



University Transportation Research Center  
RFP Cover Sheet

**Title:** 21st Century Transportation Research Library  
**Proposal Number:** 2019-01  
**Sponsor:** NJDOT  
**Date Issued:** January 2, 2019  
**Pre-Proposal Meeting:** Request on or before January 19, 2019

**RFP Due at NJDOT:** February 11, 2019  
**RFP Closing Date:** February 11, 2019

If you plan to apply:  
(research.bureau@dot.nj.gov, 609-530-5637) with any questions.

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

Proposal submission guidelines:  
When you apply, insert the UTRC cover sheet.- <http://www.utrc2.org/resources> .

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)**

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New Jersey Department of Transportation  
Bureau of Research  
**RESEARCH PROJECT**  
Request for Proposal  
2019-2020 Program

**Project Title:** 21<sup>st</sup> Century Transportation Research Library

**Posting No.:** 2019-01

**Date of RFP Announcement:** 1/2/2019

**Closing Date:** 2/11/2019

Proposals must be prepared in accordance with NJDOT's *Supplemental and Proposals guidelines*. Please visit <https://www.state.nj.us/transportation/refdata/research/guidelines.shtm> for the most current version.

## 1 - RESEARCH PROBLEM STATEMENT AND OBJECTIVES

### 1.1 Problem Statement

NJDOT is seeking research that will provide guidance on creating the transportation research library of the future by evaluating changing user needs, conducting an evaluation of emerging technologies, and evaluating the various cost options available to transition resources to a digital and networked work environment.

### 1.2 Research Objectives

At a minimum, the proposed research shall achieve the following:

- Conducting an analysis of customer's service priorities and the required resources;
- Determine the library staff skills necessary to support these needs; and
- Research a digitization and preservation solution for existing and new library resources. Determine which collection items, current and new, would be viable for digitization utilizing the research team's existing equipment. Provide a cost estimate for this digitization solution. Determine which current and new collection items are historically significant. Provide a cost estimate to create and house this electronic preservation archive.
- The research shall evaluate the viability concerning NJDOT IT security protocols, cost (access, storage, maintenance, contracts, etc.) and NJDOT user satisfaction of utilizing an existing e-library application with a minimum user base of 30,000 and a minimum of 1,000 concurrent connections.
- This existing e-library application would provide NJDOT users with access to digital storage, portable ownership, electronic books, and access to existing networked job-oriented library catalogs.
- Develop a marketing plan to raise awareness of library services and resources.

### 1-3. Type of Contract

It is proposed that if the Issuing Office enters into a contract because of this Request for Proposal (RFP), it will be a **Cost Reimbursement, Deliverable-Based** contract containing the Standard Contract Terms and Conditions.



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**2 - BUDGET and CONTRACT TIME**

The **TOTAL** project budget shall not exceed **\$125,000 US Dollars**. 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. Contract time shall include sufficient time for the procurement of subcontractors, as well as no less than three months for Final Report review and acceptance. 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.

**A 12 month total project duration is preferred.**

Please provide a Gantt chart schedule.

**3 - Oral Presentations.** Oral presentations may be requested as part of this RFP. If required, you will be notified by the Bureau of Research to schedule your oral presentation. They will be held at NJDOT headquarters in Trenton, NJ, attended by the Technical Advisory Panel (TAP), and be limited to no more than an hour, including time for questions and answers.

**4 – DEADLINE**

Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research no later than **4:00 p.m. on February 11, 2019.**

**Approximate Start Date: May 2, 2019.** The official start date is the date that the Bureau of Research obtains a signature from the Assistant Commissioner.

**5 – CONTACTS**

Interested parties shall send all questions related to this RFP to the Bureau Manager by sending an e-mail to [Research.Bureau@dot.nj.gov](mailto:Research.Bureau@dot.nj.gov) or by phone (609-530-5966). Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions must be received **on or before January 14, 2019 in order to be answered.**

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 January 14, 2019.**



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**PROPOSAL DELIVERY INSTRUCTIONS:**

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

RFP No. 2019-01 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  
ATTN: Manager, Bureau of Research  
P.O. Box 600  
Trenton, New Jersey 08625-0600