



DELAWARE VALLEY
REGIONAL PLANNING COMMISSION

The ACP Building, 190 N. Independence Mall West
Philadelphia, PA 19106-1520

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www.dvrpc.org

Request for Proposals
for
Guide Rail Management System
Burlington County, New Jersey

For Additional Information Please Contact:

John R. Griffies, Contracts Manager
Delaware Valley Regional Planning Commission
The ACP Building, 190 N. Independence Mall West, 8th Floor
Philadelphia, PA 19106-1520
Phone: 215-238-2925
Fax: 215-925-4886
Email: jgriffies@dvrpc.org

Proposals submitted for this project will accepted up until the due date of
July 24, 2009 at 4:30 PM.

I. Introduction

The Delaware Valley Regional Planning Commission is requesting proposals from qualified engineering firms to provide professional engineering services for the Guide Rail Inventory and Management System along all County Routes, County owned NBIS Bridges and approaches. The work shall include the evaluation of existing guide rail locations for the installation and modification of guide rail and determination of locations where guide rail is not present but warranted.

The purpose is to create and maintain a Guide Rail Management System. The County's intent is to develop an inventory of the existing guide rail along all County roads and county owned NBIS bridges and approaches as well as identify locations where the existing guide rail is damaged, deficient or not in compliance with current design standards. Furthermore the selected consultant will identify locations where new or additional guide rail may be warranted based on NJDOT and AASHTO standards for the installation of guide rail.

The existing guide rail as well as areas that guide rail is warranted will be located using a Global Positioning System and data files will be provided to the County in electronic format that contain all pertinent information. The information gathered shall be compatible with the County's current GIS software.

II. Scope of Work

1. Inspection, Inventory & Report

The consultant shall prepare a report displaying the results of the inspection and inventory of all existing guide rail locations at the County Routes, County owned NBIS Bridges and approaches. The consultant shall create a priority rating system and provide an overall rating for each location. The consultant shall provide the guide rail inspection and inventory results for each road in a comprehensive database. The data collected for each location shall included but not be limited to the following:

- | | |
|---|---|
| ➤ County Route Number | ➤ Fixed Object Location |
| ➤ Municipality | ➤ Vegetation Limits |
| ➤ Street Name | ➤ Bridge Attachments Locations |
| ➤ Photo Log | ➤ Bridge Attachment Type |
| ➤ Reference Point | ➤ Presences of Spacer Blocks |
| ➤ County Bridge Number | ➤ Presence of Reflectors |
| ➤ State Bridge Number (NBIS structures) | ➤ Edge of Traveled Lane Offset |
| ➤ Travel Direction | ➤ Offset Average Edge of Traveled Lane to Edge of Pavement |
| ➤ Posted Speed Limit | ➤ Type of End Treatments & type of flare |
| ➤ Design Speed Limit | ➤ Condition of End Treatment |
| ➤ Road Type | ➤ Type/ Material/ Condition of Guide Rail Elements, Posts & Spacer blocks |
| ➤ Guide Rail Location | ➤ Road Classification |
| ➤ Leading End GPS | ➤ Current ADT/Date |
| ➤ Trailing End GPS | ➤ Design ADT |
| ➤ Length of Guide Rail | ➤ Suggested Clear Zone Range |
| ➤ Height of Guide Rail | ➤ Warrants |
| ➤ Post Spacing Length | ➤ Comments/Recommendations |
| ➤ Embankment Height | |
| ➤ Embankment Offset | |
| ➤ Obstruction Locations | |
| ➤ Utility Pole Location/Number | |

The consultant shall evaluate and submit a summary report for each roadway location where guide rail is warranted but not present. The consultant shall create a priority rating system for

each location. The data collected for each location shall included but not be limited to the following:

- County Route Number
- Municipality
- Street name
- Photo Log
- Reference Point
- Travel Direction
- Posted Speed limit
- Road Type
- Location of proposed guide rail
- Coordinates
- Edge of Traveled Lane Offset
- Road Classification
- Current ADT/Date
- Design ADT
- Suggested Clear Zone Range
- Warrants Analysis for Each Location
- Comments/Recommendations

2. GPS Survey Data

The survey shall be collected and exported using NJ NAD 1983 State Plane Coordinate System using the Trimble GPS ProXH receiver with Ranger datalogger and GeoBeacon or approved equivalent. The survey will consist of establishing the location of the guide rail, components and obstructions within the clear zone with respect to the existing edge of the traveled lane. The GPS data points referencing each guide rail component and location will be prepared using a data dictionary that is compatible with Trimble's Terrasync software. Trimble's GPS Pathfinder Office or approved equivalent software is required for the post processing of the GPS data. The exporting of the data in this software must give an output data layer in a Microsoft Access Geodatabase (MDB) format. The MDB layer will be maintained by the County with the ArcGIS software.

3. Cost Estimate

The consultant shall prepare a conceptual Engineer's Cost Estimate for each location that shall be upgraded or meets warrants for new installation.

4. Meeting & Schedules

This item should also include any meeting attendance with the Burlington County Engineering Office (BCEO) during work on this project. Monthly progress meetings with the County will be required. Progress reports on the forms are to be submitted at each meeting indicating the status of each task. Minutes of all meetings will be recorded and distributed, by the consultant, to BCEO within 3 to 5 days of the meeting date. Progress reports are required each month.

Upon acceptance by the County of a Consultant's proposal, the Consultant shall provide a complete detailed project schedule showing tasks to be accomplished for each phase. The project schedule should reflect a logical progression of the project in that work should not be started on a task which would have to be modified due to decisions on other tasks.

The project schedule shall be as follows and updated as necessary during the development of the project.

<u>CONSULTANTS</u>	<u>COUNTY REVIEW</u>
Phase I – Inventory Phase (180 calendar days)	30 calendar days
Phase II – Preliminary Report Phase (90 calendar days)	30 calendar days
Phase III – Final Report (45 calendar days)	30 calendar days

ADMINISTRATION INFORMATION AND REQUIREMENTS

1. **SUBMISSION DATE:** Proposals must be submitted by Monday, July 24, 2009, 4:30 PM to John Griffies, Contracts Manager, Delaware Valley Regional Planning Commission, The American College of Physicians Building – 8th Floor, 190 N. Independence Mall-West, Philadelphia, PA 19106-1520. Proposals submitted after this time and date will not be considered.
2. **NUMBER OF COPIES:** Five (5) copies of the proposal are to be submitted. Your submission should be bound (including any cover letter) with no loose pages and no more than thirty (30) pages. Please include a CD copy of your proposal
3. **MINORITY BUSINESS ENTERPRISE:** This solicitation must meet Title 49 CFR Part 23, “Participation of Minority Business Enterprises in Department of Transportation Programs” and NJDOT’s implementation of these regulations. Therefore, a ten percent (10%) minority, women-owned and operated and/or disadvantaged businesses requirement applies to this solicitation.

Disadvantages and minority owned businesses will be required to submit certification of eligibility ownership prior to execution of any agreements.

4. **CONTRACT:** The contract will be between DVRPC and the selected firm who will be administratively responsible to DVRPC. *The contract will be of the cost reimbursable with a fixed fee, not to exceed type.*
5. **COST PROPOSAL:** Consultant costs will not be required to be submitted until after the successful consultant is selected. The cost proposal of the successful consultant will be required to be submitted approximately one (1) week after the consultant is selected.

- Please do not submit any cost proposals unless you have been informed that your firm has been selected to perform the work.

If your firm is selected to perform the work you will be required to comply with the following.

The consultant and any subcontractor over \$10,000 will be required to submit the following cost information:

- Contract Pricing Proposal - With Supporting Schedule
(Available at www.dvrpc.org)

Title 41 Code of Federal Regulation’s limit the amount of profit or fee to 10 percent of the direct labor cost, fringe benefits and indirect costs, and from 1 to 5 percent of other direct costs excluding sub consultant costs.

The estimated level of effort is \$800,000

6. CERTIFICATION OF ELIGIBILITY:

A certificate is to be included in the proposal for each firm stating that:

“The firm is not ineligible to receive award of a contract due to the firm’s inclusion on any federal, Pennsylvania or New Jersey State lists of debarred contractors, or otherwise ineligible to be awarded a contract using federal or state funds.”

This statement can be written on your firm’s letterhead and should be signed by an officer of the firm.

**Technical questions concerning this RFP should be directed to John Coscia Jr.,
DVRPC Project Manager, 215-238-2859, jcosciajr@dvrpc.org**

**Administrative questions concerning this RFP should be directed to John
Griffies, DVRPC Contracts Manager, 215-238-2925, jgriffies@dvrpc.org**

EVALUATION OF CRITERIA

A Consultant Selection Committee will evaluate each proposal submitted and at its discretion, recommend a firm to the DVRPC Board. Negotiations and award of the contract will be to the firm or firms that provide the most advantageous proposal, all things considered including price and costs. The selection committee and DVRPC reserves the right to reject all proposals.

Criteria have been established to guide the evaluation of each consultant proposal. The top ranked firms with the highest numerical scores after evaluation may be asked to make oral presentations to the Selection Committee. Each firm’s proposed project manager must take part in the presentation.

The criteria are weighted and are as follows:

1. Professional Qualifications (Weight 15%)

The firm must also establish qualifications to perform the work needed to prepare the type of analysis described in the scope of work. . The following are required:

- A description of the project team including an organization chart. The Project Manager and Project Engineer must demonstrate experience on similar projects.
- Resumes of the professional staff to be involved in the project. The proposal must demonstrate that sufficient staff is available to perform the work in a timely manner to meet the project schedule.

- A list of clients name and telephone numbers, for whom you have prepared a management system or performed similar work of a similar scale.
- A full description of the roll of all subcontractors.

2. Excellence of Narrative: (Weight 45%)

The narrative should cover issues and problems, and a discussion of the approach, including opportunities and alternatives to resolving or minimizing any impact on completion of the project. Please do not repeat the scope of services listed above – your narrative statement may be organized by tasks different from the above, but you should detail how your firm would complete the scope of services defined above. Your detail should include a schedule, special data needs, special methods of analysis, graphic preparation, milestones, end products and procedures.

3. Application of Innovative Techniques: (Weight 20%)

The activities contained in the Scope of Services are but one approach to meet the study objectives. Consultants may: (1) develop alternative approaches and (2) offer suggestions for enhancing specific tasks or the overall work.

4. Demonstrated Interpersonal Skills: (Weight 10%)

This study will involve the consultant working directly with the local government leaders and the public. You should include a one page statement showing your:

- Experience in the production and use of graphics and reports as a medium for conceptual explanations to the public and in public presentations.
- Experience in working with citizen, business, professional and government leaders.

5. Knowledge of Local Conditions: (Weight 10%)

The narrative statement must show your understanding of the interaction of this project with local conditions.

CHECKLIST OF PROPOSAL REQUIREMENTS

Your Proposal should include the following, not necessarily in the order presented:

1. **Narrative Statement:** Issues, Problems and Opportunities. In addition to identifying the issues, problems and opportunities, you should include any special data needs, special methods of analysis, milestones, end products and procedures that you believe will enhance the study effort.
2. **Schedule:** You are to include a schedule of events which corresponds to the sequence contained in your technical proposal. (1 page).
3. **Study Team:** A description of the study team and resumes of the key staff, including the role of all subcontractors. (6 pages including schedule).
4. **Project Manager:** The name of the proposed project manager.
5. **Task Effort:** An estimate of the percent of effort anticipated for each task.
6. **Certificate of Eligibility**

