



University Transportation Research Center  
RFP Cover Sheet

**Title:**

Proposal Number: 2017-04  
Sponsor: NJDOT  
Date Issued: November 4, 2016  
Pre-Proposal Meeting: None  
RFP Due at NJDOT: November 30, 2016, 5:00 PM  
**RFP Closing Date:** November 30, 2016, 5:00 PM

If you plan to apply:

Please contact Camille Crichton-Summers, (research.bureau@dot.nj.gov, 609-530-5637) with any questions.

If you plan to submit a proposal through UTRC, please notify us by email at [peickemeyer@utrc2.org](mailto:peickemeyer@utrc2.org). Also 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 sheet with the SOW application/Tables, which is available at: <http://www.utrc2.org/resources> . The application and Tables A-E must be submitted directly to NJDOT by the closing date. The application material is available at [SOW document and Tables](#)

Please note that matching funds will not be made available from UTRC 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)**

## **2017 National Summer Transportation Institute (NSTI) Youth Program** **Statement of Work Announcement**

The New Jersey Department of Transportation (NJDOT) is seeking Statement of Work (SOW) applications for the 2017 National Summer Transportation Institute (NSTI) Program. **Any accredited institution of higher education may apply to serve as a host site for this program. The length of the NSTI academic program implementation must be 2 - 4 consecutive weeks.** Host sites are encouraged to enhance the program through in-kind contributions and via partnerships. The [SOW application, Tables A to E](http://www.state.nj.us/transportation/refdata/research/research_procurement.shtm) and guidance can be found at [http://www.state.nj.us/transportation/refdata/research/research\\_procurement.shtm](http://www.state.nj.us/transportation/refdata/research/research_procurement.shtm)

Each host site is required to comply with the “[National Summer Transportation Institute Program FY 2017 Desk Reference](#)”, in developing the SOW, Tables A-E, and in the development and implementation of the 2017 NSTI Summer Program. Each host site must perform at a minimum, the following:

### **PHASE 1 – Program Planning & Administration**

- Intermodal Advisory Committee Meeting
- Program Goals
- Program Planning & Design, including details of staffing, student recruitment (including efforts to recruit those that are disabled and those with Limited English Proficiency), Participant Selection/Notification Process
- Overall NSTI 2017 Program Budget, showing a breakdown by Phase and program component

### **PHASE 2 – Implementation of Summer Institute Academic Program**

- Orientation Meeting
- Academic Program & Curriculum, including weekly evaluations of each component (Class size of minimum of 15 students)
  - Intro to Transportation mode
  - Presentations from industry professionals
  - Field trips to transportation & transit facilities/government agencies
  - Hands-on activities (laboratory activities, project design, construction & testing)
  - Participant competition
- Enhancement Program Curriculum, including weekly evaluations of each component (Class size of minimum of 15 students)
  - Time Management, Critical Thinking, Analytical Skills, Study Habits
  - Problem solving
  - Scholastic Assessment Test Prep
  - Research Techniques, Library Use
  - Vocabulary Development
  - Communication Skills (Oral & Written)
  - Computer Skills
  - Personal Grooming/Skills for Daily Living
  - Financial Literacy
- Closing Program

### **PHASE 3 –Program Evaluation**

- Weekly evaluations of speakers, field trips and the academic, enhancement and sports/recreational programs administered to participants.
- Host site staff should evaluate the effectiveness of NSTI.
- Overall summary of evaluations
- Identification of best practices and areas identified for improvement

#### **PHASE 4 – Program Closeout & Final Reporting**

The host site must prepare a detailed final written report documenting the complete 2017 NSTI Program, from planning and administration through implementation and completion of the academic, enhancement and recreational components of the program, including evaluation of the program by student participants, faculty/staff and the host site. Copies of all orientation and closing programs, curriculum, presentations from industry professionals, details of field trips (location, lessons, etc.) and enhancement curriculum should be included in the final report. Information learned from all program evaluations, both student, faculty/staff, and host site evaluations should also be included in the Final Report. The host site must also complete a post program questionnaire/survey/documentation when requested by FHWA and/or the New Jersey Department of Transportation.

All academic institutions selected to host the NSTI Program must, before award of the contract, sign a basic agreement with the New Jersey Department of Transportation (NJDOT). Failure to sign the basic agreement will result in loss of the Contract award.

#### **PROGRAM DELIVERABLES**

<b>Phase 1 - Program Planning &amp; Administration</b>	
Deliverable #1	Progress Report of planning & administration of program meeting the guidelines of the USDOT’s “National Summer Transportation Institute Program Desk Reference”, including: IAC meeting agenda & minutes, program goals, detailed program curriculum, staffing details such as names, qualifications intended positions, and specific recruitment efforts for the 2017 program.
Deliverable #2	Overall Program Budget Summary
Deliverable #3	Proposed Program Schedule, including commencement & completion dates, due to NJDOT Civil Rights 12 working days before commencement of Summer Program
Deliverable #4	Phase 1 Status Report with Deliverables 1, 2 & 3) and invoice outlining detailed expenses for Phase 1 work completed, submitted within 12 working days of completion of Phase 1
<b>Phase 2 – Implementation of FY 2017 Summer Institute Academic Program</b>	
Deliverable #1	Viable Summer Program meeting the guidelines of the USDOT’s “National Summer Transportation Institute Program FY 2017 Desk Reference”, including Orientation Meeting and Closing Program.
Deliverable #2	Copies of curriculum, presentations from industry professionals, details about field trips, enhancement curriculum and opening & closing program agenda.
Deliverable #3	Budget outlining expenditures to date
Deliverable #4	Phase 2 Status Report with Deliverables 1, 2 & 3, copies of and invoice outlining detailed expenses for Phase 2 work completed, submitted within 12 working days of completion of Phase 2
<b>Phase 3 – Program Evaluation</b>	
Deliverable #1	Student Evaluations of individual program components
Deliverable #2	Host Site Overall Program Evaluation
Deliverable #3	Faculty/Staff Evaluation of Host Site Activities
Deliverable #4	Phase 3 Status Report (with Deliverables 1 -3) and invoice outlining detailed expenses for Phase 3 work completed, submitted within 12 working days of completion of Phase 3
<b>Phase 4 – Final Reporting &amp; Program Closeout</b>	
Deliverable #1	Draft Final Report with Attachments & supporting documents (electronic copy) due 15 working days upon completion of Phase 3
Deliverable #2	Revised Draft Final Report with Attachments & supporting documents (1 electronic copy), if revisions are necessary, based on review by the NJDOT Civil Rights due 5 working days after NJDOT’s notification to host site that revisions are needed.

Deliverable #3	Final Report with Attachments & supporting documents, (1 hard copy & 1 electronic copy) due 5 working days after NJDOT Civil Rights approval of draft Final Report.
Deliverable #4	Completion of post program questionnaire/survey/documentation required by FHWA and/or NJDOT, due within 3 working days of notification to complete questionnaire/survey/documentation.
Deliverable #5	Phase 4 Status Report and Final Invoice outlining detailed expenses for Phase 4 work completed, submitted within 10 working days of NJDOT's acceptance of Final Report or completion of post program questionnaire/survey/documentation.

### **DEADLINE FOR SOW & TABLES A-E:**

The 2017 NSTI Statement of Work(SOW) applications and Tables A-E for this solicitation must be received by the New Jersey Department of Transportation, Bureau of Research, and logged in at the Bureau of Research with the date and time. NSTI SOW applications and Tables A-E will NOT be accepted at the Engineering and Operations (E&O) Building.

The absolute deadline for 2017 NSTI Statement of Work (SOW) Applications and Tables A-E is 5:00 pm on November 30, 2016. **NO EXCEPTIONS. Five (5) hard copies of the SOW and Tables A-E and three (3) electronic copies on CD ROM are required.**

### **DELIVERY INSTRUCTIONS:**

Statement of Work applications and Tables A-E can be submitted via email to [Bureau.Research@dot.nj.gov](mailto:Bureau.Research@dot.nj.gov) or mailed to:

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

**2017 NSTI Proposal**  
**New Jersey Department of Transportation**  
 ATTN: Manger, Bureau of Research  
 1035 Parkway Avenue  
 Trenton, NJ 08618

For **U.S. Postal Service mail:**

**New Jersey Department of Transportation**  
 ATTN: Manger, Bureau of Research  
 P.O. Box 600  
 Trenton, NJ 08625-0600  
 RE: 2017 NSTI RFP

**Application packets consisting only of the SOW application and Tables A-E must be received by 5:00 p.m. on November 30, 2016.** Application packets received after the deadline will not be considered.

If you have any questions, please direct them via e-mail to [Research.Bureau@dot.nj.gov](mailto:Research.Bureau@dot.nj.gov) **Specify 2017 NSTI SOW in the subject line.** Questions and answers will be posted on the Research Procurement webpage located at: [http://www.state.nj.us/transportation/refdata/research/research\\_procurement.shtm](http://www.state.nj.us/transportation/refdata/research/research_procurement.shtm)

### **NONDISCRIMINATION/AFFIRMATIVE ACTION**

Sub-recipients of federal aid are required to comply with the requirements of Title VI of the Civil Rights Act of 1964 and Section 162a of the Federal-Aid Highway Act of 1973. Specifically, "the contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The sub-recipient shall carry out applicable requirements of 49 C.F.R., Part 26 in the award and administration of DOT-assisted contracts. Failure by the sub-recipient to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate."

Prior to execution of an Agreement, the selected educational institution/research partner will be required to submit:

1. Documents disclosing Affirmative Action evidence - Letter of Federal Approval **or** Letter of Approval of EEO/AA Program provided by NJDOT Division of Civil Rights. If an educational institution/research partner does not have the approval letter, they must submit their Affirmative Action Plan to the NJDOT's Division of Civil Rights for approval.
2. A signed US DOT Title VI Standard Assurance, and Appendix E of said assurance.

## **POST EMPLOYMENT RESTRICTIONS OF THE NJ CONFLICTS OF INTEREST LAW**

Educational institution/research partner are advised to be aware of Post-Employment restrictions for ex-NJDOT employees who are utilized for work under this technical proposal. Failure to comply with this may result in disqualification from the Project. Refer to NJSA 52:13D-17 which states:

No State officer or employee or special State officer or employee, subsequent to the termination of his office or employment in any State agency, shall represent, appear for, negotiate on behalf of, or provide information not generally available to members of the public or services to, or agree to represent, appear for, negotiate on behalf of, or provide information not generally available to members of the public or services to, whether by himself or through any partnership, firm or corporation in which he has an interest or through any partner, officer or employee thereof, any person or party other than the State in connection with any cause, proceeding, application or other matter with respect to which such State officer or employee or special State officer or employee shall have made any investigation, rendered any ruling, given any opinion, or been otherwise substantially and directly involved at any time during the course of his office or employment. Any person who willfully violates the provisions of this section is a disorderly person, and shall be subject to a fine not to exceed \$500.00 or imprisonment not to exceed six months, or both.

## **NOTICE CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN**

Pursuant to N.J.S.A. 52:32-58, the bidder must certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities.