



University Transportation Research Center
RFP Cover Sheet

Title: Impact of Utility Relocation Delays on Project Delivery
Proposal Number: 2013-07
Sponsor: NJDOT
Date Issued: April 5, 2013
Pre-Proposal Meeting: TBD
RFP Due at NJDOT: by May 14, 2013
RFP Closing Date: May 14, 2013

If you plan to apply:

1. Please contact Camille Crichton-Summers (camille.crichton-summers@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
4/5/2013

Closing Date
5/14/2013

Impact of Utility Relocation Delays on Project Delivery

Project No. 2013-07

(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

The project team should approach utility relocations systematically during the development phase of highway projects: thereby establishing a utility relocation plan early in the project development process that includes goals, strategies, and expected milestones. This will facilitate an appropriate and timely utility conflict resolution throughout the process. However, sometimes this is often not possible when utility relocation is dependent upon the acquisition of right of way or the construction of a highway element such as a utility conduit on a bridge, major earthwork, or environmental permitting. Regardless of the utility conflict, solutions should be identified and goals established as early as possible for each conflict resolution. NJDOT must make a commitment to coordinate, cooperate and communicate (CCC) with utility owners early and often. It is more essential than ever for CCC to take place on highway projects. This means that NJDOT utility coordinators, designers and/or their consultants must fully understand what it takes for utility companies to relocate facilities and for utility company representatives to completely understand why utility relocations are sometimes unavoidable for highway designs. Some DOTs have initiated the use of incentives in the form of relocation reimbursement to encourage utility company cooperation. Results have been mixed.

Review projects that encountered utility relocation delays. Develop an estimate of the costs of utility relocation delays on project delivery. Recommend procedural changes to ensure utility relocations occur without delays. This may include incentives (1) document experiences on NJDOT utility projects that have used incentives for utility relocations; (2) investigate how incentives have been used to accelerate other critical construction-related activities; and (3) identify potential incentives DOTs may want to consider.

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 of 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 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.

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.

A 12 - 24 months time frame would be preferred.

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-Summers by sending an e-mail to Camille.CrichtonSummers@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 19, 2013.**

7. DEADLINE

**Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research
no later than 5:00 p.m. on May 14, 2013**

Authorization to Begin Work: August 16, 2013, approximate

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-Summers
Manager, Bureau of Research
P.O. Box 600
Trenton, New Jersey 08625-0600