



University Transportation Research Center
RFP Cover Sheet

Title: Local Technical Assistance Program
Proposal Number: 2016-02
Sponsor: NJDOT
Date Issued: August 13, 2015
Pre-Proposal Meeting: TBD
RFP Due at NJDOT: by September 14, 2015
RFP Closing Date: **September 14, 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 August 20, 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. Matching funds from UTRC are not available 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)

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

Date of RFP
08/05/2015

New Jersey Department of Transportation
Bureau of Research
RESEARCH PROJECT
Request for Proposal
2016-2018 Program

Closing Date
09/14/2015

Local Technical Assistance Program (LTAP)

Project No. 2016-02

(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 Proposals (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 Local Technical Assistance Program (LTAP) ("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-Sumners 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 assist with the continuation of providing technical information and proven technologies in dealing with roadway maintenance and safety methods to the growing demands on municipal governments. The Selected University will use specific, developed training and technical assistance activities to make it possible for municipal maintenance and safety personnel to use the latest information and technology to improve travel statewide. A major goal of NJDOT LTAP is to provide a safe, well-maintained, seamless road network whether or not the traveler is using a state or a locally owned road.

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 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.
- C. Price reductions offered through any reverse online auction shall have no effect upon the University Technical Submittal. The percentage of commitment for Disadvantaged Business Enterprise must remain the same.

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 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 (1) one 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 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. Objectives. NJDOT's Local Technical Assistance Program (LTAP) is part of a national initiative to transfer transportation technology through training, technical assistance, and other customer services to municipal elected officials and their staff. NJDOT LTAP provides technical information and proven technologies dealing with roadway maintenance and safety methods to meet the growing demands on municipal governments.

- A. **Specific:** The goal of NJDOT's LTAP is to provide appropriate and effective training to municipal governments. With specific training and technical assistance activities, NJDOT's LTAP makes it possible for maintenance and safety personnel to use the latest information and technology to improve travel statewide, which supports the Department's seamless road network.

NJDOT LTAP is guided by a five-year strategic plan to ensure that the program is aligned with NJDOT priorities while addressing emerging priorities resulting from new technologies, environmental realities, and the ever-changing demands of New Jersey's communities. The mission of the strategic plan is to enhance the safety and efficiency of the roadway system throughout New Jersey by strengthening the knowledge and capabilities of local government officials and workforces through training, technical assistance, partnerships and emerging means of technology transfer.

Municipal training and technology transfer is the centerpiece of the LTAP Program. The NJDOT Bureau of Research (BOR) staff and the LTAP Advisory Committee continually monitor trends in classroom attendance and municipal participation in training and technology transfer activities. The NJDOT LTAP Advisory Committee is comprised of a group of local government (elected and/or appointed) officials who serve as program advocates and assist NJDOT by attending training courses, reviewing course materials and content, and functioning in an advisory role on a variety of LTAP issues.

3-2. Nature and Scope of the Project. Metropolitan Planning Organizations (MPOs) serve a critical role in NJDOT LTAP. The Bureau of Research (BOR) currently collaborates with three MPOs covering 21 counties in New Jersey to survey transportation officials and staff members in their respective areas. Training is focused on specific areas where needs have been identified. Training programs have been conducted in areas where the customer survey respondents have requested the training be held (closer to their municipalities).

This project will result in the successful completion of all the tasks described in **Section 3-4 Tasks**. The Selected University will be responsible for all the deliverables specified in that section.

3-3. Requirements.

- A. NJDOT's Research Project Manager will approve/disapprove all personnel assigned to this project. The Selected University shall not subcontract with any person or entity to perform all or any part of the work to be performed without the prior written consent of NJDOT's Research Project Manager. During the project period, personnel not previously identified in the Selected University technical proposal may

only be substituted for another person or added to the team when approved in writing by NJDOT's Research Project Manager.

- B. Invoicing and Payment: The Selected University must complete and submit a monthly Confirmation of Service to the NJDOT DBE Project Manager for review on the 15th day of the following month. Payment will be made on a monthly basis for all services received and accepted.

Once the NJDOT LTAP Administrator confirms acceptance of services, the Selected University shall submit a company invoice, in hard copy format, to the Department at the "Bill To" address on the fully executed Purchase Order. All charges on a submitted invoice must be directly related to work performed on identified tasks.

- C. Training programs are currently delivered primarily in traditional classroom venues. The University should assume future classes being described would continue this primarily traditional venue. Scheduled workshop type training meets some customer needs while other participants need to be trained at county conventions, on-site road shows, local product demonstrations and through other organizations who also have a transportation training mission, such as; the American Public Works Association and the Federal Highway Administration.
- D. The Selected University will manage logistics to conduct training throughout New Jersey such as scheduling of training sessions, duplication and delivery of student materials, training certificates, evaluations, etc. The Selected University will coordinate the scheduling of trainers for these activities and maintain all key data items and training/technical assistance information in the NJDOT LTAP web-based database. Most of the training offered through the NJDOT LTAP is scheduled upon request by municipalities and MPOs. The selection of the training facility is the responsibility of the requesting organization. The Selected University will contact the requestor within five (5) business days upon receipt of the request to coordinate the training.
- E. The Selected University will provide daily data entry and updates of program information into the NJDOT website. This information can include class requests, technical assists, scheduling classes, and adding new accounts. The NJDOT e-Prompts website is an application with an Oracle database and will be used to track training and technology transfer activities for all contract activities.
- F. The Selected University will ensure that transportation will be provided for its program staff for travel to include, but not limited to, all training sessions, field technical assistance visits, and other destinations included in this proposal.
- G. The Selected University will work with the incumbent for a period of three (3) months before assuming sole responsibility for the deliverables of tasks. The Selected University will observe training programs scheduled throughout the state for the first three (3) months of the contract. The Selected University will become thoroughly acquainted with all training material, scheduling of courses, course content and related information. The Selected University will send a monthly update to NJDOT's Research Project Manager outlining the knowledge of course materials and possible improvement ideas.
- H. The Selected University will work with the incumbent Contractor for a period of up to three (3) months prior to the expiration of the Selected University's contract for knowledge transfer purposes.
- I. **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.

3-4. Tasks. The Selected University shall accomplish the RFP objectives through the following tasks and deliverables:

Task A: Provide Maintenance Training – The purpose of this task will be the development of maintenance training materials and the implementation of training. The Selected University will conduct annual maintenance training sessions. The number of training sessions will be dependent upon local government needs and will be approved by NJDOT's Research Project Manager on an individual basis. A training session is defined as training on a single topic. Training will be provided in different venues including, but not limited to, county conventions, scheduled locations, municipal and engineering conferences, and in support of the Metropolitan Planning Organizations (MPO) requests. The courses offered will include, but are not limited to, Asphalt Roads Maintenance, Drainage, Winter Maintenance, Equipment and Worker Safety, Roadside Vegetation Control, Geosynthetics, Unpaved and Gravel Roads Common Maintenance Practices, Road Surface Management, Storm water Management, Managing Utility Cuts, Principles of Paving, Construction/Project Cost Estimating and Posting and Bonding of Local Roads.

As part of providing the training classes, the Selected University will be responsible for evaluating existing course materials provided by NJDOT and making improvements and enhancements as needed throughout the contract period due to new regulations, technological changes, et cetera. All associated costs with this portion of the task should be included in the deliverable task; no additional funds will be paid for required improvements and enhancements. Recommendations for course updates/improvements may also be provided by NJDOT. The Selected University will maintain a list of all suggested course updates. In the event that there is a need for new course materials, the Selected University will be responsible for developing all new materials. The Selected University is also expected to participate in course development activities that are conducted by outside Contractors.

Task A Deliverables:

Deliver maintenance-training sessions annually. Submit documentation, monthly containing a list showing the number of training sessions held for the month.

Task B: Provide Maintenance-related Technical Assistance – The Selected University will provide guidance on technical, transportation-related problems experienced by municipalities in New Jersey, upon request. The Selected University will not perform studies or other engineering work that would normally be handled by consulting engineers. The Selected University will provide on-site technical maintenance-related assists annually. It is expected that the Selected University will coordinate the technical assistance information with the local NJDOT Regions so as not to provide assistance adverse or contrary to a Region’s policy or procedure.

Guidance provided during the technical assists will adhere to specifications contained within Federal and NJDOT publications. The Selected University will provide on-site maintenance-related technical assists annually. In addition, the Selected University will complete other technical assists of a more limited nature including telephone assistance, e-mail, or direct mailing. The Selected University will contact the person requesting technical assistance within five (5) working days of receipt of the request to discuss the issue. The number of technical assists will be dependent upon local government needs. The Selected University will provide other technical assists annually.

Task B: Deliverables:

1. Provide on-site maintenance-related technical assists. Submit documentation, monthly listing the number of technical assists conducted for the month.
2. Provide other maintenance-related technical assists annually. Submit documentation, monthly listing the number of technical assists conducted for the month.

Task C: Provide Safety Training – The purpose of this task will be the development of safety training materials and the conduct of training. The Selected University will conduct safety-training sessions annually. The number of training sessions will be dependent upon local government needs and will be approved by NJDOT’s Research Project Manager. A training session is defined as training on a single topic. Training will be provided in different venues including, but not limited to, conventions, scheduled training, municipal and engineering conferences, and in support of the Metropolitan Planning Organizations (MPO) requests. The courses offered will include, but are not limited to, Common Sense Solutions to Intersection Problems, Work Zone Traffic Control, Traffic signs, Risk Management and Tort Liability, Roadside Safety Features, Roadway Safety Improvement Program, Engineering and Traffic Studies, and Traffic Calming.

As part of providing the training classes, the Selected University will be responsible for evaluating existing course materials provided by NJDOT and making improvements and enhancements as needed throughout the contract period due to new regulations, technological changes, et cetera. All costs associated with this portion of the task should be included in the deliverable class; no additional funds will be paid for required improvements and enhancements.

Recommendations for course updates/improvements may also be provided by NJDOT. The Selected University will maintain a list of all suggested course updates. In the event that there is a need for new course materials, the Selected University will be responsible for developing all new materials. The Selected University is also expected to participate in course development activities that are conducted by outside Contractors.

Task C: Deliverables:

Deliver safety-training sessions annually. Submit documentation, monthly listing the number of training sessions held for the month.

Task D: Provide Safety-related Technical Assistance – The Selected University will provide guidance on technical, transportation-related problems experienced by municipalities in New Jersey, upon request. The Selected University will not perform studies or other engineering work that would normally be handled by consulting engineers. The Selected University will provide on-site safety-related technical assists. Guidance provided during the technical assists will adhere to specifications contained within Federal and NJDOT publications. The Selected University will provide safety-related technical assists annually. The Selected University will document all safety improvement recommendations resulting from the on-site technical assist in the LTAP database. In addition, the Selected University will follow-up with the requestor to determine if any of the safety improvement recommendations were implemented. Implemented safety improvements will be entered into the LTAP database.

The Selected University will complete other technical assistance of a more limited nature including telephone assistance, e-mail, or direct mailing. The number of technical assists will be dependent upon local government needs. The Selected University will contact the person requesting technical assistance within five (5) working days of receipt of the request to discuss the issue. The Selected University will document safety improvement recommendations in the LTAP database and follow-up with the requester.

Task D: Deliverables:

1. Provide on-site safety-related technical assists. Submit documentation, monthly listing the number of technical assists conducted for the month.
2. Provide other safety-related technical assists. Submit documentation, monthly listing the number of technical assists conducted for the month.

Task E: NJDOT Directed Technical Assistance - NJDOT will identify targeted municipalities and analyze crash data to identify locations within targeted municipality where opportunities for Low Cost Safety Improvement exist. NJDOT anticipates such reports to be prepared during each year of the contract. The Selected University will be given crash data at various locations within a municipality. The Selected University will contact the municipality to obtain the permission to observe/study the locations identified by NJDOT.

No formal meeting is anticipated. The Selected University will be required to visit each location and provide mini-reports (less than 10 pages), which it shall mail out to the local municipality and NJDOT. Mini-reports may include an introduction and data provided by NJDOT and must:

- Recommended Low Cost Safety Improvements at each location:
- Provide enough details of proposed improvement so that it can be constructed/deployed by municipality/contractor/NJDOT maintenance force.
- Provide approximate estimated cost of each item.
- Provide appropriate enforcement/education related recommendations to promote safer driver behavior.

Task E: Deliverables:

Provide one (1) mini-report for Low Cost Safety Improvements within a municipality identified by NJDOT. Submit documentation, monthly listing the number of technical assists conducted for the month.

Task F: Local Safe Roads Program - The Selected University will provide participating communities with clear direction and the tools needed to improve highway safety at specific locations as directed by Bureau of Maintenance and Operations.

The Selected University will assist municipalities in developing an ongoing safety improvement program to achieve a measurable impact to enhance safety on local roads by reducing crashes at specific locations to reduce crashes at these locations. The Selected University will provide Local Safe Roads Programs to municipalities annually.

NJDOT will provide the Selected University with a list of the "top locations" with high crash rates in municipalities throughout New Jersey. The Selected University will provide guidance on technical, transportation-related problems experienced by municipalities at these identified locations, upon municipality approval. The Selected University will not perform studies or other engineering work that would normally be handled by consulting engineers. Any municipality that expresses an interest in the program will also be considered.

Upon approval by the municipality, the Selected University will contact the municipality to schedule an on-site kick-off meeting with the municipality, NJDOT Local Aid Representative, planning commission members and anyone else chosen to be present. Crash data will be provided by NJDOT and local knowledge will be obtained at the kick-off meeting.

The Selected University will then conduct an on-site visit and ultimately a final report will be generated with safety improvement recommendations for three to four (3-4) high-crash locations in the municipality.

The methodology is based on utilizing the local knowledge of transportation and other local staff in a working meeting process. The following is a list of the steps to be considered:

1. Contact the Community
2. Coordinate with NJDOT and Collect Background Data
3. Conduct an Initial Conference Call with Local Community Staff
4. Prepare for Working Meeting, including Site Visits
5. Conduct Working Meeting with Local Community Staff
6. Prepare Documentation and Debrief

Task F: Deliverables:

Provide Safe Roads Programs to municipalities annually. Submit documentation, monthly listing the number of Local Safe Roads Programs, and safety-related meetings held for the month.

Task G: Coordination and Development of Communication and Marketing Activities – The Selected University will review and update the existing LTAP brochures on the LTAP services, and technical assistance and make recommendations to the NJDOT Research Project Manager for additional marketing materials. The brochures will be reviewed, updated, and printed quarterly as directed by the NJDOT Research Project Manager.

The Selected University will also coordinate the development and distribution of appropriate handout materials and informational packets to support the NJDOT LTAP program. The Selected University will work with NJDOT's Research Project Manager to coordinate the development and provision of appropriate handout materials.

The Selected University will publish a technical newsletter and distribute it on a quarterly basis to all Pennsylvania municipalities and selected NJDOT organizations. The content will reflect transportation technology applicable to municipal government operations in New Jersey. The newsletter should be on average between six (6) and eight (8) pages. A copy of the technical newsletter will be mailed to public officials and

select NJDOT organizations (approx. 7,500 per quarter). An electronic copy will also be e-mailed to NJDOT's Research Project Manager to be displayed on the LTAP website.

The Selected University will publish and distribute a minimum of four (4) technical information sheets per year. These sheets will address a single technical topic in transportation relevant to municipal governments in New Jersey. The minimum length of a technical information sheet will be one (1) page. One copy will be mailed to public officials and an electronic copy will be e-mailed to NJDOT's Research Project Manager to be displayed on the LTAP website.

All material content will be coordinated with NJDOT's Research Project Manager and must be approved prior to distribution.

Task G: Deliverables:

1. Update, print and mail LTAP brochures four (4) times per year (approximately 7,500 per mailing for approximately 30,000 per year). Submit documentation, quarterly listing the printed materials produced.
3. Develop, print, and distribute informational packets (approx. 175 per year). Submit documentation, annually listing the printed materials produced.
4. Publish four (4) technical newsletters (approx. 30,000) per year. Submit documentation, quarterly listing the printed materials produced.
5. Publish four (4) technical information sheets, approximately 30,000 per year. Submit documentation, quarterly listing the printed materials produced.

Task H: Customer Service Evaluation – The Selected University will continue to provide a quarterly evaluation. This information will be reported to NJDOT's Research Project Manager on a quarterly basis as part of a quarterly progress report.

Task H: Deliverables:

1. Provide quarterly report of all training evaluations using the currently developed evaluation method. Submit an initial report including documentation, listing the Customer Service Evaluations completed after six (6) months. Submit all subsequent reports, including documentation, quarterly, listing that an analysis of all training was completed using the evaluation method.
2. Follow-up one year after Local Safe Roads Program recommendations were made to see what improvements, if any, were implemented and what were the results of the implementation. Submit quarterly report, including documentation, quarterly, listing the printed materials produced.

Task I: Meetings & Conferences – Annually, the Selected University will coordinate and participate in the following approximate number and duration of events, as approved and/or directed by NJDOT's Research Project Manager:

- Nine (9) statewide meetings (½ day to 2 days) including, but not limited to FHWA Every Day Counts, EDC initiative requests, technical exchanges, safety steering committee meetings, local road intersection safety plan meetings, product demonstrations, speaking engagements, LTAP Advisory Committee meetings, MPO Planning Partner Meetings, et cetera.
- Five (5) Maintenance & Safety Related Meetings (½ day to 1 day) addressing local road safety.
- Six (6) Speaking Engagements, Exhibits, and Booths (1 day to 2 days) with exhibit booth materials and staffing support.

One (1) Regional Meeting, Out of State (2 days to 3 days).

- Two (2) National Meetings, Out of State (2 days to 4 Days).

These meetings, conferences, and exhibits will vary in duration (from a few hours to a few days). Some of the meetings will be held at various locations within the Department while others may require out of state travel. Therefore, the Selected University must submit an estimated itemized travel expense request to the NJDOT Project Manager for approval. Itemize transportation, lodging and meals per diem costs separately.

Travel and subsistence costs must conform to the requirements of the most current version of Department Travel guidelines. The Issuing Office may accept higher rates normally paid by a University, if those rates were approved by the University officials and published prior to submitting this proposal to the Issuing Office.

Task I: Deliverables:

Participate in meetings, conferences, conventions or any other safety or maintenance related meeting affecting local road safety as directed by the Research Project Manager. Submit documentation, monthly listing the meetings attended as well as all other documents required or requested from the Research Project Manager.

Task J: Training for Concrete Field Testing Technician –Guide I – NJDOT annually holds training courses for field and laboratory engineers that work with concrete. This certification is an In House Class for employees who work in construction. It is necessary for the candidates taking the classes to be trained and certified. NJDOT uses the ACI certification program for ACI certification. The training will primarily focus on seven ASTM standards. The ACI manual will be used as the primary reference.

Task J: Deliverables:

Deliver 3-day training sessions annually with lectures, videos, and laboratory instruction.

Task K: Soils Level 1 & 2 Training – NJDOT annually holds training courses for field and laboratory engineers that work with soil and aggregate related construction and acceptance testing activities. The training courses are generally inter-active presentations and hands-on laboratory training.

Task K: Deliverables:

1. Deliver presentation and laboratory demonstrations for the first three days
2. Review and exam on the fourth day
3. Conduct the laboratory practical of those NJDOT engineers who passed the written exam for three days

Task L: Soil Refresher Training Course – NJDOT holds refresher courses for employees who have a Soil Certificate. The refresher courses are generally presented of topics developed to update the current state of practice and knowledge in the field of Soils.

Task L: Deliverables:

Deliver at least four refresher training sessions annually with lectures, videos, and laboratory instruction.

Task M: Work Zone Awareness Workshop – The Work Zone Safety Awareness Workshop will be approximately 6-hour program. This program is offered to participants who require an overview of working safety in the roadway with the national MUTCD standards.

Task M: Deliverables:

Provide Work Zone Safety Awareness Workshop at least twice annually.

Task N: Traffic Control Coordination Program – This 4-day program is designed for experienced highway work zone personnel who seek training in work zone traffic control. Participants who successfully complete this course and the prerequisites will be eligible to serve as Traffic Control Coordinator (TCC) with supervisory and coordinating roles. The training covers the standard work zone protection as specified in MUTCD.

Task N: Deliverables:

Provide Traffic Control Coordination Program at least twice annually.

Task O: Pavement Refresher Training – This 4 hour refreshers training will cover pavement maintenance, roadway rehabilitation, proper site Preparations, and quality control for paving operations. The participants will be able to count for four hours of the 20 hours of training required for re-certification every 5 years by the New Jersey Society of Asphalt Technologies.

Task O: Deliverables:

Provide Pavement Refresher Training for at least 100 participants.

All training shall be provided by licensed personnel on the subject matter. The training hours should count toward PDHs. Also, provide future training as needed, by mutual agreement between NJDOT and the University.

3-5. Reports and Project Control - Upon the issuance of a fully executed Task Order, the Selected University shall attend a kick-off meeting to review all project tasks. The Selected University will be responsible for informing the NJDOT Research Project Manager of all project-related meetings held during this RFP at least two weeks prior to the meeting date or as the meeting date is decided by the meeting participants. Subsequent project meetings will be held at the request of the Selected University or the NJDOT Research Project Manager. The Selected University will record and prepare written minutes of, and action items resulting from, all project meetings within seven (7) working days of the meeting to all meeting participants, including NJDOT's Research Project Manager, and any other project team members unable to attend the meeting, regardless of whether the meetings are held in person or by conference call. NJDOT reserves the right to add or delete reports as NJDOT deems necessary.

A conference call will be scheduled every month as project documentation is received and reviewed. These meetings will be discussed at the start of the work project kickoff meeting. Quarterly meetings will be held with NJDOT's Research Project Manager.

Oral or written communications that may affect the scope, budget, deliverables or time frame of this RFP shall be documented and relayed immediately to the RFP Administrator and NJDOT's Research Project manager by e-mail or memo for consideration. Any changes shall only be effective through execution of a change to the Task Order.

All reports will be submitted to NJDOT's Research Project Manager in a reproducible electronic version compatible with NJDOT's most current software system by the 10th day of every month.

- A. **Task 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 GANETT chart display should be used to show monthly project, task, and time relationship. The Selected University will meet with NJDOT's Research Project Manager annually to develop a work plan of NJDOT LTAP activities for the next project year. The Selected University will

submit an annual work plan that will provide a summary of the year's activities as well as assess the effectiveness of the NJDOT LTAP program.

The work plan must include customer input as obtained through the customer service evaluation, a marketing plan, and recommendation for future enhancements. This annual activity assessment work plan will be subject to review and approval by NJDOT's Research Project Manager.

The Selected University will prepare an executive summary brochure suitable for state and national distribution. Information to be covered in this brochure includes, at a minimum, the number of training courses, number of attendees, and highlights of task deliverables. The brochures must be provided to NJDOT's Research Project Manager within 30 days of the end of each 12-month period for the duration of the contract. The brochures must include customer input, a marketing plan, and recommendations for future enhancements. This annual activity assessment brochure will be subject to review and approval by NJDOT's Research Project Manager.

- B. **Status Report.** A monthly and quarterly progress report covering activities, problems and recommendations for all tasks.
- C. **Problem Identification Report.** An "as required" report, identifying problem areas. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include the University's recommendations with supporting rationale.
- D. **Final Report.**

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 request of more than one Institute of Higher Education. This must be requested on or before **August 20, 2015**.

6 - DEADLINE

**Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research
no later than 5:00 p.m. on September 14, 2015**

Authorization to Begin Work: January 01, 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-Sumners
Manager, Bureau of Research
P.O. Box 600
Trenton, New Jersey 08625-0600