



University Transportation Research Center
RFP Cover Sheet

Title: Partnerships to Improve Public Transit
Proposal Number: 2011-10
Sponsor: NJDOT
Date Issued: August 9, 2010
Pre-Proposal Meeting: TBD
RFP Due at NJDOT: by September 22, 2010
RFP Closing Date: September 22, 2010

If you plan to apply:

1. Please contact Camille Crichton-Sumners (camille.crichton-sumners@dot.state.nj.us) or Stephanie Nock (609-530-5637 or STEPHANIE.NOCK@dot.state.nj.us) to request a pre-proposal meeting, and so that you will receive information about this meeting if it is held. *This meeting will be your only opportunity to ask questions about this proposal.*

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

Proposal submission guidelines:

Please contact Penny Eickemeyer (peickemeyer@utrc2.org, 212-650-8074) to discuss submission logistics. After UTRC confirms that the proposals' budgets meet UTRC and NJDOT guidelines, please use the UTRC cover sheet available at <http://www.utrc2.org/research/resourcesforpis.php> for submission of printed proposals to NJDOT.

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: Camille Kamga, ckamga@utrc2.org

NJDOT has not specified a budget or timeline for this project. Please note that matching funds up to \$35,000 are available from UTRC for this RFP.

New Jersey Department of Transportation
Bureau of Research
RESEARCH PROJECT
Request for Proposals
2011 Program

Date of RFP
8/9/2010

Closing Date
9/22/2010

Partnerships to Improve Public Transit

Project No. 2011-10

(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

It is readily evident that capital and operating financial support for public transit will require a greater focus on creating an array of partnerships both inside government, within its different agencies and levels, and with the private sector. Partnerships require determining a shared purpose, approach and action plan. Prior efforts at partnering in New Jersey were uniquely targeted and their ability to be replicated is not readily evident. However, it is time to change considering "partnering" as being unique and shape this approach to providing facilities and services into an ongoing strategy which lies at the heart of many efforts. This research should primarily focus on recent experiences with partnering and not focus on its history going back many years. We need to identify successful partnership endeavors, and why they were/are successful. We would also like to identify what needs to be done to insure it can be pursued on a continuous programmatic basis.

Some of the questions this research should address are:

- Who were the partners?
- Who put together the partnership?
- What form did the partnership take?
- Why was the partnership formed?
- How was the partnership empowered/enabled?
- Did the partnership require special legislation and if so what form of legislation?
- How well is the partnership still working?
- Was the project/initiative around which the partnership was formed completed and if so was it successful and why? If it was not successful, why?
- What lessons were learned that can be reapplied to future partnerships?

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 will 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. 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.

4. 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.
- 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, in color, with appropriate tables, graphs and charts in hard copy version, PDF file format, Word, and on CD ROM. Two copies plus one per RSIP 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. Final Acceptance will be granted upon receipt of ten copies of the approved final report.

5. 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.

12 - 24 months

6. CONTACTS:

A meeting may be scheduled with interested parties after the RFP's are distributed to refine the objectives and deliverables and to promote a better understanding of the research needs. Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other

NJDOT person. All questions and answers shall be addressed **through email or if requested, at the pre-proposal meeting**. Contact Camille Crichton-Summers (Camille.CrichtonSummers@dot.state.nj.us) on or before August 25, 2010 if you would like to request a pre-proposal meeting.

7. DEADLINE

<p>Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research No later than 5:00 p.m. 9/22/2010</p>
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Authorization to Begin Work: 1/3/2011-- estimated or as negotiated

8. DELIVERY INSTRUCTIONS:

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

2011 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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