

REQUEST FOR PROPOSALS:

## **SJTPO REGIONAL FREIGHT PLAN DATA COLLECTION AND ANALYSIS**

Thursday, February 11, 2021



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

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**\*\*NOTICE\*\***

As some of our proposal requirements have changed, including submission instructions due to COVID-19. 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****SJTPO REGIONAL FREIGHT PLAN  
DATA COLLECTION AND ANALYSIS**

(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 conduct SJTPO's data collection and analysis to support regional freight planning. This work is included as a two-year study in the SJTPO FY 2021 Unified Planning Work Program ([www.sjtpo.org/UPWP](http://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**

**Submission instructions for this proposal have changed due to COVID-19. Please read all instructions carefully before submitting.**

**Digital submission:** A digital copy of the Signed Cover Letter and Technical Proposal must be submitted no later than **11:59 P.M.**, prevailing time, on **Tuesday, March 16, 2021** to [bschiavi@sjtpo.org](mailto:bschiavi@sjtpo.org). An email will be sent confirming receipt no later than Wednesday, March 17, 2021. To receive a confirmation email prior to the submission deadline, submissions are encouraged prior to 5:00 P.M. on March 16<sup>th</sup>.

**Physical submission:** One physical copy of the Signed Cover Letter and Technical Proposal ***must be submitted***. The physical submission is required and must be received by 3:30 P.M., prevailing time on Tuesday, March 23, 2021. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

**William Schiavi, Principal Planner**  
South Jersey Transportation Planning Organization  
782 South Brewster Road, Unit B6  
Vineland, New Jersey 08361

**Elements required in submission include:****1. Signed Cover Letter Acknowledging SJTPO Standard Contract Agreement**

*(submitted with both the digital and physical submissions)*

The Cover Letter must acknowledge review of the SJTPO Standard Contract Agreement boilerplate and either indicate acceptance or enumerates proposed changes thereto. (see Section I.E) Cover letters that do not include this may be considered incomplete. The SJTPO Standard Contract Agreement boilerplate is available for review on the SJTPO website at [https://www.sjtpo.org/wp-content/uploads/2021/02/Subcontract-Agreement-BOILERPLATE\\_Revised-12.21.20.pdf](https://www.sjtpo.org/wp-content/uploads/2021/02/Subcontract-Agreement-BOILERPLATE_Revised-12.21.20.pdf)

**2. Technical Proposal** *(one (1) copy as part of the digital submission and one (1) copy as part of the physical submission)*

- 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) with dollar values (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
  - Hourly rates
  - 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. **Total Costs** of each task detailed in the scope of work.
- e. **Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.
- f. **Organizational Chart** of firm or firms with brief description of their role in the project
- g. **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.
- h. **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.
- i. **Resumes** of key professional staff included in the Staffing Plan, organized by firm
- j. **DBE/ESBE Certificates** (see Section IV)
- k. **Equal Employment Opportunity Statement** (see Section V)
- l. **Proposers’ NJ Business Registration Certificate** (see Exhibit E)

- m. **South Jersey Transportation Authority Disclosure of Investment Activities in Iran** (see Exhibit F)
- n. **Proposer's completed W-9** (see Exhibit G)

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 Thursday, March 4, 2021 and submitted to William Schiavi, Principal Planner at the above address. Faxes (856-794-2549) and e-mails (bschiavi@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 FOR QUESTIONS AND ANSWERS.**

### D. Anticipated Consultant Selection Schedule

1. Questions about RFP Due	Thursday, March 4, 2021
2. Answers about RFP Published	Tuesday, March 9, 2021
3. Proposal Due Date	Tuesday, March 16, 2021 by 5:00 pm
4. Consultant Interviews*	Week of Monday, April 19, 2021
5. Policy Board Action	Monday, May 24, 2021
6. Notice to Proceed	On or about Monday, June 7, 2021
7. Project Completion Due	Friday, April 29, 2022

*\* We may need to conduct interviews during the selection process, please keep this week available. All interviews shall be conducted virtual using SJTPO's GoToMeeting platform.*

### 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 of SJTPO Standard Contract Agreement boilerplate and either

indicate acceptance of or enumerates proposed changes thereto. The SJTPO Standard Contract Agreement boilerplate is available for review on the SJTPO website at [https://www.sjtpo.org/wp-content/uploads/2021/02/Subcontract-Agreement-BOILERPLATE\\_Revised-12.21.20.pdf](https://www.sjtpo.org/wp-content/uploads/2021/02/Subcontract-Agreement-BOILERPLATE_Revised-12.21.20.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

Fixing America's Surface Transportation Act or the FAST Act emphasizes the need for the transportation network to support economic development, which South Jersey residents have consistently rated as one of their top priorities for the regional transportation plan. Therefore, a primary goal of SJTPO is to work toward a multimodal transportation network that contributes to the region's economic development. To this end, SJTPO is working to better integrate freight into its transportation planning process.

SJTPO participates in the Statewide freight planning efforts. The 2017 New Jersey Statewide Freight Plan summarizes current and future freight planning and transportation needs on a statewide level and performed analysis on New Jersey's roadway network. However regional and local freight planning is needed to support potential future local transportation infrastructure improvements in the SJTPO region. This study is the first step in that planning process.

### B. Objectives

Through this effort, SJTPO is seeking a qualified firm, or group of firms, to collect and analyze freight data and conduct a data-driven performance-based analysis to identify the following.

- **Major freight generators** in the SJTPO region
- **The regional freight network**, inclusive of municipal and county roadways, in addition to already-identified State and US routes
  - Regional freight network subset: SJTPO has not established a specific threshold for their regional freight network. However, for funding purposes, corridors which meet a 10 percent freight volume threshold must be known. For the purposes of this technical effort, consultants, are, at a minimum, asked to identify likely candidate locations that would meet this volume threshold and indicate where classifications counts would need to be done to verify. Consultants should indicate the number of classification counts to be included as a part of this effort. Alternatively, if firms are aware of methodology to accomplish this through other means, they are encouraged to include that in their project scope.
- **Issues in the freight network** that would benefit from infrastructure investments. It is assumed that these issues would be identified through a data-driven network screening type of process.

- Elements for screening may include (as practical), but are not limited to bridges with insufficient height or weight limits, rail that does not meet modern standards, intersections with tight geometrics limiting truck turning, other connectivity issues, etc. Proposals should provide an initial list of elements to be considered for screening.

The consultant shall document all findings as well as all data and/or assumptions used.

Subsequent details, included in the Content section, have been provided with the intent of offering support for the above objectives, not to narrow or limit options of firms in proposing an approach to achieve the above objectives. SJTPO has not identified a best-practice approach to achieve the above objectives and asks firms to demonstrate their expertise in the field to propose an approach that meets SJTPO's needs, as communicated in the objectives above. A successful proposal will be one that best demonstrates an approach to achieve the above-mentioned objectives. Consultants should document the approach and note all innovations to accomplish the stated objectives.

The consultant is to utilize all relevant data and tools already available to SJTPO as detailed in the Content section. Proposals should clearly indicate the need to purchase any additional data, with all costs related to these additional datasets identified in the Proposal. Any recurring costs must also be identified in the Proposal.

Ultimately, SJTPO will use the outputs from this technical study to develop a Regional Freight Plan. The Plan's recommendations will inform updates to the NJDOT State Freight Plan, and ultimately provide local communities access to available funding to improve freight movement and economic vitality in the SJTPO region. Consultants are not being asked to prepare a Regional Freight Plan as part of this technical study.

### C. Content

The consultant is to identify and conduct analyses of the region's freight network. A performance-based approach is to be used to screen the network for issues that hinder freight movement. There are four major tasks for this project, which are displayed in the Task Summary below.

#### **Task 1. Coordination**

Regular communication shall take place between the consultant's project manager and the SJTPO project manager as well as a Freight Advisory Committee (to be established) and the stakeholders, as needed. The firm will be responsible to document all communications and deliver them to SJTPO. Meetings shall require meeting minutes to be prepared, whereas phone conversations shall simply require a follow-up email summarizing talking points and decisions made. These should generally be provided to SJTPO within three (3) business days. It should be assumed that all meetings shall take place virtually.

The consultant shall provide brief status updates every two weeks to SJTPO 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 SJTPO or other stakeholders in the coming weeks. Updates should also note the status of



DBE/ESBE firm in achieving its goal and highlight any concerns about achieving that goal as soon as it becomes apparent.

### **Freight Advisory Committee**

The consultant, along with SJTPO, will establish a Regional Freight Advisory Committee (FAC); whose members are to include a small group of regional planners, economic development specialist and freight industry representatives. SJTPO has initiated outreach to potential FAC members. The SJTPO FAC will be a resource, providing direction during the study. SJTPO also intends to utilize the FAC on an ongoing basis to inform SJTPO's efforts to better incorporate economic development needs in transportation planning.

The consultant is to solicit the group's input at critical stages during the project. This group should be able to provide information about the regional freight network and activity. The consultant may utilize this resource to contact other members of the freight community. The consultant is to provide regular project updates to the SJTPO FAC during the process, by communicating with the group, through SJTPO's project manager, via email, phone, or virtual meeting.

### **Freight Stakeholder Outreach**

The consultant, along with SJTPO and the FAC, will identify Freight Stakeholders, who will include an expanded network of organizations that utilize the SJTPO freight network, such as trucking, mining, agricultural firms, or others with interests and knowledge relevant to freight in the SJTPO region. SJTPO outreach to potential FAC members has resulted in an initial list of potential freight industry stakeholders. The purpose of outreach to these stakeholders will be to receive further input about regional freight network and activity.

SJTPO will assist in the introduction to regional stakeholders. The SJTPO project manager is to participate in all interactions with stakeholders where practical; and all interactions are to be documented. Firms should discuss how they could utilize the expertise and local knowledge of regional partners to evaluate freight generators, the regional freight network, as well as during the performance-based network analysis.

The consultant is to also conduct outreach to key freight community members to solicit information about the stakeholders' freight activity.

### **Administrative Tasks**

The consultant is to produce and update, as needed, a detailed project schedule, including the expected meeting dates, task completion dates, and other tasks and milestones. All work is anticipated to be completed by Friday, April 29, 2022, as stated in section D. Schedule.

<b>Deliverable 1.a</b>	<b>Bi-weekly emails:</b> The consultant 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 consultant will provide minutes of meetings and email summaries of all conversations, which will include summary of talking points and decisions made within three (3) business days.

<b>Deliverable 1.c</b>	<b>Freight Advisory Committee Meeting Materials:</b> All materials are to be delivered to SJTPO. These include, but are not limited to, files and GIS data of all maps created, display boards, handouts, surveys, sign-in sheets, electronic files of presentations, and a summary of all meetings formatted for public consumption.
<b>Deliverable 1.d</b>	<b>Freight Stakeholder Outreach Materials:</b> All materials related to meetings or conversations with stakeholders are to be delivered to SJTPO. This includes, but is not limited to, documentation of all conversations where decisions were made, or further action needs to be taken.
<b>Deliverable 1.e</b>	<b>Project Schedule:</b> Including expected meeting dates, task completion dates, and bi-weekly conference call schedule, to be updated as needed.
<b>Deliverable 1.f</b>	<b>SJTPO TAC Workshop:</b> The consultant will present to the SJTPO Technical Advisory Committee preliminary a report of their findings. This meeting will be Monday, February 14, 2022.

## **Task 2. Regional Core Freight Dataset**

The consultant will create and/or assemble all necessary data to perform the activities laid out in the Objectives section, above. This will hereafter be referred to as the Regional Core Freight Dataset. This will include, but not be limited to:

- **Freight Generators**  
Freight generators are the locations that produce a significant volume of freight traffic (primarily by truck), are origins/destinations of freight, or are any other areas of freight significance according to the planning team. The consultant is to locate and geo-reference the freight generators. Note that agriculture and mining are a significant portion of this region's freight generators. These industries are likely underrepresented in the vehicle probe data sample. Therefore, vehicle probe data should not be solely relied upon.
- **2017 New Jersey Statewide Freight Plan Network**  
The 2017 New Jersey Statewide Freight Plan Network includes the approved National Highway Freight Network, the proposed additions/deletions to that network, the New Jersey Highway Freight Network (NJ Access Network), and the proposed Critical Urban/Critical Rural Freight Corridors (CUFC/CRFC). This network is intended to reflect the larger scale statewide freight movement across and through the State.
- **Regional Multimodal Freight Network**  
The Regional Multimodal Freight Network is meant to capture a greater degree of freight movement in the SJTPO Region. Beyond the State network, this network captures more county and municipal facilities, reflects more of the first and last mile trips between the State network and Freight Generators, and may capture other activity within the region. This network is a composition of modal networks including highway, rail, maritime, aviation, pipeline, and the intermodal nodes through which these networks interact.

SJTPO is looking for proposals that best accomplishes its objectives in the most efficient manner possible. To that end, the consultant is encouraged to utilize all existing relevant data and tools available to SJTPO. **See Appendices for data and resources available.**

Additional data and tools may be deemed necessary or useful. Proposals should clearly indicate the need to purchase any additional data, with all upfront costs related to these additional datasets identified in the Proposal. Any recurring costs must also be identified in the Proposal.

Freight dataset content is to be geo-referenced (GIS-mapped) if it is not already done so. This geo-referenced data is to be compatible with ArcGIS Desktop 10.5.

### **Classification Traffic Counts**

For funding purposes, corridors which meet a 10 percent freight volume threshold must be known. For the purposes of this technical effort, consultants are at a minimum, asked to identify likely candidate locations to meet this threshold, and indicate where classification counts would need to be done to verify the freight volume percentage. Proposals should discuss how consultants will identify these likely candidate locations and explicitly indicate the number of classification counts to be included as a part of this effort. Alternatively, if consultants are aware of methodology to accomplish this through other means, etc., they are encouraged to include that in their project scope.

<b>Deliverable 2.a</b>	<b>Regional Core Freight Dataset:</b> The consultant will provide the above-mentioned data categories in geo-referenced datasets and ArcGIS files where applicable.
<b>Deliverable 2.b</b>	<b>Technical Memo - Regional Core Freight Data:</b> The consultant will provide a summary and a schema of the Regional Core Freight Dataset.
<b>Deliverable 2.c</b>	<b>Candidates for Classification Counts:</b> The consultant will provide a list and map of locations that are probable candidates to meet or exceed a 10 percent freight volume threshold, which will require classification traffic counts to verify truck volumes.
<b>Deliverable 2.d</b>	<b>Classification Traffic Counts:</b> Consultants must identify the number of classification traffic counts to be performed as part of this effort. Count data will be provided to SJTPO in industry standard file formats.

### **Task 3. Performance-Based Network Analysis**

The consultant is to analyze the Regional Freight Network, identified in Task 2. The purpose of this analysis is to identify issues or shortcomings in the network that would benefit from capital investment to optimize freight movement. This work is likely to focus heavily on highway measures. However, consultants should also consider rail and discuss the practicality of including maritime, aviation, pipeline, and intermodal nodes to the extent that they will provide SJTPO with meaningful information that can advance capital investments that improve freight movement in the region. In addition, the measures shall be reported on a county and regional level to show performance and ultimately progress in the future. The consultant should address how SJTPO and partner agencies can continue to gather or maintain these datasets to regularly monitor the performance of the network.

*Percent of the Interstate System Mileage Providing for Reliable Truck Travel Time* is an FHWA performance measure that is directly related to freight. While this measure is explicitly associated with the Interstate System, proposals should discuss if and how this same measure could be applied to the regional freight network, including possible barriers to such an application. Other common freight measures, as found on the FHWA website, should also be proposed if deemed beneficial: Truck travel times, Total Delay, Mean Travel Time Index, Travel Time Index (TTI), and Hours of Congestion per Year.

<https://ops.fhwa.dot.gov/publications/fhwahop16089/chp4.htm>

Listed below are other possible measures, which is not meant to be an exhaustive list and is intended to illustrate the kinds of measures that could be part of this analysis. Proposals are asked to discuss the measures below and indicate the feasibility of each as well as to identify other measures that would be beneficial in evaluating the freight network and for which data would be available.

- Crashes and/or high crash locations on the freight network
- Bridge overpass height that limits freight movement on the freight network
- Bridge weight limits that limit freight movement on the freight network
- Intersections with tight geometry that limits freight movement on the freight network
- Rail segments on the freight network with weight or speed restrictions that limit freight movement

**Deliverable 3.a Technical Memo - Performance-Based Network Analysis:** The consultant will develop and document the regional freight performance measures, as described above. To be included are electronic copies of all documents, worksheets, and map files.

**Deliverable 3.b Regional Performance-Based Network Analysis Dataset:** The consultant will provide the above-mentioned data in geo-referenced datasets and ArcMap files, where applicable, as well as any spreadsheets or other data developed to document this task.

#### **Task 4. Final Report**

The main purpose of the Final Report will be to summarize the study's analyses and findings. A draft report shall be prepared with adequate time for at least one round of SJTPO review, comment, and edits by the consultant prior to the final report deadline.

The Final Report is to incorporate technical memos prepared as part of this effort. The report should document all assumptions made, detail the process followed, data sources used, and should indicate how the analyses can be replicated and maintained in the future. The report is to summarize the region's Freight Generators, the State and Regional Freight Network, and issues on the Regional Freight Network.

All other documentation relevant to the project will be assembled as well, including any relevant meeting summaries, etc. In addition, the report will include detailed recommendations and procedures for SJTPO staff to replicate the analysis in future years, including detailed data citations, analysis methods, and stakeholder contact information.

<b>Deliverable 4.a</b>	<b>Document – Final Report Draft;</b> To be provided to SJTPO in editable Word format to provide review and markup.
<b>Deliverable 4.b</b>	<b>Document – Final Report:</b> The consultant will develop a document with all components as described above, including the technical memos. To be provided in high quality PDF and original editable format.
<b>Deliverable 4.c</b>	<b>PowerPoint Presentation File:</b> A PowerPoint presentation is to be submitted that summarizes work done and the deliverables that were submitted. This is to be used at SJTPO meetings.
<b>Deliverable 4.d</b>	<b>Accessories:</b> The consultant is to include electronic copies of any and all images, photos, worksheets, and map files.

#### D. Schedule

We anticipate a Notice to Proceed on or about Monday, June 7, 2021. The entire project is anticipated to be completed by Friday, April 29, 2022.

### III. CONSULTANT SELECTION

SJTPO's consultant selection is a quality-driven selection process. This is based primarily on an assessment of the technical qualifications of responding firms. However, as a project that does not relate to a direct Planning or Engineering element, we have added consideration for value and cost to ensure that public dollars are being utilized in the wisest manner possible. 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.

Upon selection, SJTPO will negotiate a final 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.

#### **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 Approach** (Criterion weight: 40 percent)

1. Demonstrate a clear understanding of the effort and products required.
2. Explicit consideration of the features listed in Section II, *Scope of Work*.
3. Innovations or efficiencies to be used in completing the project with descriptions of how they add value to the project.
4. Demonstrate an ability to perform needed tasks and meet stated completion date.

5. Quality, clarity, thoroughness in addressing required tasks and submission guidelines.
6. Demonstrate the ability to complete project within the schedule stated in this document.

**B. Value Given Stated Cost** (Criterion weight: 20 percent)

1. Thoroughly addresses the full scope of the project as described within the RFP and includes cost.
2. Demonstrates a reasonable cost, particularly when evaluated against all of the elements included in the technical scope, demonstrating a great overall value to SJTPO.
3. Innovations proposed that add value for SJTPO or add efficiencies to the project can enhance this evaluation.

**C. Firm/Staff Qualifications** (Criterion weight: 30 percent)

1. Demonstrate successful experience of the firm or team (particularly recent) on similar projects.
2. Demonstrate expertise in specialized areas required for this project.
3. Firm(s) references submitted with proposal.
4. Availability of resources needed to successfully complete the project.
5. Staffing Plan demonstrates staff (particularly Project Manager) ability to successfully complete project.
6. Resumes demonstrate staff (particularly Project Manager) experience successfully implementing similar projects.

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

1. 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.
2. Staffing Plan clearly states the hours and specific tasks of DBE/ESBE staff as well as dollar figures or each and percent of total budget to be dedicated to DBE/ESBE firm(s).
3. 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).
4. If a proposer is unable to secure a DBE/ESBE firm to meet the DBE/ESBE goal, the proposer would need to document in their proposal that a good faith effort was made to meet the goal. See Section IV for definition of DBE/ESBE firms more information about documenting a good faith effort. SJTPO will, at its discretion, award points to firms that meet/exceed the DBE goal or satisfactorily document in their proposal that a good faith effort was made in meeting the DBE goal.

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. See Section IV for definition of DBE/ESBE firms. Note: SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (effective 10/1/2019 through 9/30/2022), which is 13.23 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.

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.

#### **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. The sub-recipient shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts.

**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 10/1/2019 through 9/30/2022), which is 13.23 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.

#### **E. Good Faith Efforts**

If the contract goal is not met by the apparent successful firm, evidence of good faith efforts must be presented to the SJTPO for consideration.

To demonstrate sufficient reasonable efforts to meet the DBE or ESBE contract goals, a respondent shall document the steps it has taken to obtain DBE or ESBE participation. Examples of sufficient effort include, but are not limited to, the following efforts:

1. Written notification to DBEs or ESBEs that their interest in the contract is solicited.
2. Efforts made to select portions of work proposed to be performed by DBEs or ESBEs in order to increase the likelihood of achieving the stated goal.
3. Efforts made to negotiate with DBEs or ESBEs for specific proposals including at a minimum:
  - a. The names, addresses and telephone numbers of DBEs or ESBEs that were contacted;
  - b. A description of the information provided to DBEs or ESBEs regarding the scope of work for the specified solicitation; and
  - c. A statement of why additional agreements with DBEs or ESBEs were not reached.
4. Information regarding each DBE or ESBE the contractor contacted and rejected as unqualified and the reasons for the contractor's conclusion.
5. Efforts made to assist the DBE or ESBE in obtaining bonding or insurance required by the contractor.

More information on documenting a good faith effort can be found here:

[www.transportation.gov/osdbu/disadvantaged-business-enterprise/final-rule-section-26-53](http://www.transportation.gov/osdbu/disadvantaged-business-enterprise/final-rule-section-26-53)

#### **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 this 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 ensure 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 documents disclosing Affirmative Action evidence, including a Letter of Federal Approval or Letter of Approval of EEO/AA Program provided by NJDOT Division of Civil Rights. If an educational institution/research partner does not have the approval letter, they must submit their Affirmative Action Plan to the NJDOT's Division of Civil Rights for approval.

## **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**

**THE FOLLOWING ITEMS, AS CHECKED BELOW, MUST BE SUBMITTED WITH YOUR PROPOSAL PACKAGE ALONG WITH THE CHECKLIST ITSELF:**

If Checked, required by SJTPO

Check if Read, Signed & Submitted

<b>X</b>	1.	CHECK LIST	
<b>X</b>	2.	SIGNED COVER LETTER ACCEPTING SJTPO STANDARD CONTRACT AGREEMENT OR PROPOSING CHANGES THERETO	
<b>X</b>	3.	MANDATORY AFFIRMATIVE ACTION LANGUAGE "EXHIBIT A"	
<b>X</b>	4.	SET OFF FOR STATE TAX "EXHIBIT B"	
<b>X</b>	5.	REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR PROCUREMENT, PROFESSIONAL, AND SERVICES CONTRACTS "EXHIBIT C"	
<b>X</b>	6.	SAMPLE STAFFING PLANS "EXHIBIT D"	
<b>X</b>	7.	NJ BUSINESS REGISTRATION CERTIFICATE "EXHIBIT E"	
<b>X</b>	8.	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN "EXHIBIT F"	
<b>X</b>	9.	W-9 FORM "EXHIBIT G"	
<b>X</b>	10.	INSURANCE ACKNOWLEDGMENT "EXHIBIT F"	

**PLEASE NOTE: IF THE ITEMS CHECKED ABOVE ARE NOT INCLUDED IN YOUR PROPOSAL PACKAGE, IT MAY BE CAUSE FOR REJECTION.**

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name - Print or Type)

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**APPENDIX A. RELEVANT PREVIOUS STUDIES**

The following reports and information may be of value to firms preparing responses to the SJTPO Regional Freight Plan Development Request for Proposals (RFP).

**State and Regional Studies:**

- [Port Inland Distribution Network South Jersey Site Evaluation and Feasibility Development Study](#). Delaware Valley Regional Planning Commission (DVRPC), New Jersey Department of Transportation (NJDOT), July 2003.
- [New Jersey Comprehensive Statewide Freight Plan](#). NJDOT, September 2008.
- [Southern New Jersey Freight and Logistics Industry Context and Economic Growth Visioning Plan](#). NJDOT, September 2008. (1)
- [Long-Range Vision for Freight](#). DVRPC, April 2010.
- [USDOT America's Marine Highway](#) (Website 2/4/21)
- [Southern New Jersey Freight Transportation & Economic Development Assessment](#). NJDOT, Dec. 2010. (2)
- [New Jersey Freight Rail Strategic Plan](#). NJDOT, June 2014
- [New Jersey State Rail Plan](#). NJ TRANSIT, NJDOT, April 2015.
- [SJTPO Regional Transportation Plan 2050 Moving South Jersey Forward](#) (January 2021)
- [New Jersey Statewide Freight Plan](#). NJDOT, December 2017.
- [Port of Salem Corridor Freight Rail Intermodal Study. South Jersey Transportation Planning Organization \(SJTPO\)](#), May 2018.

**Atlantic County Studies:**

- [Atlantic County, New Jersey Master Plan](#). August 2017
- [Atlantic County Economic Development Strategy and Action Plan](#). Atlantic County Improvement Authority, September 2015

**Cape May County Studies:**

- [Cape May County Comprehensive Plan As Per Amendments Reviewed by Cape May County Planning Board](#). 2005
- [Cape May County Transportation Study](#). 2006
- [Middle Township, New Jersey Market Analysis](#). Middle Township Economic Development Council, March 2013

**Cumberland County Studies:**

- [2020 Economic Development Strategic Plan 2017 Update](#). Cumberland County Improvement Authority, 2017
- [Transportation Plan Cumberland County, NJ](#). Cumberland County Planning Board, March 2013

**Salem County Studies:**

- [Salem County Traffic and Transportation Plan Element](#). Salem County Planning Board, June 2012.
- [Salem County “The Gateway to New Jersey” Growth Management Element of the Comprehensive County Master Plan](#). Salem County Planning Board, January 2016
- [Economic Development Strategic Plan Salem County, New Jersey 2014 – 2017](#). Salem County & Salem County Improvement Authority
- [Salem County, NJ, Experience the Opportunities & Discover the Possibilities](#). Salem County Improvement Authority, 2013

**City of Vineland Studies:**

- [City of Vineland Master Plan](#). April, 2008
- [City of Vineland, New Jersey Master Plan Circulation Element](#) May 2009

**City of Millville Studies:**

- [City of Millville Master Plan Reexamination Report](#). 2012
- [City of Millville of Transportation Improvement Study](#). May 2013

**City of Atlantic City Studies:**

- [Atlantic City Tourism District Master Plan](#). Casino Reinvestment Development Authority, April 2017

**Notes:**

1. The Southern New Jersey Freight and Logistics Industry Context and Economic Growth Visioning Plan identified the region’s assets and established vision plan elements including integrating North Jersey and South Jersey ports, enhancing the marketing of South Jersey ports, and addressing road and rail connectivity issues.
2. The Southern New Jersey Freight Transportation & Economic Development Assessment included detailed analysis of key industry clusters and transportation investment needs. This study produced a recommended program of prioritized investments to maintain, expand, and improve intermodal facilities in the South Jersey region.

**APPENDIX B. SJTPO COUNTY FREIGHT DATA RESOURCES**

The availability of the following data may be of value to firms preparing responses to the SJTPO Regional Freight Plan Development Request for Proposals (RFP).

**Atlantic County – Freight Data Available:*****Atlantic County does have:***

Some GIS Shapefiles related to truck parking and marinas.

**Cape May County – Freight Data Available:*****Cape May County does have:***

There are zoning maps of all townships except Cape May Point, Sea Isle City, and Wildwood Crest. Note that there are a handful of sites throughout the mainland communities that are zoned commercial/industrial/business.

The Cape May County Transportation Plan, includes information about:

- One existing freight rail line in the County that provides coal and fuel oil to BL England in Beesley's Point, (update, coal and oil transport has been suspended)
- Four mining facilities in Upper Township which generate some freight activity,
- A section of Woodbine along County Route 550 (where Sea Isle Ice has their warehouse) is also a point of interest,
- Seashore Asphalt at the intersection of CR 550 and CR 610 is a major bulk materials /freight generator
- The CMCMUA landfill facility is a generator of recyclables and solid waste freight located on CR 610 in Woodbine
- The Cape May County airport also has the capacity to support freight services.
- Action Supply located along CR 667 is a bulk freight generator of concrete and aggregates.
- Future Mining and recycling in Middle Township (CR 615) are a generator of sand and bulk recyclables.

***Cape May County does not have:***

Specific reports that include truck volume, traffic counts, freight routes or trip generation. We performed truck counts on CR 550 and CR 664 as part of a previous freight grant application in 2018 by neither road had a truck ADT over 10%.

**Cumberland County – Freight Data Available:*****Cumberland County does have:***

- Cumberland County uses New Jersey Department of Environmental Protection land use data,
- Zoning is done at the municipal level, zoning data should be available on most municipal websites,
- Truck Route Identification Study for Eastern Cumberland County (Millville City, Vineland City, Commercial Township, & Maurice River Township).

***Cumberland County does not have:***

- No freight generator information is available,
- No freight route map is available,
- No truck volume data is available.

**Salem County – Freight Data Available:*****Traffic Counts – By Vehicle Length***

- CR 602 South Railroad Avenue, North Bound at Pole #BT120L (05/02/17)
- CR 602 North Railroad Avenue, Southbound @Pole #S5014 (05/02/17)
- CR 653 Acton Station Rd, Between Cream Ridge RD & NJ RT 49 (10/25/16)
- CR 642 East Mill Street, Eastbound @Pole #S14796 (05/02/17)
- CR 642 West Mill Street, Eastbound @Pole #S4980 (05/02/17)
- CR 540 Telegraph Rd, Between CR 640 & CR 667 (10/18/16)
- CR 540 Welchville Road, Between CR 664 & CR 676 10/18/16
- CR 643 Straughns Mill Rd, Between Gateway Blvd & RT 295 Overpass 10/03/17  
AADT – 4953 (8/8/2018)  
Traffic volume report consists of a 7-day volume count.
- CR 643 Straughns Mill Rd, Between CR 642 and Gateway Blvd 10/03/17

No other Salem County freight-related/traffic count data is available for the above locations. The traffic volume report for CR 643 Straughns Mill Road, between Gateway Boulevard and Interstate Route #295, is available through NJDOT's web-based Traffic Count Stations Map which is available at [njtms.org/map/](http://njtms.org/map/)



**APPENDIX C. RITIS PROBE DATA ANALYTICS**

SJTPO has access to Probe Data Analytics Suite (PDA) from the Regional Integrated Transportation Information System (RITIS). The PDA Suite incorporates INREX and National Performance Management Research Data Set (NPMRDS) New Jersey data.

Regional Integrated Transportation Information System

<https://ritis.org/traffic/>

Probe Data Analytics Suite

<https://pda.ritis.org/suite/>

National Performance Management Research Data Set

<https://nprmrs.ritis.org/analytics/>

Through its relationship with NJDOT, SJTPO has access to the Probe Data Analytics (PDA) software. The consultant may find the software and associated tools of value to the selected firm in both identifying the highway freight network, as well as in looking at Performance-Based Network Analysis. Probe Data Analytics is a product of the Center for Advanced Transportation Technology Laboratory at the University of Maryland. It provides real-time and archived travel data for major roads.

The PDA congestion analysis tools and metrics are based on vehicle probe data collected by INRIX and originally did not separate truck speed and travel time from that of passenger vehicles. However, as of April 2018, the NPMRDS v2, which does separate travel time and speeds between passenger vehicles and trucks, and contains travel time and speed data and has been integrated into the PDA Suite. FHWA paid for this integration to allow State DOTs and MPOs to produce baseline performance metrics and measures in support of the MAP-21/FAST Act System Performance Measures.

The consultant may determine to utilize the PDA (INRIX) database to supplement the NPMRDS (truck probe) data as performance measures for freight-significant corridors not covered in the NPMRDS data. The truck speed and travel time reliability may be inferred from car speed, based on observations of trucks versus cars in similar corridors, if necessary.

Note that NJDOT is purchasing additional freight transportation data, for the State of New Jersey, for select historical, seasonal time periods. There will be Origin / Destination (O/D) data of some sort with trip paths. This additional data will be available for use, through the Probe Data Analytics Suite, for the FY22 planning year.

**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 PROPOSAL**

Staff Name	Title	Hours per Task								Billable Rate	Total Hours	Total Cost
		First task	Second task	Third task	Fourth task	Fifth task	Sixth task	Seventh task	Eighth task			
		1	2	3	4	5	6	7	8			
<b>Company 1</b>												
[Name]*	Project Manager	25	0	20	0	15	0	41	0	\$100	70	\$7,000
[Name]*	Planner 1	5	0	4	0	2	3	1	4	\$50	19	\$950
<b>Company 1 Subtotal</b>		<b>30</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>17</b>	<b>3</b>	<b>42</b>	<b>4</b>		<b>89</b>	<b>\$7,950</b>
<b>Company 2 (DBE Firm)</b>												
[Name]*	Technician 1	0	8	0	2	0	0	0	0	\$75	10	\$750
[Name]*	Technician 2	0	6	0	4	0	0	0	0	\$75	10	\$750
<b>Company 2 Subtotal</b>		<b>0</b>	<b>14</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>20</b>	<b>\$1,500</b>
<b>Sub-Total Hours</b>		<b>30</b>	<b>14</b>	<b>24</b>	<b>6</b>	<b>17</b>	<b>3</b>	<b>42</b>	<b>4</b>		<b>119</b>	<b>\$9,450</b>

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

**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 as long as it includes, at a minimum, the information shown above.

**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

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 232 TRENTON, N.J. 08646-0232
TAXPAYER NAME: ABC Corporation	TRADE NAME: ABC Corporation	
TAXPAYER IDENTIFICATION# 99-9999999/000	CONTRACTOR CERTIFICATION# 777777	
ADDRESS 123 Main Street Your City, NJ 00000	ISSUANCE DATE: 09/13/01	
EFFECTIVE DATE: 10/01/69	 Director, Division of Revenue	
FORM-BRC(08-01)	The 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>

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

ELIZABETH MAHER MUOIO  
*State Treasurer*

MAURICE A. GRIFFIN  
*Acting Director*

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

**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.	Kingdram 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>	Give Form to the requester. Do not send to the IRS.	
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Samuel Smith			
2 Business name/disregarded entity name, if different from above Smith's Garage LLC			
Print or type See Specific Instructions on page 2.	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <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. <input type="checkbox"/> Other (see instructions) ▶ _____		4 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>
	5 Address (number, street, and apt. or suite no.) 123 Main Street		Requester's name and address (optional)
	6 City, state, and ZIP code Anytown, NJ 08800		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

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 *How to get a TIN* on page 3.

**Note.** 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.

Social security number									
9	9	9	-	9	9	-	9	9	9
or									
Employer identification number									
		-							

**EXHIBIT H**

**REQUIRED INSURANCE ACKNOWLEDGMENT**

I acknowledge that I have fully read and understand the insurance requirements as detailed within Section VI of this RFP.

Further, I acknowledge that if awarded a contract, I will provide a certificate of insurance in accordance with the requirements as specified within Section VI of this RFP.

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

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

\_\_\_\_\_  
(Date)