

REQUEST FOR PROPOSALS:

FY 2020 AIR QUALITY ASSISTANCE

Tuesday, May 21, 2019



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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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

FY 2020 Air Quality Assistance

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

I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct air quality conformity and other related tasks for the SJTPO region for FY 2020. This work is included in the SJTPO FY 2020 Unified Planning Work Program (www.sjtpo.org/UPWP). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

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

B. Submission

Proposals are to be received no later than **5:00 P.M.**, prevailing time, on **Tuesday, June 18, 2019**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

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

Elements required in submission include:

1. **Signed Cover Letter** 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
2. **Technical Proposal** (*five (5) 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 **Wednesday, May 29, 2019** and submitted to David Heller at the above address. Faxes (856-794-2549) and e-mails (info@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 | Wednesday, May 29, 2019
Thursday, June 6, 2019 |
| 2. Answers about RFP Published | Monday, June 3, 2019 |
| 3. Proposal Due Date | Tuesday, June 18, 2019 by 5:00 pm |
| 4. Consultant Interviews* | Week of Monday, June 24, 2019 |
| 5. Policy Board Action | Monday, July 22, 2019 |
| 6. Notice to Proceed | On or about August 1, 2019 |
| 7. Project Completion Due | Tuesday, June 30, 2020 |

** 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

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 recommend enhancing the intended project scope.

A. Background

Transportation conformity analysis is required for the upcoming 2050 Regional Transportation Plan (RTP) and the FY 2020-2029 Transportation Improvement Program (TIP). A regional emissions analysis will be required because the last analysis was completed for the FY 2018-2027 TIP and *Transportation Matters: A Plan for South Jersey* in 2017 (SJTPO’s RTP). SJTPO’s current regional transportation plan has a horizon year of 2040.

B. Content

Task 1. Coordination

In cooperation with SJTPO staff, the consultant shall be responsible for conducting meetings with SJTPO. Meetings shall include but are not limited to: (1) A project kick-off meeting (2) Interagency consultation meetings that are part of the air quality conformity process (described further in Task 2 below). (3) An on-site visit to install the latest versions of the post-processing and emissions modeling software. Meetings will be held via teleconference, online, or in person at the SJTPO office in Vineland.

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.

Deliverable 1.a:	Bi-weekly emails: The firm will provide an email to SJTPO’s project manager on a bi-weekly basis as described above.
Deliverable 1.b:	Meetings: Attendance and participation in meetings as required. This may also include preparation of meeting minutes. The firm shall also provide minutes of meetings and email summaries of all conversations, which will include a summary of talking points and decisions made within five (5) business days.
Deliverable 1.c:	Installation of Modeling Software: Consultant shall work with SJTPO to set a mutually convenient day to come to SJTPO offices and install latest version of post-processing and emissions modeling software. Field visit will also include training and provision of updated User’s Guide (if deemed necessary). <i>Delivery date shall be any time after Tasks 2 and 3 have been completed; requested on or before April 10, 2020.</i>

Task 2. Regional Emissions Analysis for the 2050 RTP and FY 2020-2029 TIP

SJTPO is seeking consultant assistance with conducting a conformity analysis by preparing the required emissions estimates using the latest version of MOVES. (At the time of this issuance, the latest MOVES version was MOVES 2014b.) The proposal must detail the steps that will be undertaken to conduct the conformity analysis, including the required time to complete the project from delivery of a final SJTPO project list. The final project list is anticipated to be available on or around November 1, 2019. The consultant must be able to run the latest version of the MOVES emissions software in conjunction with the existing CUBE-based South Jersey Travel Demand Model (SJTDM).

SJTPO will provide the consultant with the loaded networks outputted by the South Jersey Travel Demand Model (SJTDM) for July weekday model runs for each required scenario year. SJTPO's existing regional emissions analysis is completed for the 2020, 2030 and 2040 scenario years. SJTPO's upcoming regional transportation plan anticipates a 2050 horizon year. As such, there could be up to four scenario years required under this regional emissions analysis; 2020, 2030, 2040, and 2050 associated with Task 2. The consultant will use the latest version of MOVES to prepare emissions estimates for both VOC and NOx for each scenario year.

While this contract does not call for a specific air quality post-processor to be used, the consultant shall install the latest version of whatever post-processor is used on an SJTPO desktop computer, as well as provide SJTPO with any required license needed to run the software. SJTPO will run the post-processor/MOVES emissions model chain in parallel with the consultant.

The proposed scope must also include coordination with the Interagency Consultation Group and individuals from the NJ Department of Transportation, NJ Department of Environmental Protection, and the US Environmental Protection Agency, among others.

Deliverable 2.a:	Interagency Consultation: Participate in interagency consultation teleconference (minimum of two), provide assistance as needed, including, but not limited to, preparation of meeting minutes. The anticipated dates for these meetings will be between October 1, 2019 and December 31, 2019.
Deliverable 2.b:	Receipt of Loaded Transportation Networks and QA/QC: Receive loaded transportation networks from SJTPO and perform QA/QC to ensure model links are accurate; (i.e., have accurate functional classifications, facility types), and model volumes, VMT, average speeds, and other outputs are reasonable. At the conclusion of the QA/QC, consultant shall provide a technical memorandum summarizing edits/adjustments to network and/or any other input and output files. Deliverables from 3.b., may also be used for this purpose. <i>Delivery date shall be on or before November 29, 2019</i>
Deliverable 2.c:	Reporting of Emissions Results: Run post-processor/MOVES emissions model and report emissions results to SJTPO. Provide technical assistance if any additional support or runs (beyond the standard runs) are required. <i>Delivery date shall be on or before December 20, 2019</i>
Deliverable 2.d:	Data Delivery: USB drive or file transfer containing air quality conformity process inputs, programs, and raw outputs for conformity runs. <i>Delivery date shall be on or before Friday, January 31, 2020</i>

Task 3. Assistance in Preparation of SJTPO Portion of Statewide Emissions Inventories for NJDEP

NJDEP will be submitting its attainment demonstration State Implementation Plan (SIP) for the northern New Jersey non-attainment area in the fall. While this SIP will not directly impact the SJTPO region, NJDEP does plan on submitting statewide emissions inventories, for 2020 and 2023, respectively. This task will include consultant assistance in preparing statewide emissions inventories (SJTPO portion only) for the ozone precursors for 2020 and 2023.

<p>Deliverable 3.a: Receipt of Loaded Transportation Networks and QA/QC: Receive loaded highway networks from SJTPO and feed into post-processor/MOVES emissions model for 2020 and 2023. Ensure availability and usability of appropriate MOVES inputs. Deliverables from 2.b. may be used for this purpose as well. Further, inputs may be able to be interpolated and/or extrapolated from previously completed years. <i>Delivery date shall be on or before:</i> <i>(i). 2020 Run: Wednesday, December 20, 2019</i> <i>(ii). 2023 Run: Friday, March 13, 2020</i></p>
<p>Deliverable 3.b: Technical Memorandum: Preparation of brief technical memorandum summarizing process and results. <i>Delivery date shall be on or before Friday, March 27, 2019</i></p>

C. Schedule

We anticipate a Notice to Proceed on or about August 1, 2019 with the project anticipated to be completed by Friday, April 17, 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) 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 recommend enhancing 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 its contractual efforts.

C. Certified DBE/ESBE Firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. Current guidance on DBE/ESBE is available on the website of the New Jersey Department of Transportation (www.state.nj.us/transportation/business/civilrights). Firms who wish to be considered for DBE/ESBE certification are encouraged to contact the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the DBE/ESBE is generally counted toward the applicable DBE/ESBE goal. If state matching and/or non-matching funds are also awarded to a DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

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

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

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

D. Consultant Documentation

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to DBE/ESBE firms. The consultant’s contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant’s contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all 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, because 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. SJTPO, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to the advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
- B. All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must 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

VII. CONSULTANT CHECK OFF LIST

South Jersey Transportation Planning Organization

Exhibit A: Mandatory Affirmative Action Language

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Exhibit B: Notice to All Binders

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