgraded as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Constructability (Are there enough information and data for the contractor to construct the project without questions?) Note on required Contractor notification of all utilities and interested parties prior to start of work, Contact information of adjacent Utilities & Underground Location Service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Verify design is general conformance with NJDOT Roadway Design Manual: Guide rail warrants and inclusion, Drainage and calculations; AASHTO publications; ADA: Sidewalks and curb ramps; Bicycle Accommodation: Safety grates; Water Quality: Eco-curb pieces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Estimate of Quantities/Distribution of Quantities sheets: construction item nomenclature, quantities & pay units are according to final Engineer's Estimate of Cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Typical section(s) show all existing conditions and proposed design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Construction plan sheets show all existing topography and utilities and proposed construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Pavement widths and right-of-way widths are clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Existing and proposed profiles are clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Existing and proposed drainage, if part of project, with all inverts shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Cross sections, if required, showing cuts, fills, and an earthwork summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Traffic Signal & Electrical Plan(s), if required, quantities clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Structural and geotechnical Plans, if required with quantities clearly indicated, and compliance with non-local aid SME review comments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Other NJDOT (CPM, Maintenance, Railroad, Jurisdiction, Regional or Major State Highway Access,) reviews. Eg: Railroad Engineering & Safety Unit (RRSE) review of projects where railroad or light rail at-grade crossing is within the project limits or within 1000 feet of the project limits. Has the sponsor incorporated Diagnostic Team Memorandum of Record and related Commissioner's ORDER in bid documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Other non-NJDOT (County, Municipality, Turnpike, Parkway,) reviews. Has the sponsor incorporated related requirements in bid documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Detailed Detour, Traffic Control and or Maintenance and Protection of Traffic Plans: conform to current Manual on Uniform Traffic Control Devices, with pay units by measurable units not Lump Sum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Pavement striping plan, if traffic stripes and markings are in the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Equivalent Details: for all Non-Standard and or Non-PIF Proprietary Items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Standard NJDOT Construction Details Sheets referenced in plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Info to prepare 2 environmental checklists for authorization request shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Any addendums detected in Final Plans, reviewed, certified and approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
LOCAL AID FEDERAL PROJECT PS&E REVIEW CHECKLIST**

Preliminary ☐ Final ☐ Submission - PAGE 2 OF 2

Name: \_\_\_\_\_ Limits/Muni/Co. \_\_\_\_\_

ITEM	Submittal	ELEMENTS (P: Preliminary PS&E Submittal/ F: Final PS&E Submittal)	Yes	No	N/A
Specifications	P/F	Federal Aid Supplementary Specifications and all applicable sections included and/or Standard Specifications for Road and Bridge Construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Bid Proposal: All construction bid items are included with nomenclature, quantities & pay units according to final Engineer's Estimate of Cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Permits required, related work restrictions and approval submittals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Prevailing Wage Rate including Traffic Director – Flagger, not Police Traffic Directors, prevailing rate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	General Instruction to Bidders and all of the Federal Aid Attachments are included (Certifications such as Non-Collusion Affidavit).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Non-standard item Specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Info to prepare 2 environmental checklists for authorization request shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	* Required contract ESBE Goal/Trainee Goals are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer's Estimate of Construction Cost	P/F	Date of Final Construction Cost Estimate _____ (prepared within the last 30 days from requesting funding authorization), signed by Registered PE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Costs of all patented/proprietary items & non-bid direct contacts are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Breakout of non-participating and or third party cost match sharing items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Identify capped items: Police Traffic Directors, federal cost participation capped at current Traffic Director/Flagger prevailing wage rate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Identify ineligible items: core samples, permit, advertising costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Has the project sponsor included any costs for construction engineering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Has the sponsor included documentation for consultant selection, if requesting funds for construction engineering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Verification with the most recent Average Bid Price.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	* Engineer's Estimate used in request for DBE/ESBE & Trainee goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental CED/ER	P/F	Check for correctness: Does the PS&E Package accurately reflect scope of approved project CED and requirements such as SHPO's?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Date: _____ Check for validity: Is CED/ ER less than 1 Year/ 3 Months old?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Environmental permits: Check that all are secured, with full copies of each permit in file? Check for work restrictions in bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Check for commitments required and inclusion in bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certifications	P/F	Does the project conform to the design standards for the handicapped under the Americans with Disability Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Does the project conform to the design standards for the bicycle safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Sponsor's certification of traffic control devices (P.L. 2008, c. 10; LPA establishes certain traffic control without NJDOT review or involvement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Check Right-of-Way, Utility & Design Certifications content & accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Has the project sponsor included a signed/sealed design certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Letter of commitment by sponsor for advertisement within 60 calendar days from the date of the Department's notice of federal authorization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Letter of commitment if applicable, by sponsor to fund the amount over federal funding detailing how the project cost overage will be funded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General	P/F	STIP Reference/Federal Project No./State Job No. on all documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	In response to FHWA PS&E Review: Preliminary review of PS&E must have letter to Sponsor with comments and Sponsor must respond back in writing. Verify incorporation of comments into final submission of PS&E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P/F	Design Exceptions: Controlling Design Elements (CDE's): Stopping Sight Distance (SSD) Vertical Curve(s)/ SSD Horizontal Curve(s)/ Minimum & Maximum Grades/ Lane Width (Through & Aux.)/ Shoulder Width/ Vertical Clearance/ Acceleration & Deceleration Lane Length/ Minimum Radius of Curve/ Cross Slope/ Through Lane Drop Transition Length/ Superelevation/ Bridge Width/ Structural Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
LOCAL AID FEDERAL PROJECT PS&E REVIEW CHECKLIST**

**Proposed Additional Certifications:**

**1. For Authorization Request: Traffic Control Devices**

"I certify, that if applicable for this project, it is in conformance with and as stipulated in P.L. 2008 c. 110 for traffic ordinance regulating the passage or stopping of traffic at certain congested street corners or other designated points, including the establishment of multi-way stop controls as applicable to potential impacts to adjacent facilities, including state highways as noted in the law. Further, I certify that improvements involving traffic engineering features, i.e. designation or erection of signs or placement of pavement markings, parking prohibitions, establish speed limits, designation of one-way streets, etc. are in conformance with the current edition of the MUTCD for Streets and Highways / all supporting permits and / or required documentation will be submitted as per this law, upon completion of the construction phase."

From FHWA Local Aid Stewardship Agreement:

The Local Aid Project Oversight table highlights key project work activities and the actions required of LPAs, NJDOT, and FHWA. Specific details on program and eligibility requirements can be found in the Federal Aid Handbook and the August 1, 1997 Memorandum of Understanding between Federal Highway Administration (FHWA) and the Division of Local Aid & Economic Development. In conjunction with NJDOT, FHWA performs periodic process reviews to ensure the efficiency and accountability of the program. Also, FHWA tasks include authorizing of program requests and approving certain project submittals as described below.

**Local Aid Project Oversight**

Work Activity <sup>1</sup>	Action		
	LPA (Project Sponsor)	NJDOT (incl. MPO as appropriate)	FHWA
Scope of Work	P/S	R/C/A	Part of funding authorization package
Funding Requests & Authorizations	--	P/S	R/C/A
Environmental Documentation	P/S	R/C	R/C/A
Design Exceptions	P/S/R/C Approve if Non-NHS	R/C Approve if NHS	--
Design Submittals (to include Preliminary Design, Final Design, and Plans, Estimates, & Specification submittals)	P/S	R/C/A	--
Public Interest Finding <sup>2</sup>	P/S	R/C	R/C/A
Clear Right of Way (Right of Way Certification)	P/S	P/S/R/C/A	Part of funding authorization package
Utility Certification	P/S	P/S/R/C/A	Part of funding authorization package
Construction Advertisement	P/S	R/C/A <sup>3</sup>	--
Construction Award	P/S	R/C/A <sup>3</sup>	--
Construction Inspection	Perform Inspection	Verify & Monitor	Inspect as needed
Project Closeouts (at PE phase and Construction phases)	--	P/S	R/C/A

A = Approve	C = Comment	P = Prepare	R = Review	S = Submit
-------------	-------------	-------------	------------	------------

<sup>1</sup> Work Activity is contingent upon the federally reimbursable Local aid program.

<sup>2</sup> Certain Federal-aid requirements (e.g., use of state owned/furnished/designated materials, use of public equipment, or contract award based on other than competitive bidding) may be waived under specific conditions if it is found to be in the public interest of cost effective.

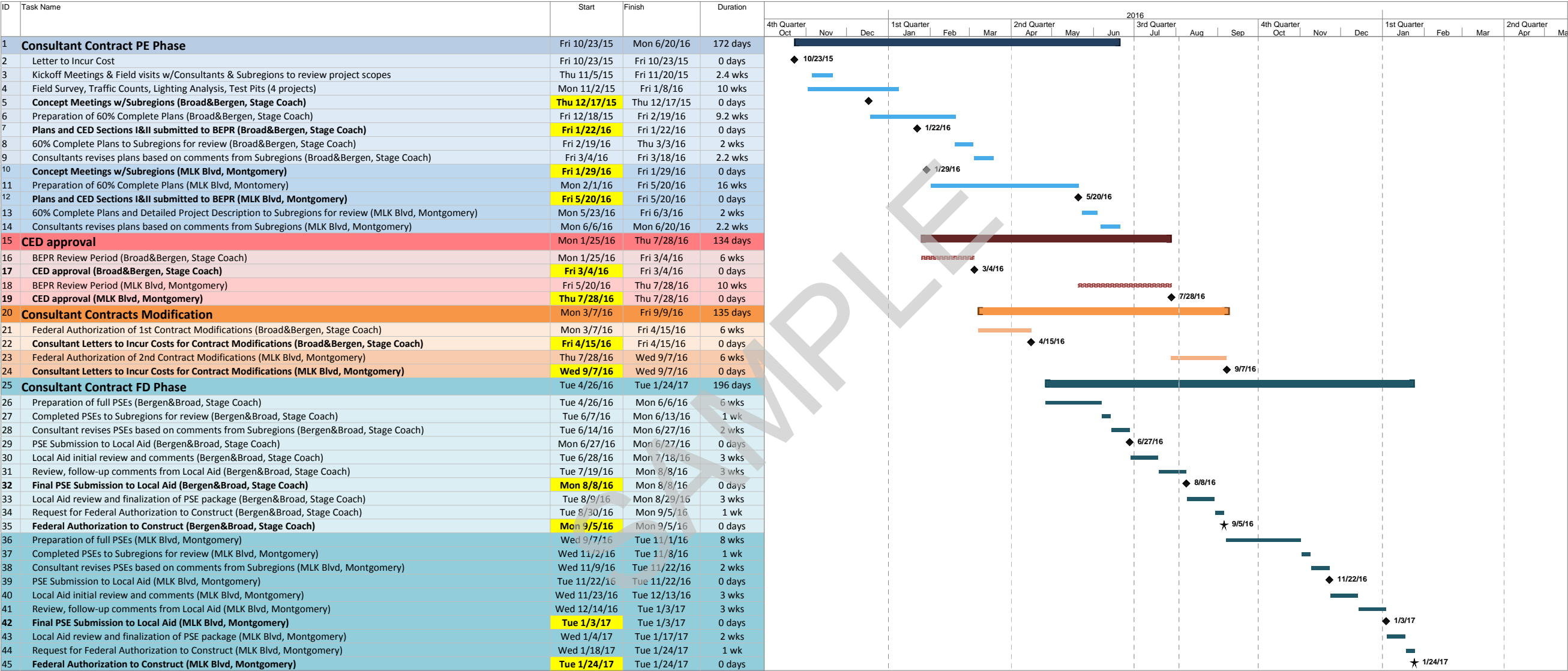
<sup>3</sup> Notify FHWA in writing for those projects not meeting competition requirements of FHWA "Guidelines on Preparing Engineering Estimates, Bid Reviews and Evaluations" (available at <http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>).

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**APPENDIX E****Sample Project Schedule**

*The project schedule is from NJTPA's recent solicitation for design assistance on their Local Safety projects. The sample document is provided to show the level of effort and is for illustrative purposes only.*

FY 2015 LOCAL PRELIMINARY ENGINEERING ASSISTANCE PROGRAM AND CONSTRUCTION AUTHORIZATION  
REVISED PROJECT DEVELOPMENT SCHEDULE



**EXHIBIT A****P.L. 1975, C. 127 (N.J.A.C. 17:27)  
MANDATORY AFFIRMATIVE ACTION LANGUAGE****PROCUREMENT, PROFESSIONAL, AND SERVICES CONTRACTS**

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

Yes\_\_\_\_\_ No\_\_\_\_\_

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

Yes\_\_\_\_\_ No\_\_\_\_\_

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

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

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

NAME: \_\_\_\_\_  
(Please type or print)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

**EXHIBIT D**

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

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

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

**STAFFING PLAN IN COST PROPOSAL**

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

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

**EXHIBIT E****NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

“Pursuant to the terms of N.J.S.A. 52:32-44, all bidders/proposers are required to submit proof of valid business registration issued by the Division of Revenue in the Department of the Treasury. The South Jersey Transportation Authority shall enter into no contract unless the contractor first provides proof of valid business registration. In addition, the successful bidder/proposer is required to receive from any subcontractor it uses for services under this contract, proof of valid business registration with the Division of Revenue. No Subcontract shall be entered into by any contractor under this or any contract with the South Jersey Transportation Authority unless the subcontractor first provides proof of valid business registration.”

If you are already registered go to [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp) to obtain a copy of your Business Registration Certificate. Information for registering your business with the New Jersey Division of Revenue can be obtained by visiting <https://www.njportal.com/DOR/BusinessRegistration/>.

**All questions regarding this requirement should be referred to the Division of Revenue hotline at (609) 292-9292.**

**PLEASE NOTE FAILURE TO BE REGISTERED WITH THE STATE OF NEW JERSEY AT THE TIME OF YOUR SUBMISSION WILL BE AN AUTOMATIC CAUSE FOR REJECTION**

**PLEASE ATTACH COPY OF YOUR NJ BUSINESS REGISTRATION CERTIFICATE**

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature of Representative)

\_\_\_\_\_  
(DATE)

**SAMPLE BUSINESS REGISTRATION CERTIFICATE**  
**(For illustrative purposes only)**

Taxpayer Identification# 99-9999999/000

Dear Business Representative:

Recently enacted State law (Public Law 2001, c.134) requires all contractors and subcontractors with State, county and municipal agencies to provide proof of their registration with the Department of the Treasury, Division of Revenue. The law became effective September 1, 2001.

Our records indicate that you are currently registered with the Division of Revenue, and accordingly, we have attached a Proof of Registration Certificate for your use. If you are currently under contract or entering into a contract with a State, county or local agency, you must provide a copy of the certificate to the contracting agency.

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

Finally, please note that the new law amended Section 92 of the Casino Control Act, which deals with the Casino service industry.


Should you have any questions or require more information about the attached certificate, or are involved with the casino service industry, call (609) 292-1730.

Thank you in advance for your consideration and cooperation.

Sincerely,



Patricia A. Chiacchio  
Director, Division of Revenue

<b>STATE OF NEW JERSEY</b> <b>BUSINESS REGISTRATION CERTIFICATE</b> <b>FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS</b>		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 232 TRENTON, N.J. 08646-0232
<b>TAXPAYER NAME:</b> ABC Corporation	<b>TRADE NAME:</b> ABC Corporation	
<b>TAXPAYER IDENTIFICATION#</b> 99-9999999/000	<b>CONTRACTOR CERTIFICATION#</b> 777777	
<b>ADDRESS</b> 123 Main Street Your City, NJ 00000	<b>ISSUANCE DATE:</b> 09/13/01	
<b>EFFECTIVE DATE:</b> 10/01/09	 Director, Division of Revenue	
<b>FORM-BRC(08-01)</b>		

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

**EXHIBIT F****SOUTH JERSEY TRANSPORTATION AUTHORITY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

NAME OF CONTRACTOR /BIDDER: \_\_\_\_\_

**PART 1; CERTIFICATION**

CONTRACTORS/BIDDERS **MUST COMPLETE** PART 1 BY CHECKING **EITHER BOX**.  
***FAILURE TO CHECK ONE OF THE BOXES SHALL RENDER THE  
PROPOSAL NON-RESPONSIVE.***

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list follows this certification and can also be found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Contractors/Bidders **must** review this list prior to completing the below certification. **FAILURE TO COMPLETE THE CERTIFICATION WILL RENDER A CONTRACTOR'S/BIDDER'S PROPOSAL NON-RESPONSIVE.** If the Authority finds a person or entity to be in violation of law, it shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

☐ **I certify, pursuant to Public Law 2012, c. 25, that neither the contractor/bidder listed above nor any of the contractor's/bidder's parents, subsidiaries, or affiliates is listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and I am authorized to make this certification on its behalf. ***I will skip Part 2 and sign and complete the CERTIFICATION below.***

**OR**

☐ **I am unable to certify as above because the contractor/bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the CERTIFICATION below.** Failure to provide such will result in the proposal being rendered a non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO  
INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the requested information below. Please provide thorough answers to each question. If you need to make additional entries, provide the requested information on a separate sheet.

Name \_\_\_\_\_ Relationship to Contractor/Bidder \_\_\_\_\_

Description of Activities

\_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Contractor/Bidder Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION**  
**MUST BE SIGNED BY BIDDER**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the South Jersey Transportation Authority (“Authority”) is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

FULL NAME (print): \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_





## State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
OFFICE OF THE DIRECTOR  
33 WEST STATE STREET  
P. O. BOX 039  
TRENTON, NEW JERSEY 08625-0039  
<https://www.njstart.gov>

Telephone (609) 292-4886 / Facsimile (609) 984-2575

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

ELIZABETH MAHER MUOIO  
*State Treasurer*

MAURICE A. GRIFFIN  
*Acting Director*

**The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):**

1.	Amona
2.	Bank Markazi Iran (Central Bank of Iran)
3.	Bank Mellat
4.	Bank Melli Iran
5.	Bank Saderat PLC
6.	Bank Sepah
7.	Bank Tejarat
8.	Belaz
9.	Belneftekhim (Belorusneft)
10.	China International United Petroleum & Chemicals Co., Ltd. (Unipet)
11.	China National Offshore Oil Corporation (CNOOC)
12.	China National Petroleum Corporation (CNPC)
13.	China National United Oil Corporation (ChinaOil)
14.	China Petroleum & Chemical Corporation (Sinopec)
15.	China Precision Machinery Import-Export Corp. (CPMIEC)
16.	Grimley Smith Associates

17.	Indian Oil Corporation
18.	Kingdream PLC
19.	Naftiran Intertrade Company (NICO)
20.	National Iranian Tanker Company (NITC)
21.	Oil and Natural Gas Corporation (ONGC)
22.	Oil India Limited
23.	Persia International Bank
24.	Petroleos de Venezuela (PDVSA Petróleo, SA)
25.	PetroChina Company, Ltd.
26.	Sameh Afzar Tajak Co. (SATCO)
27.	Shandong Fin Cnc Machine Company, Ltd.
28.	Sinohydro Co., Ltd.
29.	SKS Ventures
30.	Som Petrol AS
31.	Zhuhai Zhenrong Company

**List Date: July 31, 2018**

**EXHIBIT G****SAMPLE W-9**

Form <b>W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>
<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Samuel Smith		
<b>2</b> Business name/disregarded entity name, if different from above Smith's Garage LLC		
<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____         </div> <div> <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate         </div> </div> <p><b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</p>		
<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
<b>5</b> Address (number, street, and apt. or suite no.) 123 Main Street		Requester's name and address (optional)
<b>6</b> City, state, and ZIP code Anytown, NJ 08800		
<b>7</b> List account number(s) here (optional)		
<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.		
<b>Social security number</b> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> <span>9 9 9</span> <span>- 9 9</span> <span>- 9 9 9 9</span> </div>		<b>or</b> <b>Employer identification number</b> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> <span> </span> <span>-</span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> <span> </span> </div>