



University Transportation Research Center
RFP Cover Sheet

Title: NJDOT Technology Transfer Program
Proposal Number: 2016-11
Sponsor: NJDOT
Date Issued: May 2, 2016
Pre-Proposal Meeting: TBD
RFP Due at NJDOT: by June 11, 2016
RFP Closing Date: **June 11, 2016**

If you plan to apply:

1. Please contact Camille Crichton-Sumners, (research.bureau@dot.nj.gov, 609-530-5637) to request a pre-proposal meeting, and so that you will receive information about this meeting if it is held. The date to request by is May 12, 2016.

If you plan to submit a proposal through UTRC, please notify us by email at peickemeyer@utrc2.org. Please indicate whether you are open to teaming up with faculty at other universities on this project.

Proposal submission guidelines:

When you apply, please use the UTRC cover sheets for technical proposal and budget available at <http://www.utrc2.org/resources>. Proposals must be submitted directly to NJDOT by the closing date.

Proposals must be prepared in accordance with NJDOT's Information and Instructions for Preparing Proposals. Please visit: <http://www.state.nj.us/transportation/refdata/research/pdf/techpropresproj.pdf>

For questions about budget preparation, contact: Penny Eickemeyer, peickemeyer@utrc2.org. Please note that matching funds will not be made available from UTRC for this project.

Please visit the NJDOT Research Website for important information about this RFP

http://www.state.nj.us/transportation/refdata/research/research_procurement.shtm

New Jersey Department of Transportation
Bureau of Research
RESEARCH PROJECT
Request for Proposal
2016/17 Program

Date of RFP
05/02/2016

Closing Date
06/11/2016

Technology Transfer Program

Project No. 2016-11

(Proposals must be prepared in accordance with NJDOT's *Information and Instructions for Preparing Proposals*. Please visit: <http://www.state.nj.us/transportation/refdata/research/pdf/techpropresproj.pdf>
Revised Proposal Evaluation Forms are available for your information on the website.)

Proposals will be based on the merit of the information contained in the proposal. Budgets will be evaluated separately. Please place three (3) copies of the budget for this project in a separate sealed envelope.

1 - RESEARCH PROBLEM STATEMENT, BACKGROUND, AND OBJECTIVES

1-1. Purpose. This Request for Proposal (RFP) provides to those interested ("Universities") in submitting proposals for the subject procurement sufficient information to enable them to prepare and submit proposals for the New Jersey Department of Transportation's (NJDOT's) consideration on behalf of the State of New Jersey to satisfy a need for the Project.

1-2. Issuing Office. The Bureau of Research ("Issuing Office") has issued this RFP on behalf of the NJDOT. The sole point of contact in the NJDOT for this RFP shall be the Research Bureau Manager ("Issuing Officer"), Camille Crichton-Summers, Bureau of Research, NJDOT 1035 Parkway Avenue Trenton NJ 08625, Research.Bureau@dot.nj.gov. Please refer all inquiries to the Issuing Officer.

1-3. Scope. This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Universities must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.

1-4. Problem Statement.

The Technology Transfer Program, as defined in 23 CFR 420.203, is a nationwide effort financed jointly by the Federal Highway Administration and the individual state departments of transportation. The program bridges the gap between information needs of practicing transportation professionals and tight budgets of transportation agencies while engaging other interested stakeholders such as local community groups, consultants, students and lay people. The program aims to increase the level of awareness concerning transportation-related issues (from local to international), promote an ongoing exchange of ideas, translate the latest state-of-the-art trends and technology practices, showcase innovation, and disseminate research results in a form that can be readily applied to current transportation problems.

1-5. Type of Contract. It is proposed that if the Issuing Office enters into a contract because of this RFP, it will be a **Cost Reimbursement, Deliverable Based** contract containing the Standard Contract Terms and Conditions. The Issuing Office, in its sole discretion, may undertake negotiations with a University whose proposals, in the judgment of the Issuing Office, show them to be qualified, responsible, and capable of performing the Project.

1-6. Disadvantaged Business Information. The New Jersey Department of Transportation is committed to providing opportunities for Disadvantaged Business Enterprises to compete for work. To support this commitment, there is a goal of twelve point four nine percent (12.49%) of the total contract dollar amount set for this RFP.

Only those organizations certified by NJDOT's DBE Unified Certification Program (NJ UCP) before the response date of this RFP qualify as Disadvantaged Business Enterprises. The Universities must comply with all terms of the Disadvantaged Business Enterprise requirement.

1-7. Best and Final Offers.

- A. While not required, the Issuing Office reserves the right to conduct discussions with Universities for obtaining "best and final offers." To obtain best and final offers from Universities, the Issuing Office may do one (1) or more of the following, in any combination and order:
 - 1. Schedule oral presentations;
 - 2. Request revised proposals;
 - 3. Enter into pre-selection negotiations.

- B. The Evaluation Criteria found in Part 2, Section 2-4, shall also be used to evaluate the Best and Final offers.

1-8. News Releases. Universities shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this Project without prior written approval of the Issuing Office and then only in coordination with the Issuing Office.

1-9. University Representations and Authorizations. By submitting its proposal, each University understands, represents, and acknowledges that:

- A. All of the University's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Department shall treat any misstatement, omission, or misrepresentation as fraudulent concealment of the facts relating to the Proposal submission.

- B. The University has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other University or potential University unless it's a joint proposal.

- C. The University has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is a University or potential University for this RFP. The University shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.

- D. The University has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

- E. The University makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

- F. To the best knowledge of the person signing the proposal for the University, the University, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any

governmental agency. The aforementioned representative(s) have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the University has disclosed in its proposal.

- G. To the best of the knowledge of the person signing the proposal for the University and except as the University has otherwise disclosed in its proposal, the University has no outstanding, delinquent obligations to the NJDOT including, but not limited to, any state tax liability not being contested on appeal or other obligation of the University that is owed to the Department.
- H. The University is not currently under suspension or debarment by the NJDOT, any other state or the federal government, and if the University cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- I. The University has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.

2 - PROPOSAL REQUIREMENTS

2.1. Please visit: <http://www.state.nj.us/transportation/refdata/research/pdf/techpropresproj.pdf> for the proposal submission requirements. Proposals **shall not** be accepted without fulfilling the requirements in the document.

2-2. Objections and Additions to Contract Terms and Conditions. The University will identify which, if any, of the terms and conditions it would like to negotiate and what additional terms and conditions the University would like to add to the standard contract terms and conditions. The University's failure to make a submission under this paragraph will result in waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office's sole discretion, would be in the best interest of the Department. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions.

The University shall not request to completely substitute its own terms and conditions nor request changes to the other provisions of the RFP. All terms and conditions must appear in one (1) integrated contract. The Department reserves the right to select more than one Institution of Higher Education. The Issuing Office will not accept references to the University, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the University must submit its proposal, including the separate sealed cost proposal, based on the terms and conditions of the contract. The Issuing Office will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in the contract or to other provisions of the RFP as specifically identified above.

2-3. Disadvantaged Business Enterprise (DBE) Involvement. Provide detailed information describing the NJDOT DBE Unified Certification Program (NJDOT UCP) certified DBE. Include the business name of the DBE with the address, contact person, phone number, the NJDOT DBE Unified Certification Program (NJDOT UCP) certification number, a detailed narrative of the services to be provided, and the percent of the proposal's total cost to be contractually allocated to the DBE. No cost information can be displayed in the technical proposal.

Physical certification letters and/or expiration dates should not be requested from DBE certified firms. DBE certification does not expire. If no DBE is qualified, available, or willing to participate, the contractor must

provide detailed, verifiable information describing the good faith effort made to locate a DBE. If the good faith effort is determined to be unacceptable, the proposal may be disqualified or other action taken.

2-4. Criteria for Selection. Please see the NJDOT Research Process for Review and Evaluation of Proposals at <http://www.state.nj.us/transportation/refdata/research/pdf/researchprocess.pdf>.

3 - WORK STATEMENT

3-1. Research Objectives

The objectives of the program would be to address the transportation-related issues spelled out in the above problem statement in a manner that assists transportation stakeholders to deliver cost-effective, practical solutions to real transportation problems. The program should be built around U.S.C. Titles 23 & 49 as well as the FAST Act (Pub. L. No. 114-94).

Many state DOT Tech Transfer programs, including NJDOT, offer brown-bag workshops, seminars, technical and non-technical training, how-to manuals, expert advice, legislative and regulatory news, peer exchanges, conferences, lectures and visiting scholar seminars, and on-site technical assistance. The NJDOT Bureau of Research wishes to expand their efforts by evaluating how other state DOTs run their Tech Transfer programs to find new ways that we can implement innovative techniques here in New Jersey. We are also interested in finding other innovative ways to solicit research ideas (i.e. MN's "Idea Scale").

The program should utilize the expertise of professionals throughout the region, at training sites throughout the state in an effort to bring training closer to the local agency personnel. Topics of interest could also include infrastructure, goods and people movement, transportation planning, new and innovative construction technologies, congestion relief, autonomous vehicles, use of unmanned aerial vehicles, maximizing worker safety, teen driving behavior, value engineering, mobility, ITS travel information systems, railroad highway grade crossing improvements, local road supervisor skills, standards for land surveyors, retaining wall design, slope maintenance, traffic control in construction, maintenance and utility operations, storm water control and management techniques.

Other aspects that NJDOT Bureau of Research would like to add to its Tech Transfer program include:

- Survey of NJDOT SMEs and create a long term system of evaluating Tech Transfer needs
- Develop & maintain an electronic Tech Transfer calendar, in coordination with Institutes of Higher Education
- Participation at TRB Annual Meeting & other research-related events, include travel expenses for NJDOT Bureau of Research and SMEs to attend and participate
- Coordinate Annual TRB Field Visit
- Generation of Annual Implementation Status Report
- Upload NJDOT Research to databases such as TRB's Research In Progress (RiP) and Transportation Research Information Services & Documentation (TRID) Databases
- Knowledge Capture Program to collect information before SMEs retire from NJDOT
- NJDOT Public Access Plan compliance
- Implementation of NCHRP 20-98 measures in New Jersey
- Organize peer exchange

3-2. Tasks

[Provide a listing of appropriate general tasks divided into phases based on types of work (e.g., laboratory, field) or by year (e.g., year 1, year 2) or other appropriate milestones]

The NJDOT is seeking the insight of proposal responders on how best to achieve the research objectives. Proposers are expected to describe a research effort that can realistically be accomplished as expeditiously as possible. Proposals must present the proposers' current thinking in sufficient detail to demonstrate their understanding of the problem and the soundness of their approach for conducting the required research.

PHASE I – Literature Search

Conduct a literature search of the current state of the practice.

After the award of the project, a more comprehensive literature search should be conducted. At the completion of this literature search, the PI may be asked to make a presentation to the Research Project Selection and Implementation Panel to discuss their findings and to discuss the appropriate research approach.

PHASE II – Research Approach and Anticipated Results

Clear description of how you will solve the problem and implement anticipated findings. Work may be divided into phases (e.g., Laboratory, Field or Year 1, Year 2) as necessary to clarify tasks. *Exit Criteria* must be developed during this phase.

3-3. Implementation and Training Plan

The PI must meet with the Research Project Selection and Implementation Panel (RPSIP) and other NJDOT units to present the findings and as appropriate train these personnel in the use the project results.

The PI will develop an implementation plan as per the guidelines provided by NJDOT Research Bureau. All training shall be provided by licensed personnel on the subject matter. The training hours should count toward PDHs where feasible.

3-4. Emergency Preparedness: To support continuity of operations during an emergency, including a pandemic, the Department needs a strategy for maintaining operations for an extended period. One part of this strategy is to ensure that essential contracts that provide critical business services to the Department have planned for such an emergency and put contingencies in place to provide needed goods and services.

1. Describe how you anticipate such a crisis will affect your operations.
2. Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or at a minimum, summarize how your plan addresses the following aspects of pandemic preparedness:
 - a) Employee training (describe your organization's training plan, and how frequently your plan will be shared with employees).
 - b) Identify key employees (within your organization) and their essential business functions.
 - c) Identify contingency plans for:
 - i. How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
 - ii. How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
 - d) Explain how your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.

- e) Explain how and when your emergency plan will be tested, and if the plan will be tested by a third party.

3-5. Deliverables

[List of minimum deliverables necessary to complete the project]

- Presentation of Summary of Literature Search Results
- Discussion to Support and Refine the Project Tasks
- Project work plan. A work plan for each task that identifies the work elements of each task, the resources assigned to the task, and the time allotted to each element and the deliverable items to be produced. Where appropriate, a PERT or Gantt chart display should be used to show monthly/ quarterly project, task, and time relationship. Please follow the Figure 1 at a minimum.
- Technical Memorandum on the survey results
- Technical memorandum on the measures that are working or not working
- Technical memorandum on actions taken
- Interim Status reports suitable for Senior Leadership if required
- Quarterly Reports and Final report with appropriate tables, graphs and charts in hard copy version, PDF file format, Word, and on CD ROM. Two copies plus one per RPSIP member of each presentation, technical memorandum, draft final report, and Final Report (plus 10 copies).
- The Final Report and Tech Brief are due three (3) months before the end date of the project to allow time for review by the Research Project Selection and Implementation Panel. The Final Acceptance will be granted upon receipt of ten copies of the approved final report.

4 - CONTRACT TIME

The PI must provide the anticipated research study duration based on the proposed tasks. Consideration should be given to potential impediments so that adjustments are incorporated into the schedule minimizing the need for time extensions. Please be advised that going forward, new task orders having permissible justification will be allowed no more than one time extension with the advent of 2 CFR 200.

An annual program, but a contract duration of 36 months.

5 - CONTACTS

Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions are to be directed to Camille Crichton-Summers by sending an e-mail to Research.Bureau@dot.nj.gov or by phone (609-530-5966).

A pre-proposal meeting may be scheduled with interested parties upon the request of more than one Institution of Higher Education. **This must be requested on or before May 12, 2016.**

6 - DEADLINE

Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research

no later than 5:00 p.m. on June 11, 2016

Authorization to Begin Work: November 12, 2016

PROPOSAL DELIVERY INSTRUCTIONS:

For private, paid messenger services such as Federal Express, DHL, UPS, etc., or for hand-carried deliveries:

2016-11 PROPOSAL-NJDOT
New Jersey Department of Transportation
Bureau of Research
1035 Parkway Avenue
Trenton, New Jersey 08625-0600

For U.S. Postal Service mail:

New Jersey Department of Transportation
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