



University Transportation Research Center  
RFP Cover Sheet

**Title:** National Summer Transportation Institute 2015 Program  
Proposal Number: TP-2015-CR-01  
Sponsor: NJDOT  
Date Issued: February 13, 2015  
Pre-Proposal Meeting: TBD  
RFP Due at NJDOT: by March 13, 2015  
**RFP Closing Date: March 13, 2015**

If you plan to apply:

Please contact Camille Crichton-Sumners ([camille.crichton-sumners@dot.state.nj.us](mailto:camille.crichton-sumners@dot.state.nj.us)) or Stephanie Nock (609-530-5637 or [STEPHANIE.NOCK@dot.state.nj.us](mailto: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.

However, any questions on this proposal should be directed to the Manager, Bureau of Research, NJDOT, by 5:00 PM on Friday, February 27, 2015. Questions should be directed via e-mail to [Research.Bureau@dot.state.nj.us](mailto:Research.Bureau@dot.state.nj.us). Specify "TP 2015-CR-01 question" in the subject line.

Proposal submission guidelines:

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>.

Academic institutions, either singular, or in partnerships, that are interested in serving as host sites for the 2015 NSTI Program must complete and submit a proposal package consisting of the [Statement of Work Application](#), not to exceed 10 pages, and the [NSTI Proposal Application](#).

Please note that there will be no UTRC matching funds for this project.

**Please visit the NJDOT Research Website for important information about this RFP**  
**<http://www.state.nj.us/transportation/refdata/research/news.shtm>**

**Date of RFP  
February 13, 2015**

New Jersey Department of Transportation  
Bureau of Research

**Closing Date  
March 13, 2015**

**Request for Proposals  
2015 – 2016 Program**

**National Summer Transportation Institute 2015 Program**

**Project No. 2015-CR-01**

(All 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>

Proposals will be based on the merit of the information contained in the proposal.

**1. RESEARCH PROBLEM STATEMENT AND BACKGROUND**

There is need of a diverse workforce in the 21st century. To promote greater awareness of career opportunities within the transportation industry, the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) have established various educational initiatives. The National Summer Transportation Institute (NSTI), championed by FHWA's Office of Civil Rights, its Division Offices, State Transportation Agencies (STA's), public/private partnerships, community-based organizations (CBOs) and accredited colleges, community colleges, and universities, is one of the nation's premiere transportation-centered educational programs.

The purpose of the NSTI is to promote awareness of Science, technology, engineering and math (STEM) educational and career opportunities among disadvantaged and at-risk middle and high school students around the country. The USDOT -FHWA is the funding and governing agency for the NSTI, and formally established the program as a recognized educational initiative in 1998 when Congress authorized funding for the NSTI under Section 1208 of the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21).

The NSTI program is typically two to four weeks in length. Host sites conduct both residential and non-residential programs and, to ensure a productive learning experience, classroom size is at least 15 students. Recruitment and registration is coordinated and managed by each local host site.

The NSTI must be classified as either a middle school (grades 6-8) or high school (grades 9-12) program and as residential or non-residential. High school programs should focus on activities that are designed to improve STEM skills, assist in preparing participants for post-secondary education and encourage them to pursue transportation-related careers. Middle school programs should focus more on career exploration. In Residential programs, participants reside

on the college or university campus. The host site provides room and board. Residential programs are required to include academic, enhancement, sports, and recreation activities throughout the duration of the camp, including weekends. In a non-residential program, participants commute to campus daily. Non-residential programs include an academic program and enhancement activities.

A NSTI Program for 2015 is needed to continue to promote awareness of Science, technology, engineering and math STEM educational and career opportunities among disadvantaged and at risk middle and high school students in New Jersey.

## **2. OBJECTIVES**

The National Summer Transportation Institute (NSTI) is a key component among FHWA's educational initiatives. The NSTI program is a Science, Technology and Math (STEM) focused program for high school and junior high school students. It is administered by accredited colleges, community colleges and universities, accredited Tribal colleges, Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs), Hispanic Serving Institutions (HSIs) and Asian-American Native American Pacific Island Serving Institutions (ANAPISI) throughout the United States, the District of Columbia, the Commonwealth of Puerto Rico, Pacific Island territories and the U.S. Virgin Islands. The length of the program is typically 2-4 consecutive weeks.

NSTI program objectives include:

1. Improving STEM (Science, Technology Engineering and Math) skills
2. Providing awareness about transportation related careers to middle school and high school students
3. Encouraging students to consider transportation related fields of study in their higher education pursuits
4. Host sites committing significant program time to classroom instruction

## **3. TASKS**

Each host site is required to comply with the "National Summer Transportation Institute Program Desk Reference", and 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 2015 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***

The host site shall conduct 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. An overall summary as well as best practices and areas identified for improvement should be noted.

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

The host site must prepare a final written report documenting the complete 2015 NSTI Program, from planning and administration through implementation and completion of the academic, enhancement and recreational components of the program. Information learned from program evaluations should 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.

## **4. IMPLEMENTATION AND TRAINING PLAN**

The host site must comply with the USDOT’s “National Summer Transportation Institute Program Desk Reference” in the development and implementation of the 2015 NSTI Summer Program.

## 5. 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, program goals, program curriculum, staffing details and specific recruitment efforts for the 2015 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 10 working days of completion of Phase 1
<b>Phase 2 – Implementation of Summer Institute Academic Program</b>	
Deliverable #1	Viable Summer Program meeting the guidelines of the USDOT's "National Summer Transportation Institute Program Desk Reference", including Orientation Meeting and Closing Program.
Deliverable #2	Budget outlining expenditures to date
Deliverable #3	Phase 2 Status Report with Deliverables 1&2 and invoice outlining detailed expenses for Phase 2 work completed, submitted within 10 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 10 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.
----------------	--

## 6. CONTRACT TIME

**Overall Contract Time, including planning, administration & project close-out:** Approximately March 16, 2015 – September 30, 2015

**Contract Time for NSTI Summer Academic Program Implementation:** 2 week or four week period, depending on whether the program is residential or non-residential.

## 7. AUTHORIZATION TO BEGIN WORK

### ELIGIBLE FIRMS

Educational institutions must be accredited colleges, community colleges and universities, Tribal colleges, Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs), Hispanic Serving Institutions (HSIs) and Asian-American Native American Pacific Island Serving Institutions (ANAPISI). Individual institutions as well as consortiums are eligible to submit a Technical Proposal.

Educational institutions that plan to participate in this solicitation require a current basic agreement with the New Jersey Department of Transportation (NJDOT).

### INSTITUTION'S QUESTIONS

Any questions should be directed to the Manager, Bureau of Research, NJDOT, by 5:00 PM on Friday, February 27, 2015. Questions should be directed via e-mail to [Research.Bureau@dot.state.nj.us](mailto:Research.Bureau@dot.state.nj.us) **Specify "TP 2015-CR-01 question" 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)

## 8. DEADLINE:

Technical Proposals (NSTI Statement of Work Applications and Proposal Applications) 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. Technical Proposals (NSTI Statement of Work Applications and NSTI Proposal Application) will NOT be accepted at the Engineering and Operations (E&O) Building.

**The absolute deadline for Technical Proposals (NSTI Statement of Work Applications and NSTI Proposal Applications) is 5:00 pm on March 13, 2015. NO EXCEPTIONS. Eight (8) hard copies of the Technical Proposal and three (4) electronic copies on CD ROM are required.**

## **9. DELIVERY INSTRUCTIONS:**

All Technical Proposals (NSTI Statement of Work Applications and NSTI Proposal Applications) must be addressed to the Manager, Research with the project name and TP# clearly indicated, to ensure their proper destination.

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

TP 2015-CR-01-NJDOT  
New Jersey Department of Transportation  
ATTN: Manager, Bureau of Research  
1035 Parkway Avenue  
Trenton, New Jersey 08618

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

New Jersey Department of Transportation  
ATTN: Manager, Bureau of Research  
P.O. Box 600  
Trenton, New Jersey 08625-0600  
RE: TP-2015-CR-01 NJDOT

## **10. AFFIRMATIVE ACTION**

Sub-recipients of federal aid are required to comply with the requirements of Title VI of the Civil Rights Act of 1964. 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 the following 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.

## **11. 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.

## **12. 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.**

## **SCOPE OF WORK**

The NSTI program is a Science, Technology and Math (STEM) focused program for high school and junior high school students. It is administered by accredited colleges, community colleges and universities, accredited Tribal colleges, Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs), Hispanic Serving Institutions (HSIs) and Asian-American Native American Pacific Island Serving Institutions (ANAPISI) throughout the United States, the District of Columbia, the Commonwealth of Puerto Rico, Pacific Island territories and the U.S. Virgin Islands. NSTI Program objectives are to improve STEM skills, provide awareness to middle and high school students - particularly minority, female and disadvantaged youth about



transportation careers, and encourage them to consider transportation-related courses of study in their higher education pursuits.

The NSTI program is typically two to four weeks in length, must be classified as either a middle school (grades 6-8) or high school (grades 9-12) program, and as residential or non-residential. Host sites may be student day programs or residential programs in which room and board are provided by the Host Sites to the students. Residential programs are required to include academic, enhancement, sports, and recreation activities throughout the duration of the camp, including weekends. In a non-residential program, participants commute to campus daily. Non-residential programs are to include an academic program and enhancement activities.

Students should be afforded a productive learning experience. Host sites are required to commit significant program time to classroom participation. The length of the program is typically 2-4 consecutive weeks. Classroom size is at least 15 students. Recruitment and registration are coordinated and managed by each local host site. High school programs should focus on activities that are designed to improve STEM skills, assist in preparing participants for post--secondary education and encourage them to pursue transportation-related careers. Middle school programs should focus more on career exploration. In Residential programs, participants are to reside on the college or university campus.

Academic institutions, either singular, or in partnerships, that are interested in serving as host sites for the 2015 NSTI Program must complete and submit a proposal package consisting of the [NSTI Statement of Work Application](#), not to exceed 10 pages, and the [NSTI Proposal Application](#). Application packages must be submitted as a Word document using Times New Roman font type 12 point, and be single spaced.