

August 4, 2009

To: ALL CONSULTANTS

Subject: REQUEST FOR EXPRESSIONS OF INTEREST
ORDER FOR PROFESSIONAL SERVICES NO. A3259
DESIGN SERVICES FOR
CONDITION ASSESSMENT AND IMPROVEMENT PROGRAM
FOR THE TURNPIKE AND PARKWAY GUIDE SIGNAGE

The New Jersey Turnpike Authority (Authority) invites Expressions of Interest (EOIs) for a Simple project from engineering firms prequalified and eligible in the following Profile Codes:

Profile Code(s)	Description(s)
A250	Fully Controlled Access Highways
A252	Complex Interchanges

Attached (see Section I) is a list of all consultants currently prequalified and eligible to submit an EOI for the above referenced assignment. Consultant teams and/or *Joint Ventures (*Firms interested in submitting an EOI as a Joint Venture must be prequalified as a Joint Venture with the Authority) that meet all of the Profile Code requirements are also eligible to submit an EOI.

To qualify as a prequalified consultant, a firm must have on file with the Authority a current "Professional Service Prequalification Questionnaire" (PSPQ) package prior to submission of the EOI. A current PSPQ is one that has been on file with the Authority for no more than 24 months, or in certain cases for no more than 12 months. Only those firms who have been prequalified for the specified profile code(s) this project entails will be considered. Prequalification is not required for subconsultants. Prequalification is required however for Joint Ventures.

The Authority shall be seeking participation of Small Business Enterprises (SBE) as subconsultants. The project goal is 25% SBE participation to New Jersey Businesses (see Section VII of the Attachment to the Expression of Interest for the program provisions)

Project Description

This solicitation is for professional services required to develop a condition assessment report and improvement program to bring all guide signage into compliance with the current edition of the Authority's Design Manual; Procedures Manual; and the "Manual on Uniform Traffic Control Devices" (MUTCD) as applicable on the NJ Turnpike and Garden State Parkway.

The Consultant shall collect data over a span of 293 miles, which will include a total of 7,500 signs approximately (5,000 signs on the Parkway and 2,500 signs on the Turnpike), along with 44 interchanges and 390 ramps.

The program shall address comprehensive sign inventory including evaluation of the remaining functional service life of sign panels based on retroreflectivity, sign location, sign legend, dimensions and sign structure support type. The program shall compile existing sign panel information into a data base including sign retroreflectivity, position and or location through a series of interchanges, sheeting type, size, height, support type, material, legend, visibility. The program shall address sign improvement master plan to address the goals, objectives and performance measures that encompass the overall upgrade including capital investment planning for the scheduled improvement of all the signing for both roadways.

It is the Authority's intent to have this guide sign improvement program serve as the means of obtaining complete information, in written and GIS format, on the overall condition location and remaining serviceable life of these vital roadway systems. The listing of found deficiencies by category along with recommended sign improvement procedures will be used by the Authority's Engineering Department in the development of future sign improvements design contracts. A more detailed description of signing improvement program is provided in the attached "Section IV – Scope of Services".

EOI Submission Requirements

To be considered for these services, qualified firms or prequalified Joint Ventures need to submit 5 copies of their EOI, which must contain the following:

1. **Letter of Interest** not exceeding five (5) single-sided, letter-sized pages with minimum 1-inch borders and minimum font size of 10 pt., stating the firm's interest, ability and its commitment to complete the requested professional services listed in this solicitation and in their EOI.

The Letter of Interest shall summarize the following information.

- a. **Experience of the Firm on Similar Projects**

Provide information on the firm and its sub-consultants experience on similar projects.

- b. **Experience of the Project Manager on Similar Projects**

Highlight details of the projects in the Project Manager/Resident Engineer's resume. References shall be furnished for each project listed (include at least one contact name and phone number for each project).

- c. **Key Personnel's Qualifications and Relevant Experience**

Highlight details of Key Personnel's qualifications and relevant experience on similar projects (include at least one contact name and phone number for each project). Describe more precisely the minimum staff experience and qualifications for the specific services to be provided.

- d. **Understanding of the Project and the Authority's Needs**

Provide an explanation of the firm's understanding of the tasks required for the successful completion of the assignment as described herein. Provide a summary of the firm's and its staff's qualifications,

and state how they relate to the firm's ability to provide the requested services. Through attached organizational chart and resumes identify the person(s), or subconsultant(s), responsible for each division of the assignment and their relevant experience. Demonstrate through an attached estimate of work-hours the extent of work effort required to perform each primary task for the assignment.

e. Approach to the Project

Identify the project's critical path and key milestones. Identify the major tasks comprising the project and describe in detail how they may be accomplished. Provide an explanation of the process the firm will use to schedule, manage and perform the required tasks within the scope of services. Identify key issues and potential problems with reliable solutions, if applicable. Include innovative concepts with cost benefits and/or accelerated project delivery.

f. Commitment and Ability to Perform the Project

Provide an affirmation of the firm's commitment and ability to complete the proposed work as well as any outstanding work the firm currently has with the Authority; provide an explanation of the anticipated project schedule to demonstrate that the firm has adequate staff resources and management ability to perform the required services. Include a listing of the firm's facilities, including the address of the office where the project will be performed, and how they relate to the firm's ability to provide the requested services.

g. Commitment to Quality Management

Provide an affirmation of the firm's commitment to quality management. Provide a written narrative that describes the firm's quality assurance policy and how it intends to implement a quality assurance program for the project.

h. Attainment of Small Business Enterprise (SBE) Participation Goals

The Authority has adopted a Small Business Enterprise Sub-Consultant's Program (the SBE Program). Under the SBE Program, firms interested in submitting an EOI for this project agree to make a good faith effort to award at least twenty-five (25) percent of this OPS to those businesses that meet the requirements and have been registered by the Division of Minority and Women Business Development / Department of the Treasury as a Small Business Enterprise. All Firms are bound to, and must comply with, the SBE Program as set forth in the standard Order for Professional Services. Proof of a subconsultant's registration, as a SBE shall be provided to the Authority with the EOI. To obtain a list of registered Small Business Enterprises, contact Commerce at 609-292-2146 or 609-777-0885.

2. An organizational chart showing key project team members for all primary tasks, including subconsultants. Provide all team members' names, titles and reporting relationships.
3. Resumes for the Project Manager and each Key Project team member, (a maximum total of 6) detailing relevant experience and professional/technical qualifications. Include resumes of proposed subconsultants. Each resume should be one page single-sided with dates provided for each project.
4. A detailed estimate of the work-hours per task and by ASCE Grade/ Classification, along with an estimate of total hours, to provide the work described herein.
5. A Project Schedule for this solicitation that addresses the various tasks defined by the scope of services for this assignment. The Project Schedule may be a maximum of 2 pages.

6. A completed **Affidavit of Eligibility/Disclosure of Material Litigation** (which is available on the Authority's website) form for review by the Authority's legal counsel. Firm shall certify that it is not suspended, disbarred or disqualified from bidding on any state or federal projects. Furthermore, no litigation shall be pending or brought against the firm that could materially affect its ability to perform the OPS described herein. Firm shall submit a description of all litigation pending, threatened or brought against it, including any litigation against its owners and/or principals; and shall also submit a description of any enforcement actions or penalties pending or assessed by any regulatory agency having jurisdiction over permit compliance, worker health and safety, or labor laws, as these issues relate to performance of the OPS described herein.
7. A completed **Disclosure Form – Outstanding Work with the Authority** (which is available on the Authority's website) stating all outstanding work with the Authority for both New Jersey Turnpike and Garden State Parkway projects. Forms for each firm, each member of a joint venture and all sub-consultants shall be submitted. State "none" on the form if firm, joint venture or sub-consultant has no outstanding work with the Authority. It is specifically noted that the Authority's Disclosure Form shall be submitted with the EOI. Consultants may separate types of work by category (ie: Design Services, Construction Services, Environmental Services, etc.) however, the "Total" amounts stated at the bottom of the page shall be the combined total amounts of all outstanding work with the Authority as identified on the form.
8. A completed **Commitments of Proposed Project Staff** (which is available on the Authority's website) form stating the percentage of time each member has available to commit to this assignment, including subconsultant staff.
9. A completed **Certification of Staff Availability** form (which is available on the Authority's website) firm shall certify that the staff proposed in the EOI shall be used in the performance of the project. When proposing the same staffing in multiple EOIs, disclose one of the following:
 - A. A statement that all projects utilizing same staff will be completed on time and how this will be done, or
 - B. A statement that the firm voluntarily withdraws one of the EOIs from further consideration if the Authority is giving serious consideration to more than one EOI, or
 - C. Alternate staff resumes to be used by the Authority in evaluating EOIs if the Authority is giving serious consideration to more than one EOI.
10. A completed **SBE Form – Proposed Schedule of Small Business Enterprise Participation** (which is available on the Authority's website) form. Stating the firm's intention to use SBE Certified firms as sub-consultants.

EOIs that are incomplete may not be considered.

The NJTA has promulgated a Code of Ethical Standards pursuant to the laws of the State of New Jersey, a copy of which is available at: http://www.state.nj.us/turnpike/code_of_ethics.doc. By submitting an EOI, your firm will be subject to the intent and purpose of said Code and to the requirements of the Division on Ethical Standards of the State of New Jersey.

EOIs are limited to a total of fifteen (15) pages (single-sided), excluding a brief transmittal letter, the Affidavit of Eligibility/Disclosure of Material Litigation form, the Disclosure Form - Outstanding Work with the Authority, Certification of Staff Availability form, SBE form, Organization Chart, Estimate of Work hours and the Project Schedule. Pages in excess of these requirements will not be considered. The information shall be presented in

an organized fashion and shall be categorized in accordance with the preceding submission requirements. Foldout sheets will not be permitted. This page limitation shall be increased to a maximum of twenty (20) pages, if the Consultant must exercise option 9C above. The additional five (5) single-sided letter-sized pages shall include information for alternate staffing as follows:

- 1) An alternate Organizational Chart as permitted above showing key personnel names, position, title and reporting relationships (Note: Organizational Chart is not included in the page count).
- 2) One (1) page, single-sided resume for up to four (4) alternative key project personnel stating relevant experience including dates of assignments and professional qualifications.
- 3) Allowance for one (1) page, if necessary, to explain the consultant's modified approach to the project if it would be handled differently as a result of utilizing the alternate personnel.

The Consultant shall not include alternate staffing in their Expression of Interest unless they are required to do so in accordance with Option C. If included in the EOI, the proposed alternative staffing information shall be contained in a separate section of the EOI. It shall only be considered by the Authority in the scoring of the EOI if required.

Anything in excess of the page limitations for each of the EOI criteria above will not be read or considered. If the EOI submitted is not in accordance with the specific provisions defined above, it shall be considered incomplete and may be rejected.

Expressions of Interest must be submitted no later than 12:00 p.m. on August 28, 2009. Consultants will be fully responsible for the delivery of their EOIs. Reliance upon U.S. Mail or other carriers is at the Consultant's risk. Late EOIs will not be considered. EOIs hand delivered or delivered by an overnight delivery service shall be addressed to:

New Jersey Turnpike Authority
581 Main Street
Woodbridge, NJ 07095
Attn: Engineering Department, Highways/Buildings Design Section
Nisha H. Patel, P.E., Highway Engineer

Expressions of Interest transmitted via U.S. Mail should be addressed to:

New Jersey Turnpike Authority
P.O. Box 5042
Woodbridge, NJ 07095-5042
Attn: Engineering Department, Highways/Buildings Design Section
Nisha H. Patel, P.E., Highway Engineer

Inquiries

Inquiries pertaining to this RFEI are to be directed in writing to Nisha H. Patel, P.E., Highway Engineer, Highways/Buildings Design Section, New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, New Jersey 07095-5042. E-mail inquiries to npatel@turnpike.state.nj.us are acceptable. Inquiries by FAX are also acceptable. The Fax number is (732) 750-5393. The deadline for inquiries is August 12, 2009. The Authority will respond to all written inquiries received. Each inquiry will be stated and a written response provided. Responses will be posted on the Authority's Internet website at www.state.nj.us/turnpike/buss under "Professional Services" on or before August 14, 2009. Consultants will be responsible for submitting their EOs in accordance with the RFEI and any modifications, revisions and/or clarifications thereto as a result of the posted responses. Late inquiries may not be reviewed or considered.

Consultant Selection

A consultant selection will be made from the EOs that are received on time and are deemed complete. A Review Committee will evaluate the technical qualifications and experience of each firm and its project team, and will rank the firms. The evaluation and ranking of the EOs will serve as a method by which to create a short list of firms most highly qualified to perform the project, who will receive requests for fee proposals.

The EOs will be evaluated and ranked on the basis of numerical scores resulting from pre-established weighted factors. For this project, the rating factors and their relative weights are:

RATING FACTORS	WEIGHT (%)	POINTS
Experience of the Firm on Similar Projects.	15	45
Experience of the Project Manager on Similar Projects.	15	45
Key Personnel's Qualifications and Relevant Experience.	15	45
Understanding the Project and the Authority's Needs.	15	45
Approach to the Project	10	30
Commitment and Ability to Perform the Project.	15	45
Commitment to Quality Management.	10	30
Attainment of SBE Participation Goals	5	15
	100%	300

Following the review of the submitted EOIs, the Authority will request Fee Proposals from firms it deems the most qualified and will commence negotiations with such technically qualified firms in the order ranked. All respondents will be notified at the completion of the review process regarding their status.

All submittals required pursuant to P. L. 2005, Chapters 51 and 271 Executive Order 117 (2008) will be requested from the intended Awardee(s) only. This will include the combined CH. 51/EO 117 Two-Year Certification and Disclosure of Political Contributions form (CH51.1 R1/21/2009), the P.L. 2005 c. 271 Vendor Certification and Political Contribution Disclosure Form (Rev:02/07/2006 DPP c271 C&D) completed by each business entity, as well as the Ownership Disclosure form all of which will be transmitted to the intended Awardee(s) by the Authority via mail or fax and are to be returned to the Authority within five (5) business days.

Order for Professional Services

Final OPS Documents shall consist of the Authority's Order for Professional Services (which is available on the Authority's website) and the selected firm's submitted EOI and Final Negotiated Fee Proposal.

The OPS will not be entered into by the Authority unless the firm first provides proof of valid business registration in compliance with P.L. 2001, c.134 (N.J.S.A. 52:32-44). Pursuant to this law the firm is further notified that no subcontract shall be entered into by any firm under any OPS with the Authority unless the subconsultant first provides proof of valid business registration.

Very truly yours,

ORIGINAL SIGNED BY

Richard J. Raczynski, P.E.
Chief Engineer

RJR:NHP:baw
Attachments

c: R. J. Fischer
J. T. Withers
N. H. Patel
Review Committee
File

ATTACHMENTS
TO THE
REQUEST FOR EXPRESSIONS OF INTEREST
DATED August 4, 2009
FOR
ORDER FOR PROFESSIONAL SERVICES NO. A3259
DESIGN SERVICES FOR
CONDITION ASSESSMENT AND IMPROVEMENT PROGRAM
FOR THE TURNPIKE AND PARKWAY GUIDE SIGNAGE

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SECTION I
Prequalified and Eligible Consultants

Advantage Engineering Associates, P.C.
AECOM Technical Services, Inc.
AECOM USA, Inc.
Ammann & Whitney Consulting Engineers, P.C.
Arora & Associates, P.C.
Boswell Engineering
Buchart-Horn, Inc.
CH2M Hill
Chilton Engineering, Inc.
CME Associates
CMX
Dewberry-Goodkind, Inc.
Fay, Spofford & Thorndike, LLC.
French & Parrello Associates, P.A.
Gannett Fleming, Inc.
Greenman-Pedersen, Inc.
Hanson Professional Services, Inc.
Hatch Mott MacDonald
HNTB Corporation
Jacobs Engineering Group, Inc.
Johnson, Mirmiran & Thompson, Inc.
Langan Engineering & Environmental Services, Inc.
McCormick Taylor, Inc.
Medina Consultants, P.C.
Michael Baker, Jr., Inc.
Parsons Transportation Group, Inc.
PB Americas, Inc.
PBS&J
Pennoni Associates, Inc.
Stantec Consulting Services, Inc.
STV Incorporated
T & M Associates
Taylor, Wiseman & Taylor
The Louis Berger Group, Inc.
The RBA Group
TranSystems Corporation
Urban Engineers, Inc.
URS Corporation
Wilbur Smith Associates

SECTION II

Administrative and Agreement Information

Professional Corporation

Incorporated firms that have not filed a copy of a Certificate of Authorization, as required by N.J.S.A. 45: 8-56, with the Authority must include a copy of the Certificate with the EOI.

Professional service corporations established pursuant to the "Professional Service Corporation Act," P.L. 1969, c. 232 (N.J.S.A. 14A: 17-1 et seq.), are exempt from this requirement.

Signatures

Expressions of Interest, Technical Proposals and Fee Proposals must be signed by an officer of the Firm authorized to make a binding commitment.

Incurring Costs

The Authority shall not be liable for any costs incurred by any consultant in the preparation of their EOI.

Addendum to EOI Solicitations

If, at any time prior to receiving EOIs, it becomes necessary to revise any part of this EOI solicitation, or if additional information is necessary to enable a firm to make an adequate interpretation of the provisions of this EOI solicitation, an addendum to the EOI solicitation will be made available on the Authority's web-site as described herein.

Acceptance of EOIs

The Authority may award an OPS for these services to a firm that the Authority determines best satisfies the needs of the Authority. The solicitation for an EOI or Technical Proposal does not, in any manner or form, commit the Authority to award any OPS. The contents of the EOIs may become a contractual obligation, if, in fact, the EOI or Technical Proposal is accepted and an OPS is entered into with the Authority. Failure of a firm to adhere to and/or honor any or all of the obligations of this EOI - Technical Proposal may result in cancellation of any OPS awarded by the Authority.

Rejection of EOIs

The Authority shall not be obligated at any time to award an OPS to any consultant.

Final Contract

Any OPS entered into with a selected Consultant shall be a contract that shall be satisfactory to the Authority in accordance with the laws of the State of New Jersey. It is understood that any OPS that may be awarded will be on the basis of a professional services agreement within the intent of the statutes and laws of the State of New Jersey, specifically N.J.S.A. 27:23-6.1.

Dissemination of Information

Information included in this document or in any way associated with this project is intended for use only by the Consultant and the Authority, and is to remain the property of the Authority. Under no circumstances shall any of said information be published, copied or used by the Consultant, except in replying to this EOI solicitation.

News Releases

No news releases pertaining to this RFEOI or the Project to which it relates shall be made without Authority approval and then only in coordination with the issuing office and the Authority's Media Relations Coordinator.

Public Records

Any EOI or Technical Proposal submitted by a firm under this EOI solicitation constitutes a public document that will be made available to the public upon request. Should the Consultant believe that any portion of the EOI is non-disclosable pursuant to law, it may take appropriate action to protect those interests.

SECTION III OPS Procurement and Project Schedule

<u>OPS PROCUREMENT</u>	<u>DATE</u>
Date of Solicitation for EOIs	August 4, 2009
Deadline for Consultant Inquiries.	August 12, 2009
Responses to Inquiries to be Posted by	August 14, 2009
Deadline Date for Submission of EOIs	August 28, 2009
Request for fee Proposal..... (from Selected Firms-approximate date)	September 18, 2009
Anticipated Approval by the NJTA Commissioners	October 27, 2009

<u>DESIGN SCHEDULE</u>	<u>DATE</u>
Notice to Proceed	November 30, 2009 (Approx.)
Kick-off Meeting with NJTA	December 1, 2009
Phase "A" Submission	February 19, 2010
Phase "B" Submission	March 26, 2010
Phase "C" Submission	April 23, 2010
Phase "D" Submission	May 21, 2010
Final Report and Completion of sign Improvement program	June 4, 2010

SECTION IV Scope of Services

PROGRAM OVERVIEW

OVERVIEW:

The New Jersey Turnpike Authority's Capital Improvement Program is comprised of a variety of projects to improve operational safety, infrastructure maintenance and operational improvements for the motoring public as well as the overall health, safety and welfare of workers and the general public who utilize the various facilities that are owned and operated by the Authority. The upgrade of signing and implementation of necessary remedial measures provides the primary tool to promote highway safety and efficiency by providing for the movement of all motorists and the facilitation of travel on the NJ Turnpike and Garden State Parkway into compliance with current codes and standards. This OPS will provide baseline data for the Authority's sign improvement program. It is the Authority's intention to assess all guide signage as to their condition and functionality as the overall sign Improvement project moves forward. The Authority will use data reported under this OPS to determine the scope of those future OPS' to ensure that comprehensive assessment data will be available for the sign Improvement.

GENERAL:

All design services shall be in accordance with the current edition of the Authority's Design Manual and Procedure Manual and the "Manual on Uniform Traffic Control Devices" (MUTCD) as applicable on the NJ Turnpike and Garden State Parkway. Outlined herein is the scope of services required to be performed by the Consultant. The Consultant will account for all project needs in their EOI. With respect to the specifically defined activities required by the OPS, the Consultant is expected to submit a proposal based on the information presented herein, available reference material and sound professional engineering judgment and experience.

The Consultant must be familiar with and knowledgeable of all aspects of the anticipated services and have a thorough understanding of the project requirements, including all applicable codes and regulations for all aspects of this project.

It will be the Consultant's responsibility to bring to the attention of the Authority during the procurement process, any errors, omissions or non-compliance discovered in the Request for Proposals. By neglecting to do so, the Consultant will be responsible to make any resulting changes without additional compensation.

It is specifically noted herein that the document review process by the Authority or its representatives is intended to be a review of the documents in a general manner. Submission Reviews and comments by the Authority or its representatives shall not be construed as a comprehensive review or detailed checking of the Consultant's work. It remains the Consultant's professional responsibility to design and prepare the documents in accordance with proper engineering criteria and sound professional

engineering judgment. The Consultant is completely responsible for all documents they prepare and it remains their responsibility to ensure the integrity of the analysis and their work.

The Consultant shall follow the "One Call Law" field stake out (in accordance with the N.J. Board of Public Utilities Excavator Handbook for damage prevention of buried utilities) for all soil borings, test pits or other excavation work. The One Call System can be reached by dialing 1-800-272-1000.

INTRODUCTION:

Professional engineering design services are required for the condition assessment report and guide sign improvement program to enhance traffic safety in accordance with the current edition of the Authority's Design Manual and Procedure Manual and the "Manual on Uniform Traffic Control Devices" (MUTCD) as applicable on the NJ Turnpike and Garden State Parkway.

The Consultant shall collect data and comprehensive sign inventory over a span of 293 miles, which will include a total of 7,500 signs approximately (5,000 signs on the Parkway and 2,500 signs on the Turnpike), along with 44 interchanges and 390 ramps. Services shall include prioritization, recommendations and preparation of sign improvement program with cost estimate to address the goals, objectives and performance measures that encompass the overall signing upgrade including capital investment planning for both roadways.

The services furnished shall include but not necessarily be limited to the following items of work:

1. Review all relevant existing available data information, as-built drawings and existing sign structure inspection reports.
2. The Consultant shall verify the Authority's maintenance and jurisdiction limits to determine the extent of the sign locations on the Turnpike and Parkway roadways
3. Develop complete electronic record, digital imaging and GIS location of the sign which will include any and all information gathered during the field verifications. The information shall be reported in a format compatible for future Authority use.
4. Issue a written report detailing findings, by each sign.
5. Develop procedure, programs and methods of inventory and analysis that ultimately enhance traffic safety. Prepare a detailed schedule of future sign improvement based on priority locations in phased design contracts; i.e., TPK & GSP-North, TPK-South, GSP-South.
6. Prepare a comprehensive existing sign panel inventory including evaluation of the remaining functional service life of sign panels based on retroreflectivity, position based on headlight of vehicles, visibility, sheeting type, sheeting color, dimensions, support type, material, legend and location through a series of interchanges.

7. In order to expedite the implementation of the overall sign improvement program, the Consultant shall engage the services of a firm specialized in data collection of base retroreflectivity attributes, as well as the additional retroreflectivity attributes from a moving vehicle traveling at posted road speeds without traffic slow down.
8. Data collection system of base retroreflectivity attributes, as well as the additional retroreflectivity attributes shall include RA value at a 0.2 degree observation angle, Sign sheeting type, Sign sheeting color, Retro curve, Derated values curve, GIS location of the sign, Imaging and Dimensions of the existing sign panel.
9. Develop a priority system that will assist the Authority in determining the most critical locations to be corrected and a timetable for such improvements by keeping an existing sign structure.
10. Determine sign panel limitations in terms of size, weight and mounted height assuming no structural modifications required. Evaluate impact of new sign panel size on the existing sign structure overstress or minimize overstressed by keeping same sign panel size or develop viable alternates of new sign structure.
11. Develop a checklist for information to be determined during condition assessment of each sign structure. This checklist may have to be different for sign structure depending on individual factors related to a specific location or type based on design criteria, spacing, position, support type, date installed, need for supplemental lighting, sight distance, visibility and street lighting background. Verify that the actual sign sizes do not exceed the design size for each overhead or cantilever sign structure.
12. Evaluate sign locations at closely spaced interchanges and along areas of limited sight distance on mainline and ramps.
13. Evaluate consistency of sign message location through a series of interchanges.
14. Evaluate spacing of ground mounted signs and need of overhead sign structures where higher percentages of larger vehicles (trucks, motor homes, etc.) routinely obstruct visibility of ground mounted signs.
15. Evaluate visibility of sign without lighting on mainline and interchange ramps. If sign lighting is found to be required, a design exception report to justify the sign lighting will be required.
16. Develop cost estimates for the noted corrections and phased future design schedule, i.e. TPK & GSP-North, TPK-South, GSP-South.
17. As part of the final report of sign improvement program, the Consultant shall investigate and identify the need for any permits and obtain all necessary permits and investigate utilities conflict.
18. Investigation criteria shall include functionality, consideration of alternate sites and alternate configurations.
19. The Consultant shall attend a review meeting following each submission.

PROGRESS SCHEDULES:

As one of the initial tasks following notice-to-proceed, the Consultant shall develop a detailed project schedule (MS Project) that will be submitted to the Authority for review and approval. The schedule shall include all tasks. Tasks exceeding 60 working days must be divided into subtasks so that no task exceeds 60 working days in duration. The schedule shall identify all dependencies and milestone events. Upon approval by the Authority, the initial schedule will be considered as a baseline (target) schedule. Progress reports shall include monthly schedule updates, which will be compared to the baseline schedule.

The schedule will be utilized by the Authority and the Consultant to manage this assignment, reduce delays and overcome difficulties to ensure all activities are performed in an efficient, coordinated and expeditious manner in accordance with the approved schedule. It is expected that progress will adhere to the approved schedule. If delayed for any reason, the Consultant will be required to develop recovery schedules to compensate for the delay.

PROJECT DELIVERABLES:

Final submission of project reports shall be furnished in hard copy and electronic format. The electronic copy of the final reports shall be provided to the Authority in Adobe Acrobat V6.0 format. Additionally, all supporting documents and GIS files shall be submitted in electronic format with the final deliverable. Specifically, all text documents shall be submitted in Microsoft® Word 2003 or compatible format; all graphic design files are to be submitted in Microstation V8 or compatible format; and all GIS files shall be in ESRI ArcGIS 9.1 format. When Microstation files are created by translating from a different format, the Consultant is solely responsible for ensuring and verifying that the required information has been translated correctly and completely, for the intended purpose. Information and documentation that does not conform to Authority's standards shall be returned for correction, without additional compensation or schedule allowance.

The Consultant shall submit the electronic copies of the reports, presentations and back-up data on 650 MB compact discs. Each disc shall be packaged in a jewel case. The compact disc and jewel case shall each be properly labeled and shall be accompanied by a letter of documentation describing the contents and downloading procedures. All graphic support files and plot files shall reside in the same directory (without subdirectories) and reference files shall be attached without device or directory specifications. Files shall be compressed using the Microstation "compress design" command before transfer to media, in order to remove deleted elements. All files (graphic and ASCII) necessary for accurate plan presentation shall be included.

The preparation of final documents and estimates shall be in accordance with the Authority's Design Manual. During the preparation of final documents, interim submissions are to be made to the Authority. Details regarding these submissions can be found in the Authority's Design and Procedures Manuals.

For scheduling purposes, a two (2) week period will be allotted for the review of each submission by the Authority, after which a meeting will be convened to discuss all comments with the Consultant.

However, any delays caused by the Authority's review process shall not be sufficient reason for additional compensation.

The Consultant must develop this project in Microstation as per the Authority's CADD Manual, and copies of the electronic files are to be provided to the Authority at no additional cost. Delivery shall be in accordance with the Authority's guidelines for the development of CADD files in accordance with the latest update posted on the Authority's web site soon).

Electronic copies of the project documents shall also be provided with the completed OPS assignment. The Consultant shall supply 650 MB compact discs containing an electronic copy of all design reports and the project documents as part of the design package. The Consultant shall furnish the Authority with CADD files comprising the completed design of the project. All design CADD files shall be delivered to the Authority on a separate compact disc and in accordance with the current version of its CADD standards entitled "New Jersey Turnpike Roadway & Garden State Parkway Roadway CADD Standards." The document may be found on the Authority's website at <http://www.state.nj.us/turnpike/buss.htm> in the "Engineering Guides and Information" section of the page. Please note that the compact disc and jewel case shall both be properly labeled and accompanied with a transmittal letter describing the contents and indicating all pertinent sender and contact information, including the name of the NJTA Project Engineer. Any CADD contract deliverable that does not conform to the standards stated above shall be returned for correction, without additional compensation or schedule allowance.

NJTA COORDINATION:

The Consultant will coordinate its activities with the Authority's personnel throughout the course of this project. The Consultant will establish a means, acceptable to the Authority's Project Engineer, for coordinating and reporting activities to ensure an expeditious exchange of information.

The Consultant will be responsible to prepare and submit monthly progress reports indicating percent of work complete by task, work submittals completed in the last month, work and submittals to be performed, actions/decisions required by the Authority, out-of-scope work performed and the status of the project's schedule and budget. Reports must be submitted on the first of the month and a monthly basis regardless of whether an invoice is submitted.

INVOICING REQUIREMENTS:

All correspondence, invoices and transmittals for the project shall be referenced by the Authority's Order for Professional Services number.

The Consultant shall immediately notify the Authority's Project Engineer in writing, if and when the percent fee earned exceeds the project percent complete. The Consultant shall implement at once the necessary adjustments and/or make recommendations how to alleviate this condition. Failure to do so will put the Consultant at risk of having to absorb any costs above and beyond the authorized fee.

Invoices are required to be submitted on a monthly basis and shall be received by the Authority within 15 business days of the cutoff date.

The Consultant shall submit time sheet summaries. Direct expenses including receipts and subconsultants expenditures shall be submitted with each invoice.

It is the Consultant's responsibility to submit to the Authority for approval the wage rate of personnel that will be working on the project. They shall also be responsible to manage the project to maintain average hourly rates in accordance with the Fee Proposal.

SECTION V
Staffing Schedule

OPS No. A3259
Design Services for Condition Assessment and Improvement Program
for the Turnpike and Parkway Guide Signage

Hours/Tasks								
Classification (ASCE-Grade)	Management	Preliminary Investigation	Condition Assessment	GIS Data Collection	Preliminary Report	Final Report	Other Tasks	Total Hours
Project Manager ()								
Senior Engineer ()								
Engineer ()								
Junior Engineer ()								
Survey (3-man crew)								
Other-Specify ()								
Other-Specify ()								
Total Hours								

Note: The above chart is intended to act as a guide. The Consultant shall modify and expand Classifications and tasks such as Signing and Lighting, Drainage, Utility Relocations, etc as required to meet project needs.

SECTION VI Compensation Basis

Following a review of submitted Expressions of Interest, the Authority will request Fee Proposal from the firm(s) it deems most qualified.

The Fee Proposal shall be submitted as a cost-plus fee, based on reimbursement of direct professional and technical salaries, except Corporate Officers, Partners, Owners and routine secretarial and clerical services, times a multiplier, not to exceed 2.8, based on a 10% allowance for profit and an overhead rate of 154.5% or, the individual firm's overhead rate as determined by Federal Audit Regulation (FAR) procedures, whichever is less plus direct expenses and subconsultant services, at cost. The multiplier shall not be applied to the premium portion of overtime. When Corporate Officers, Partners, Owners and/or Principals are required to provide services in a technical capacity, the salaries for such services shall be reimbursable. The multiplier covers all overhead and profit. No expenses or costs shall be billed unless specifically included in this EO Solicitation. For general services provided by Corporate Officers, Partners, Owners and/or Principals working in a non-technical capacity, no compensation will be provided.

Average rate per classification/grade will not be permitted to determine total labor costs. The Consultant shall list each individual proposed for the project and include the hours and hourly pay rate. If cost of living or merit increases are anticipated during the life of the project, the rates shall be included in the Fee Proposal. If such increase is not provided, wage rate increases for cost of living or merit will not be approved.

The Fee Proposal when requested, shall detail time (hours) and direct salary data for classifications conforming to ASCE Professional and Technical Grades, as shown on the staffing schedule and as modified by the Consultant to account for all required services. The ceiling amount shall be estimated to the nearest \$5,000.

Salaries shall be charged at the Consultant's hourly rates. The Consultant is responsible for managing the assignment, adhering to the number of hours, salary rates and personnel, as presented in the Expression of Interest and Fee Proposals. Individual standard and overtime rates must be approved by the Authority's Chief Engineer or the Chief Engineer's designated representative prior to commencement of work or whenever the Consultant proposes that an individual's rate be changed during the term of this OPS, provided such change is reflected in the Consultant's Fee Proposal. Except for overtime worked on construction supervision during permissible contract working hours, approval of overtime must be issued by the Authority. The Fee Proposal shall follow and reflect the staffing schedule as shown in Section V.

If cost of living, or merit increases are anticipated during the life of the project, the rates shall be increased accordingly with a statement as to the percent increase included. If such a statement is not provided, wage rate increases for cost of living or merit will not be approved.

Direct expenses shall include approved subconsultant services, mileage, tolls, test pits, Utility Work Orders, vendor invoiced printing of phase submission documents, final documents, Mylar's, final plans in .PDF format, meeting displays/exhibits, and permit application fees. Mileage will be paid at the prevailing rate. Mileage and tolls will be reimbursed for travel between the Consultant's local office and the project site, Turnpike Authority offices, and meetings required by the Authority or its representatives, including the return trip. Any change to this rate is subject to the approval of the New Jersey Turnpike Authority.

Subconsultant services are those required services performed by other firms at the Consultant's direction. These services in excess of \$5,000 must be approved in advance by the Authority.

Overnight delivery charges will be paid by the Authority if said delivery is specifically requested by the Authority and agreed to in advance. Otherwise, the Consultant will not be reimbursed for overnight delivery charges if the Consultant elects to use such services for his convenience. This shall also apply to the consultant's subconsultants.

SECTION VII NEW JERSEY TURNPIKE AUTHORITY SMALL BUSINESS ENTERPRISE SUBCONSULTING PROGRAM

It is the policy of the New Jersey Turnpike Authority (the "Authority") that Small Business Enterprises ("SBE") as determined and defined by the Division of Minority and Women Business Development ("Commerce Commission") and the Department of the Treasury ("Treasury") in N.J.A.C. 12A:10A-1 et seq. have the opportunity to compete for and participate in the performance of consultant services. The Authority is seeking participation of these SBEs for the issuance of certain Orders for Professional Services (OPS). Your Expression of Interest (EOI) must include a goal of awarding at least twenty-five (25%) percent of the total value of the OPS to subconsultants who are registered with the Division as a SBE. The Consultant must submit proof of its subconsultant's SBE registration. In the event that the Consultant cannot comply with the goal set forth above, prior to the time of the award, the Consultant must demonstrate to the Authority's satisfaction that a good faith effort was made to accomplish the above stated goal.

In order for the Authority to monitor and report SBE participation during the course of the OPS pursuant to N.J.A.C. 17:14-5.2, the consultant shall submit evidence of SBE participation in a form acceptable to the Authority, with each invoice for payment. Invoices for Payment submitted without the completed SBE Form will not be processed.

If the Consultant, for any reason, at any time during the course of the OPS, intends to make any additions, deletions or substitutions to the list of firms on the SBE form submitted to the Authority, the Consultant shall submit such proposed changes for approval. Any such proposed changes must comply with the requirements and procedures set forth herein.

Evidence of a "good faith effort" includes, but is not limited to:

1. Consultant shall request a listing of small businesses from the Division and the Authority and attempt to contact same;

2. Consultant shall keep specific records of its efforts, including the names of businesses contacted and the means and results of such contacts, receipts from certified mail and telephone records;
3. Consultant shall provide proof of solicitations of SBEs for their services, including advertisements in general circulation media, professional service publications and minority and women focus media;
4. Consultant shall provide evidence of efforts made to identify work categories capable of being performed by SBEs;
5. Consultant shall provide all potential subconsultants with detailed information regarding the project description;
6. Consultant shall attempt, wherever possible, to negotiate lower prices with potential SBE subconsultants which submitted higher than acceptable fee estimates; and
7. Efforts made to use the services of available community organizations, consultant groups, and local, state and federal agencies that provide assistance in the recruitment and placement of SBEs.

Consultant shall maintain adequate records to document their efforts and will provide same to the Authority upon request.

SECTION VIII
AFFIRMATIVE ACTION REGULATIONS
P.L. 1975, C. 127 (NJAC 17:27)
PROFESSIONAL SERVICE AGREEMENTS

Pursuant to P.L. 1975, c. 127 (N.J.A.C. 17:27) all Consultants negotiating for a professional service agreement with the Authority are required to comply with the following requirements.

Prior to the time the OPS Agreement is submitted for execution by the Authority, the Consultant is required to present one of the following three documents to the Authority:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A Certificate of Employee Information Report Approval.
- (c) If the Consultant cannot present "a" or "b", the Consultant is required to submit a completed Affirmative Action Employee Information Report (Form AA 302). This form will be made available to Consultants upon request.

SECTION IX
State Contractor Political Contributions Compliance
Public Law 2005, Chapter 51, Executive Order 134 and Executive Order 117

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, Executive Order 134 was signed on September 22, 2004 ("EO 134"). The Order is applicable to all State agencies, the principal departments of the executive branch, any division, board, bureau, office, commission within or created by a principal executive branch department, and any independent State authority, board, commission, instrumentality or agency. Executive Order 134 was superseded by Public Law 2005, c.51, signed into law on March 22, 2005. In September 2008, Executive Order 117 was signed and became effective November 15, 2008. It applies to the same government contracting entities subject to Executive Order 134, but extends the political contribution restrictions by expanding the definition of "business entity" to include, for example, more corporate shareholders and sole proprietors. Executive Orders 134 and 117, and Public Law 2005, c.51 contain restrictions and reporting requirements that will necessitate a thorough review of the provisions. Pursuant to the requirements of PL 2005, c.51, the terms and conditions set forth in this section are material terms of any OPS resulting from this RFEI or RFP:

DEFINITIONS

For the purpose of this section, the following shall be defined as follows:

- a) Contribution – means a contribution reportable as a recipient under "The New Jersey Campaign Contributions and Expenditures Reporting Act." P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.
- b) Business Entity – means any natural or legal person; business corporation (and any officer, person, or business entity that owns or controls 10% or more of the corporation's stock); professional services corporation (and any of its officers or shareholders); limited liability company (and its members); general partnership (and its partners); limited partnership (and its partners); in the case of a sole proprietorship: the proprietor; a business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction, including its principals, officers, or partners. The definition of a business entity also includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity ; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person's spouse or child, residing in the same household.

BREACH OF TERMS OF THE LEGISLATION

It shall be a breach of the terms of the contract for the Business Entity to (i) make or solicit a contribution in violation of the Legislation, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or

solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

CERTIFICATION AND DISCLOSURE REQUIREMENTS

a) The Authority shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State, county or municipal political party committee, or legislative leadership committee during specified time periods.

b) Prior to the award of any contract or agreement, the intended Awardee shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the means of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made.

STATE TREASURER REVIEW

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial

penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 51 (EXECUTIVE ORDER NO. 117)

Governor Jon S. Corzine recently signed Executive Order No. 117, which is designed to enhance New Jersey's efforts to protect the integrity of government contractual decisions and increase the public's confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 ("Chapter 51"), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Executive Order No. 117 extends the provisions of Chapter 51 in two ways:

1. The definition of "business entity" is revised and expanded so that contributions by the following individuals also are considered contributions attributable to the business entity:
 - Officers of a corporation, any person or business entity who owns or controls 10% or more of the corporation's stock, and professional services corporations, including any officer or shareholder, with the term "officer" being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1), with the exception of officers of non-profit entities;
 - Partners of general partnerships, limited partnerships, and limited liability partnerships and members of limited liability companies (LLCs), with the term "partner" being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1);
 - In the case of a sole proprietorship: the proprietor; and
 - In the case of any other form or entity organized under the laws of this State or any other state or foreign jurisdiction: the entity and any principal, officer, and partner thereof;
 - Spouses, civil union partners, and resident children of officers, partners, LLC members, persons owning or controlling 10% or more of a corporation's stock, all shareholders of a professional services corporation, and sole proprietors are included within the new definition, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides.
2. Reportable contributions (those over \$300.00 in the aggregate) to legislative leadership committees, municipal political party committees, and candidate committees or election funds for Lieutenant Governor are disqualifying contributions in the same manner as reportable contributions to State and county political party committees and candidate committees or election funds for Governor have been disqualifying contributions under Chapter 51.

Executive Order No. 117 applies only to contributions made on or after November 15, 2008, and to contracts executed on or after November 15, 2008.

Only the intended Awardee only will be required to submit the required P.L. 2005 c. 51/EO 117 and P.L., 2005, c. 271 forms. The combined Chapter 51/EO 117 form and the Chapter 271 form are available on the Department of Treasury Division of Purchase and Property's website at: <http://www.state.nj.us/treasury/purchase/forms.htm>.