



University Transportation Research Center
RFP Cover Sheet

Title: Bicycle and Pedestrian Resource Center
Proposal Number: 2016-08
Sponsor: NJDOT
Date Issued: September 18, 2015
Pre-Proposal Meeting: TBD
RFP Due at NJDOT: October 30, 2015
RFP Closing Date: October 30, 2015

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, September 24, 2015.

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. NJDOT has not specified a budget or timeline for this project. Please note that matching funds could be made available from UTRC for this RFP.

[Please visit the NJDOT Research Website for important information about this RFP](http://www.state.nj.us/transportation/refdata/research/research_procurement.shtm)

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

New Jersey Department of Transportation
Bureau of Research
RESEARCH PROJECT
Request for Proposal
2016-18 Program

Date of RFP
09/18/2015

Closing Date
10/30/2015

Bicycle and Pedestrian Resource Center

Project No. 2016-08

(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 New Jersey Department of Transportation (NJDOT) is seeking a qualified University to run the NJ Bicycle and Pedestrian Resource Center (BPRC) and assist with the continuation and support of the NJ BPRC Program, providing technical assistance, training and proven strategies to motivate, educate, and empower citizens to create safer and more accessible walking and bicycling environments through cutting-edge research, education, and sharing of resources.

The proposed work program for Year 15 of the BPRC will address core elements and undertake new outreach, training, and other activities.

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 **Deliverable based, Fixed Price** 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 (DBEs) 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 New Jersey Bicycle and Pedestrian Resource Center (BPRC) was established by the New Jersey Department of Transportation in 2001 in order to motivate, educate, and empower citizens to create safer and more accessible walking and bicycling environments through cutting-edge research, education, and sharing of resources. Since its inception, the BPRC annual work program has included the following core activities:

1. Applied studies and program evaluation/analysis;
2. Training and education; and,
3. Information dissemination, outreach, and technical assistance.

Core elements of the work program undertaken each year include serving as an information clearinghouse via maintaining a help desk, web-based resources, and a blog; providing leadership and support to the New Jersey Bicycle and Pedestrian Advisory Council (BPAC); and, providing on-call technical expertise to NJDOT, local government officials, and other stakeholders. The proposed work program for Year 15 of the BPRC will address these core elements and undertake the following new outreach, training, and other activities:

1. Year Five of the NJ Bicycle and Pedestrian Ambassadors in Motion (NJ A.I.M.) Program
2. Regional Complete Streets Workshops
3. Pedestrian Safety Enforcements Workshops
4. Complete Streets Summit
5. Costs and Benefits of a Road Diet Conversion Including Case Studies
6. Investigating Means to Promote Bicycling Among Minority Populations
7. Bicycle Safety Road Enforcement Training
8. Statewide Bicycle & Pedestrian Usage and Access Survey

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.

Task 1: Year Five of the NJ Bicycle and Pedestrian Ambassadors in Motions Program (NJ A.I.M.)

The New Jersey Ambassadors in Motion program is a program whose mission is to help make New Jersey roads safer and more attractive for use by all modes—bicyclists, pedestrians, and motorists. The program strategically employs four forms of outreach: event, classroom, on-street, and municipal/governmental outreach and technical assistance. The programs goals are as follows:

1. Promote a culture of courtesy, acceptance, and safety for all modes;
2. Strengthen and leverage a network of community organizations and leaders who can advocate on behalf of safe bicycling and pedestrian activity in their communities;
3. Provide training and education that helps to transform places and behaviors;
4. Encourage non-motorized transportation as a viable alternative to motorized transport; and,
5. Encourage everyday safe practices and behaviors by all modes.

The BPRC, in collaboration and coordination with NJDOT, will continue outreach and technical assistance efforts throughout the state with a specific focus on municipalities with high-pedestrian crash intersections and municipalities and counties without complete streets policies.

Task 1: Deliverable

Data will be tracked for each performance measure and an annual report with maps, pictures, and other materials will be delivered. The annual report will compare fourth year targets and milestones with those established during prior years to ensure that objectives are carried out successfully.

Task 2: Convene and Facilitate New Jersey Bicycle and Pedestrian Advisory Council (BPAC)

As has been the case in previous years, the BPRC, in conjunction with NJDOT, will coordinate, facilitate, and chair quarterly meetings of the BPAC. The goal of the BPAC is to promote policies, practices and attitudes that increase bicycling and walking for transportation and recreation in order to enhance the state's quality of life and improve public health and the environment. In addition, the BPRC will convene, facilitate, and provide staff support for issue-based subcommittee meetings as directed by NJDOT.

As part of this task, the BPRC will:

1. Serve as non-voting chair of the Council;
2. Schedule meetings and coordinate meeting announcements;
3. Develop and distribute meeting agendas and support documents;
4. Schedule speakers for each meeting;
5. Provide staff support for issue-based subcommittee meetings as needed;
6. Prepare meeting reports and attend to follow up tasks as needed; and
7. Maintain a reference file of documents, handouts and reports.

Task 3: Maintain BPRC Help Desk, Website and Listserv

One of the core elements of the annual BPRC work program is to provide bicycle and pedestrian-related information and technical assistance to transportation professionals, citizens, and policy makers. Toward this end, the BPRC will continue to provide a “help desk” function by responding to requests for information and technical assistance on bicycle and pedestrian issues including inquiries related to Complete Streets implementation and policy information. Requests for information and technical assistance submitted by telephone and email will be answered or redirected as appropriate and logged/reported to NJDOT as part of quarterly progress reporting.

Website

The BPRC will continue to maintain the **njbikeped.org** website. This website is a platform for information distribution and plays a central role in keeping government organizations, professionals and citizens informed about pedestrian and bicycle policies, programs and practices. Primary functions to be updated and/or maintained during the project year include:

1. A searchable clearinghouse of bicycle and pedestrian related resources including:
 - a) electronic and paper copy reports and studies;
 - b) an electronic image library;
 - c) recommended links to other relevant websites; and
 - d) links to the *NJ Walks and Bikes* and *Safe Routes Scoop* newsletter archives;
2. Website functionality for posting announcements, events, and calendar items.

Listserv

The BPRC will continue to maintain the **njbikeped listserv** which provides a forum for informal exchange of ideas, problems, news and announcements relating to bicycle and pedestrian topics in New Jersey. Listserv membership will be open to anyone interested in bicycling and walking issues in New Jersey. In addition, a news digest featuring New Jersey and national bike and pedestrian related news stories will be sent out about once a week.

Task 4: Prepare and Disseminate NJ Walks and Bikes Blog and Newsletter

To inform and educate target audiences about the BPRC and NJDOT Bicycle/Pedestrian programs, BPRC will continue to update the NJ Walks and Bikes Blog and Newsletter biweekly and disseminated notices via the listserv. The blog and newsletter will highlight current news and events; projects, best practices, legislation and current research; interviews with key stakeholders; and photos and diagrams. Topics for the blog and newsletter will be solicited from members of the New Jersey Bicycle and Pedestrian Advisory Council. The BPRC will manage ongoing changes to and developments of the blog and newsletter, and publish/disseminate blog post and newsletter update notices via email and website.

TRAINING AND EDUCATION

Task 5: Conduct Regional Complete Streets Workshops

NJDOT has developed a curriculum on complete streets implementation and design and may be asked to partner with NJDOT on-call consultants to deliver regional training workshops throughout the state.

The purpose of the workshops is to promote the adoption and implementation of Complete Streets policies. As such, the target audience for the workshops will be elected and appointed officials from county and municipal governments.

Task 5: Deliverable

The BPRC will work with NJDOT on an “as-needed” basis to serve as instructors during the regional workshops (exact number to be determined by NJDOT). Staff may also be used to maximize opportunities to speak with local decision-makers and the general public about the importance of Complete Streets.

Task 6: Conduct Pedestrian Safety Enforcement Training

Pedestrian Safety Enforcement Training has been conducted by the NJBPRC, in collaboration with the New Jersey Division of Highway Traffic Safety (NJDOTS), since its inception in 2007. As part of the training efforts, NJDOTS has been responsible for reaching out to traffic law enforcement officers, arranging meeting locations, and

scheduling training. BPRC has played a lead role in providing subject matter experts to educate those in attendance on pedestrian safety and the “Stop and Stay Stopped Law.”

There are two components to the PSE training: a classroom exercise and a field exercise. The classroom exercise covers the following topics: the need for PSE training; overview of NJ law regarding pedestrian safety; solutions (i.e., engineering, “education” and enforcement); how to conduct a PSE operation; and lessons learned. The field exercise gives officers an opportunity to apply lessons learned during the classroom exercise and reinforce the primary objective of the detail which is the “education of motorists.” To educate motorists, officers are required to do the following during the field exercise:

1. Stop only those who actually violate the pedestrian laws of the State of New Jersey via a structured protocol.
2. Tell violators why they are being stopped and properly educate them on the Stop and Stay Stopped Law.
3. Pass out warning flyers with the law printed on it and answer whatever questions that may arise.

This approach, similar to officers offering incentives to children wearing bicycle helmets, is about more than teaching officers to conduct sting operations. It is a proactive approach toward behavior modification of drivers, with the intent of decreasing pedestrian injuries and fatalities that occur because of motor vehicle and pedestrian collisions. Thus, it successfully marries education and enforcement, by educating both officers and motorists on the importance of pedestrian safety and the Stop and Stay Stopped Law.

Task 6: Deliverable

Two Pedestrian Safety Enforcement Training Workshops, including all associated workshop logistics, agendas, handouts, and follow-ups as needed.

Task 7: Make Presentations at Meetings, Workshops and Conferences

BPRC will continue to showcase its resources and products by providing presentations on bicycle and pedestrian mobility and safety issues at statewide, national, and international conferences. BPRC will maintain a list of organizations and events receptive to presentations about walking, biking, and healthy community design programs. Specific activities under this task will include:

1. Disseminating information about the program at various conferences and other appropriate meetings;
2. Responding to requests for assistance in speaking engagements within New Jersey; and
3. Making presentations at, arranging panels for and/or attending statewide and national conferences for the purposes of presenting information relevant to the NJBPRC.

Task 8: Identify and Address Emerging Research Needs and Publish Research

BPRC will address emerging research needs and to disseminate research products. It is anticipated that over the course of the project year, BPRC will work in consultation with NJDOT to identify and carry out a research task addressing an emerging issue or need. This task could be used to research and write short topical papers, prepare case studies, and initiate the preliminary phase of larger research studies to be completed in a subsequent year. Research could be conducted by in-person and phone interviews, online and intercept surveys, and focus groups. The data will be used to produce a number of studies and reports encouraging safe practices and the use of non-motorized transportation as a viable alternative to motorized transport.

Task 8: Deliverable

Once a task has been identified and agreed upon between BPRC and NJDOT, BPRC will deliver a technical memorandum at the completion of each task and/or a draft and final report at the conclusion of the research. BPRC will also submit drafts of publishable research papers to NJDOT for review and feedback.

Task 9: Conduct Bike Enforcement Training for Local Police Departments

BPRC will develop and conduct Bike Enforcement Training for Local Police Departments

Task 9: Deliverable

Bike Enforcement Training Curriculum and schedule for up to 5 regional training sessions

MANAGEMENT AND ADMINISTRATION

Task 10: Track and Report Progress on a Quarterly Basis

The BPRC will continue to document and track progress on various tasks throughout the period of performance for the project. Progress will be reported quarterly in writing to NJDOT. The project team will also provide progress briefing in-person or via phone conference as requested by NJDOT.

Task 10: Deliverable(s)

BPRC will deliver four quarterly progress reports.

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.
- 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 term of the contract will commence on the Effective Date and will end after 36 months. The Issuing Office will fix the Effective Date after the contract has been fully executed by the Selected University and all approvals required by NJDOT contracting procedures have been obtained. The Selected University shall not start the performance of any work prior to the Effective Date of the contract and the NJDOT shall not be liable to pay the Selected University for any service or work performed or expenses incurred before the Effective Date of the contract.

The NJDOT's Contracting Officer may renew this contract upon the same terms and conditions, for a period of 24 months, incrementally or in one (1) step, by written notification provided to the Selected University by the Contracting Officer. The cost for the renewal term will remain the same as the final agreed upon cost for the initial term of the contract unless otherwise negotiated by the Department and the Selected University at the time of renewal.

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-Sumners 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 September 28, 2015.**

6 – DEADLINE

**Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research
no later than 5:00 p.m. on October 30, 2015**

Authorization to Begin Work: January 21, 2016

PROPOSAL DELIVERY INSTRUCTIONS:

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

2016 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: Camille Crichton-Summers
Manager, Bureau of Research
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