



University Transportation Research Center
RFP Cover Sheet

Title: Increasing Representation of Minorities, Female and the Underrepresented in Highway Construction Journey Level Jobs
Proposal Number: 2014-01
Sponsor: NJDOT
Date Issued: July 1, 2014
Pre-Proposal Meeting: TBD
RFP Due at NJDOT: by August 1, 2014
RFP Closing Date: **August 1, 2014**

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
2014 Program

Date of RFP
07-01-2014

Closing Date
08-01-14

**Increasing Representation of Minorities, Females and Underrepresented
Individuals in Journey Level Jobs on Highway Construction Projects**
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

Underrepresentation and underutilization of minorities and women in highway construction employment continues to be a common issue. Despite affirmative action efforts, including training program requirements on federally funded construction projects, these groups continue to experience barriers to employment in the construction trades, particularly at the journey worker status.

The USDOT, Federal Highway Administration (FHWA) On-the-Job Training (OJT) Program requires State Transportation Agencies (STAs) to establish training programs targeted to move these under-utilized groups into journey-level positions to address not only hiring needs, but the historical under-representation of these groups in highway construction skilled crafts. USDOT establishes OJT Supportive Services (OJT/SS) funds to supplement and support the OJT Program efforts. The OJT/SS funds are used to increase the overall effectiveness of each STA's OJT program and to develop other ways to increase the training opportunities and participation of these groups in skilled and semi-skilled crafts.

NJDOT is committed to addressing these underutilized groups' participation in the heavy highway construction industry and assisting construction contractors to improve their workforce diversity. However, New Jersey is a highly unionized state and, thus its public works projects, including NJDOT construction projects are fully staffed by union personnel. Therefore, many construction contractors under contract with NJDOT usually compete amongst themselves for minorities and women in order to meet their respective project minority/female hiring and on-the-job training requirements. Also due to strict, union hiring requirements, these contractors are very reluctant to hire outside of the union. Historically speaking, unions have generally not had adequate numbers of minorities nor women in their membership.

Apprenticeship programs are a great pathway to opportunities in the heavy highway construction industry. Thus, NJDOT previously developed a pre-apprenticeship training program aimed at women, minorities and other disadvantaged individuals, but had very limited success due, in part

to the strict construction unionized environment. Nevertheless, NJDOT continues to recognize that apprenticeship programs are great opportunities for individuals to acquire the appropriate training for careers in highly skilled construction occupations with excellent wages and benefits. What's more, NJDOT is required to establish a viable OJT/SS program to increase the representation of these under-represented groups' participation on NJDOT's federally funded highway projects. Consequently, NJDOT is seeking information on ways in which to develop and implement a viable highway construction training program given the unionized environment on NJDOT construction projects.

We expect to obtain information on the following: New Jersey's highway construction industry in comparison to the Northeast highway construction industry; successful skilled trades training and/or pre-apprenticeship programs connected to highway construction opportunities; how neighboring state transportation departments implement their (OJT/SS) training programs; general information on New Jersey's current highway construction employment and identification of the opportunities in the construction trades; union membership as it relates to employment on highway construction jobs; and any other relative factors that can be used to develop findings and make appropriate recommendations on the best approach for NJDOT's OJT/SS program.

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.

TASKS:

1. Clearly define the nature and scope of the problem, and sub-problems, your proposal will address.
2. Conduct a literature search of existing practices that have been effective in achieving the proposers' goals and objectives. After the award of the project, a more comprehensive literature search should be conducted.
3. Present the proposers' goals and objectives.

4. Provide specific activities with explanations of how each activity supports a particular objective and how each objective contributes to achieving the proposers' goals.
5. Collect and analyze data required to develop project recommendations and recommendation indicators.
6. Provide a set of recommendations and recommendation measures or indicators that can be used to assess how well the goals and objectives have been met when each project recommendation is implemented:
 - a. Identify targets or specific levels of achievement that the proposers can hope to realize through implementation of the project recommendations.
 - b. Identify comparative standards or data values that are used as a standard of achievement for a particular indicator or outcome.
 - c. Identify baselines or data values that are gathered to provide a comparison for assessing project recommendation impacts.
7. Provide an assessment of how the activities selected supported the proposers' objectives and goals.
8. Submit quarterly progress reports and present the report findings at Research Bureau's quarterly meetings to the customers and RPM

2. 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.

3. 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.

4. CONTRACT TIME:

Six to Nine months

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-Summers by sending an e-mail to Camille.CrichtonSummers@dot.state.nj.us, or by phone (609-530-5966). The Question and Answer period will end on July 25, 2014.

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 July 15th, 2014.**

6. DEADLINE

**Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research
no later than 5:00 p.m. on 08-01-14**

Authorization to Begin Work:

7. PROPOSAL DELIVERY INSTRUCTIONS:

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

2014 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