



University Transportation Research Center
RFP Cover Sheet

Title: ADA Paratransit Facility Alternatives
Proposal Number: 2013-01
Sponsor: NJDOT
Date Issued: March 1, 2013
Pre-Proposal Meeting: TBD
RFP Due at NJDOT: by April 12, 2013
RFP Closing Date: **April 12, 2013**

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/resources> 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: Penny Eickemeyer, peickemeyer@utrc2.org
NJDOT has not specified a budget or timeline for this project. Please note that matching funds up to \$35,000 is 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/news.shtm>

New Jersey Department of Transportation
Bureau of Research
RESEARCH PROJECT
Request for Proposals
2013 Program

Date of RFP
03/01/2013

Closing Date
04/12/2013

ADA Paratransit Facility Alternatives

Project No.

(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

NJ TRANSIT contracts with private companies to provide Access Link, which is advance reservation, origin-to-destination, ADA paratransit service for residents and visitors of New Jersey. Individual contracts are generally for seven years (3 year base and 4 – one year options), for service in defined geographic regions of the state. Each region is typically composed of between 2 and 5 counties, and contains a "buffer" zone along regional boundaries of adjacent regions, see attached map for additional information. Each contract requires the Provider to supply the necessary facilities to operate service from - providing proper work location(s) for all functions of the contract, including service control (dispatch), scheduling, vehicle maintenance and parking, driver training/development and project administration. Facilities are modern, state of the art locations which must be adequate for the entire contract period and be sufficient to accommodate fleet, facility and employee parking expansion from Access Link ridership growth respective to each region.

A study is needed to determine the feasibility of NJ TRANSIT owning or leasing and providing facility locations for Access Link contracted Service Providers to operate from, compared with current practice. The costs (capital, construction, maintenance, upkeep) incurred by Access Link Service Providers each time a service contract is initiated are considerable, and there may be considerable advantages and savings for NJ TRANSIT to provide the facilities for Access Link service. However this needs to be studied and taking into consideration appropriate costs, benefits, disadvantages and risks.

2. TASKS

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

Phase 1 of the study will be to provide a feasibility study utilizing Access Link's current regional alignment, which consists of five (5) main operating locations, each with its own main facility and one (1) location with an ancillary facility, for a total of six (6) operating facilities statewide. The attached map displays the current regions and general characteristics.

Tasks in Phase one

Based on current facility locations, size and requirements, compare procurement of facilities through Buying and/or Leasing or maintaining the status quo. Considering each option, fully discuss pros & cons and costs/benefits.

Consider the following factors

- a. Room for expansion of fleet, office and parking space to accommodate regional ridership growth to include vehicle revenue fleet, non- revenue fleet and employee parking.
- b. Maintenance of facility either by current tenant (contract holder with NJ TRANSIT) or via a maintenance vendor contract to include cleaning, painting , snow removal and all other building functions
- c. Sharing facilities
- d. Zoning for proper use
- e. Environmentally sound

PHASE II – Research Approach and Anticipated Results (To be accomplished if recommendations of the Access Link Realignment Study underway are embraced in full or part of a new plan scenario)

Phase 2 of the study will be to provide a feasibility study incorporating the final recommendations of the ADA Paratransit Service Area Geographic Realignment Study, which is a research effort currently in process and funded through NJDOT.

The results of the "Realignment" Study may recommend that Access Link be operated in a different number of regions, therefore Phase 2 must provide a study of feasibility for NJ TRANSIT owning/leasing facilities in the appropriate recommended scenario(s) to include tasks a-e as mentioned above in phase one. Results of the "Realignment" Study are planned to be available in the 4th Quarter of calendar year 2013. This research study examines measures such as reconfiguration of service regions and expansion of service areas to make Access Link, NJ Transit's ADA-complementary paratransit service, more efficient and effective.

3. IMPLEMENTATION AND TRAINING PLAN

The PI (Principal Investigator) must meet with the Research Project Selection and Implementation Panel (RPSIP) and other NJDOT units to present the findings and as appropriate.

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 research findings including Real Estate Market Findings and other pertinent Investigation Results
- Discussion to Support and Refine the Project Tasks
- Project work plan.
- Technical memorandum on recommendations
- Interim Status reports suitable for Senior Leadership if appropriate
- 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 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. The Final Acceptance will be granted upon receipt of ten copies of the approved final report.
- A final Presentation if requested to NJ TRANSIT Senior Management and other interested parties.

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.

6 – 12 Months.

6. 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 Camille.CrichtonSumners@dot.state.nj.us, or by phone (609-530-5966).

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. **This must be requested on or before April 12, 2013.**

7. DEADLINE

**Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research
no later than 5:00 p.m. on 04/12/2013**

Authorization to Begin Work: TBD

8. PROPOSAL DELIVERY INSTRUCTIONS:

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

2013 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