

1/29/2009

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
REQUEST FOR PROPOSAL
FY 2009 ASSET MANAGEMENT DATA COLLECTION

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
782 S. Brewster Road, Unit 6
Vineland, NJ 08361
856-794-1941
856-794-2549(Fax)
Website: www.sjtpo.org

DANIEL BEYEL, CHAIRMAN
TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR

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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

FY 2009 ASSET MANAGEMENT DATA COLLECTION

I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct County Road asset management data collection in Atlantic County, NJ. This work is included in the SJTPO FY 2009 Unified Planning Work Program with a budget of \$100,000. Technical proposals must be prepared and submitted in accordance with the 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

Interested firms must submit five hard copies of their technical and cost proposals, and one electronic copy of the technical proposal, no later than 5:00 P.M., prevailing time, on Monday, March 9, 2009. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Timothy G. Chelius, P.P., AICP, Executive Director
South Jersey Transportation Planning Organization
782 S. Brewster Road, Unit 6
Vineland, New Jersey 08361

The SJTPO reserves the right to reject any submission for failure to adhere to these 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 the 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 on or before Tuesday, February 10, 2009 and submitted to Timothy G. Chelius, P.P. at the above address. Faxes and e-mails are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

D. Anticipated Consultant Selection Schedule

Proposal Due Date – Monday, March 9, 2009

Policy Board Action – Monday, March 23, 2009

Notice to Proceed – On or about Monday, March 30, 2009

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.

II. SCOPE OF WORK

Background: SJTPO will manage a project to collect and manage roadside assets and pavement condition data on County Roads in Atlantic County, NJ. The goal of this project is to obtain digital data on pavement condition, signs, guiderail, and other assets to enable Atlantic County to develop inventories and condition data.

Necessary attributes of such a system would include accurate location and orientation information using DGPS, linear referencing, and/or inertial navigation. Users should have the ability to retrieve real-world coordinate and measurement information from the office and create asset records with location and attribute information into ODBC compliant databases, ESRI ArcSDE, Shape, or GeoDatabase formats. This resource will support local pavement management efforts, identification of roadway hazards, and other asset management programs.

Proposals must specify the mileage of County Roads (one direction) that will be covered under the stated budget, and must certify that the product will include the attributes listed below. If alternative or additional attributes are proposed, the proposal must clearly describe them.

It should be noted that Atlantic County will shortly issue a separately – funded Request for Proposals for similar work which is intended to collect the Atlantic County road asset data that is not collected by this SJTPO contract.

Extent of Work

- * Drive and acquire “smart” images
- * Collection of asset features using ESRI compatible software
- * Deliver images and asset feature geodatabase
- * Pavement rating
- * Install and configure GIS compatible software at Atlantic County Department of Regional Planning and Development.
- * Provide software training to Atlantic County and SJTPO staff at County office.

Technical Details

- * 4 camera configuration
- * Acquire images every 25 feet
- * Horizontal accuracy +1- 3.0’

Asset Management

- * In office asset collection via GIS
- * Collect feature with existing GIS data as reference
- * Ability to measure distance
- * Customize interface to collect additional assets
- * Ability to collect point or linear features
- * Each asset collected has dynamic link to an image

Pavement Management

- * In-office windshield survey
- * Repair Decision Tree Strategy
- * Ability to prioritize and forecast required budget for repairs
- * Results linked to GIS

Deliverables:

Image Acquisition I Collection of two assets:

Images
ESRI v9.2 Personal geodatabase
One license of GIS compatible asset collection software
One day of on-site training on software

Pavement Condition Rating

Pavement Condition rating results
One license of ArcGIS compatible software on Pavement module
One day of on-site training on pavement software

The proposal must state the specific formats for the deliverables.

Please note that the project must be completed by June 30, 2009.

III. CONSULTANT SELECTION

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.

Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. The SJTPO reserves the right to reject any and all proposals.

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. The proposal must contain the following information:

A. Technical Proposal

1. Technical Approach (30 percent): A narrative describing the understanding of the effort and products required, including descriptions of the specific tasks and subtasks to be undertaken.

- a. The issues or problems and a detailed approach to completing the work program. List and description of deliverables.
 - b. A project schedule indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0”. The 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.
- 2. Firm Qualifications (25 percent): Qualifications of the firm and any subcontractors:
 - a. A list of similar work, including the name and telephone number of the clients, and a full description of the services provided by the firm. An organizational chart and description of the firm.
 - b. A description of the firm's facilities, number of offices and employees in each office, any special equipment and other factors, (knowledge, skills, etc.) which may affect the delivery of the required services.
- 3. Staff Qualifications (30 percent): Qualifications, experience and office address of firm's and any subcontractor's staff:
 - a. Resumes of the professional staff.
 - b. Location of office that will be performing the work on this project.
- 4. ESBE Utilization (15.7 percent):

A federal requirement that must be addressed is the mandated Emerging Small Business Enterprise (ESBE) participation. An ESBE 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 disadvantage’ individual, 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 disadvantage’ 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. The highest-ranking firms may be invited, at the option of the SJTPO, to an interview to present relevant details of their proposals and introduce key staff.

B. Cost Proposal

The Technical Proposals must be accompanied by same number of proposals of a Cost Proposal in a separate, sealed envelope. The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Please also include a list of key personnel arranged by title and level with hourly rates.

If an acceptable contract cannot be negotiated with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm. The consultant selection and negotiated contract are subject to approval by the U.S. Department of Transportation in accordance with its policies and procedures.

IV. EMERGING SMALL BUSINESS ENTERPRISE PARTICIPATION

The CONTRACTOR agrees that ESBE firms as defined in 49 CFR Part 26 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. The SJTPO strongly encourages the use of ESBEs in all of its contractual efforts.

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. ‘Socially and economically disadvantage’ is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: “Black American,” “Hispanic Americans,” “Native American,” “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).

B. Policy

It is the policy of SJTPO that Emerging Small Business Enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of a contract financed in whole or in part with federal funds under this agreement. Consequently, the ESBE requirements of 49 CFR Part 23 applies to this agreement.

C. ESBE Participation

The ESBE referred to herein 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 as follows:

1. 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 three completed tax years, or by the number of employees.
2. 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.

D. Certified ESBE firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. The current list of certified ESBE firms is available on the website of the New Jersey Department of Transportation (<http://www.state.nj.us/transportation/business/civilrights/pdf/esbedirectory.pdf>). Firms who wish to be considered for ESBE certification are encouraged to contact Ms. Linda Errico at 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 ESBE is generally counted toward the applicable ESBE goal. If state matching and/or non-matching funds are also awarded to an ESBE, the total dollar value of the ESBE contract or subcontract may also be counted toward the applicable ESBE goal.

E. Consultant Documentation

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to disadvantaged and 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 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 ESBE goal and the 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 ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize ESBE firms. SJTPO utilizes the NJDOT federally approved ESBE goal for FY 2009 which is 15.7 percent.

If, at any time you intend to subcontract or modify any portion of the work already under contract, or intend to purchase material or lease equipment not contemplated during the original preparation of your cost proposal, you must notify SJTPO in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual ESBE or participation rate for the consultant's contract is in danger of falling below the agreed upon ESBE participation, then a request must be made for an ESBE Goal Exemption Modification through SJTPO.

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A.** Consultant and their subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.
- B.** All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment opportunity because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The Consultant must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Fair Employment Practices Act.
- C.** In response to this Request for Qualifications/Request for Proposals, the Consultant should furnish a detailed statement relative to its Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subconsultants.

VI. INSURANCE REQUIREMENTS

- A.** The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.
- B.** Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.
- C.** The insurance coverage under such policy or policies shall not be less than specified herein.
1. Worker's Compensation and Employer's Liability:
 - a) Each Accident \$ 100,000
 - b) Disease-Each Employer \$ 100,000
 - c) Disease Policy Limit \$ 500,000
 2. Comprehensive General Liability:
 - a) Bodily Injury
 - Each Person \$ 250,000
 - Each Occurrence \$1,000,000
 - b) Property Damage
 - Each Person \$1,000,000
 - Aggregate \$2,000,000
 3. Comprehensive Automobile Liability:
 - a) Bodily Injury
 - Each Person \$ 500,000
 - Each Occurrence \$1,000,000
 - b) Property Damage
 - Each Occurrence \$ 250,000
 4. Professional Liability Insurance:
 - a) Claims made/aggregate \$1,000,000

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.

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 photo copy of their Federal Letter of Affirmative Action Plan Approval.
- OR
2. A photo copy 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_____