



**New Jersey Department of Transportation
Bureau of Research
Research Project
Request for Proposal
2021-2025 Program**

Project Title: Technology Transfer and Implementation Program
Posting No.: 2020-10
Date of RFP Announcement: 12/17/2020
Closing Date: 01/27/2021

Proposals must be prepared in accordance with NJDOT's Supplemental and Proposals guidelines. Please visit <https://www.state.nj.us/transportation/business/research/guidelines.shtm> for the most current version.

All proposals must also have a corresponding online Pre-Award Risk Assessment form completed and submitted by the PIs prior to the RFP closing date and time. This online form can be found at: https://www.state.nj.us/transportation/business/research/risk_assessment_forms.shtm

*NOTE – Submitted proposal shall not be more than 100 pages printed single side/50 pages printed both sides.

1 - RESEARCH PROBLEM STATEMENT AND OBJECTIVES

1.1 Problem Statement

The Technology Transfer and Implementation Program, as defined in 23 CFR 420.203, is a nationwide effort financed jointly by the Federal Highway Administration and the individual State Departments of Transportation. The program bridges the gap between information needs of practicing transportation professionals and tight budgets of transportation agencies while engaging other interested stakeholders such as local community groups, consultants, students and lay people. The program aims to increase the level of awareness concerning transportation-related issues (from local to international), promote an ongoing exchange of ideas, translate the latest state-of-the-art trends and technology practices, showcase innovation, provide NJDOT research library services, and disseminate research results in a form that can be readily applied to current transportation problems.

1.2 Research Objectives

The NJDOT Bureau of Research's core purpose is to provide current and quality information, analysis, and value-added research solutions to transportation professionals within New Jersey and throughout the Nation.

The Technology Transfer (T2) Program seeks to bridge the gap between the information needs of practicing transportation professionals and tight budgets of transportation agencies while engaging other interested stakeholders such as Metropolitan Planning Organizations (MPOs), advocacy and community groups, consultants, students and lay people. The T2 program seeks to increase the level of awareness concerning transportation-related issues (from local to international) within New Jersey, promote an ongoing exchange of ideas, translate the latest state-of-the-art trends and technology practices, showcase innovation, and disseminate research results in a form that can be readily applied to current transportation problems. The goals and activities of the T2 Program include, at a minimum, the following:

1. Identify and evaluate NJDOT Tech Transfer and knowledge capture needs on an ongoing basis and develop activities and programs to accommodate those needs.



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2. Address knowledge gaps and develop a technology transfer program with training, other events and peer exchange program.
3. Maintain NJDOT Technology Transfer website.
4. Provide support and assistance to the NJDOT Bureau of Research staff in national research efforts and state level research programs.
5. Provide tools and technologies to solicit and capture transportation research ideas and innovative ideas for NJ State Transportation Innovation Council (STIC).
6. Prepare an annual Implementation Status Report, project management quarterly reports and final report.
7. Provide support services for the NJDOT Research Library, including on-site staffing and management of the physical library space, as detailed below.

DELIVERABLES (at a minimum):

1. Document best practices in technology transfer in use at other state DOTs. Survey NJDOT SMEs to determine technology transfer needs and continue to explore potential topics and speakers for future Lunchtime Tech Talks and/or events.
2. Prioritize and schedule topics for Technology Transfer training and events and assist with peer exchange programs. Develop a guide of effective knowledge capture techniques and provide technical assistance for knowledge capture initiatives (videos). Maintain the knowledge management toolkit.
3. Provide updates to new initiatives, capture the solicitation of research ideas via IdeaScale and innovative ideas for NJ STIC. Maintain information architecture which includes information for NJ STIC, Tech Talks, Share your ideas, Research, Resources, and calendar.
4. Provide support for attendance of NJDOT Bureau of Research staff at TRB Annual Meeting and other research events. Periodically update NJDOT's research TRB's Research in Progress (RiP) and Transport Research International Documentation (TRID) databases.
5. Establish a competition for ideas in innovation and support the management and dissemination of innovative ideas submitted through the STIC Program.
6. Prepare an annual Implementation Status Report, provide quarterly status reports and final report capturing accomplishments, new initiatives, and lessons learned.
7. NJDOT Research Library services are divided into short and long term deliverables as follows.
Short term:
 - a. Manage the NJDOT Transportation Research Library and provide on-site library services to the NJDOT staff and other stakeholders.
 - b. Maintain the current library materials and acquire, process, and store, new materials including books, journals, articles, standards, and magazines related to transportation. These materials can be electronic and/or hard copies. The Library collection materials shall meet the unique and changing needs of its users.
 - c. Promote awareness of the library to the NJDOT staff. Periodically contact NJDOT divisions and evaluate their library needs. Prepare and present information session.
 - d. Perform literature searches regarding problem statements and generate corresponding reports.
 - e. Disseminate research findings, reports and new standards from NJDOT and other states, as well as AASHTO, Transportation Research Board (TRB), American Society for Testing and Materials (ASTM), etc. to the respective divisions.



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Long term:

- a. Develop and maintain a NJDOT Research Library website. The website's design, functionality, hosting and maintenance shall ensure users can easily access relevant library web content and view databases of paper formats available at the library for non-printable documents.
- b. Digitize appropriate library materials and maintain corresponding databases.
- c. Shall play active role and implement the Bureau of Research's ongoing effort to move the current traditional Research Library to the 21st Century Library Services.
- d. Shall provide technical editing and writing services to the Bureau of Research's project reports, technical briefs and others related documents.

Participation in ongoing research efforts in library services is also required in the short term as well as long term. For example, participation in pooled fund studies and other NJDOT research projects, attendance at and participating in library-related activities at the TRB Annual Meeting.

All library services must be in compliance with Section 508, United States Workforce Rehabilitation Act. The Research library staff is required to be on-site during NJDOT core business hours, abide by NJDOT Policies & Procedures, and report directly to a Research Project Manager who will oversee the Library and monitor its performance to ensure contract compliance. At least one full time and maximum of two library staff can be budgeted. It is recommended that the full time library staff have a degree in library sciences and possess several years of work experience in providing library services.

1-3. Type of Contract

It is proposed that if the Issuing Office enters into a contract because of this Request for Proposal (RFP), it will be a **Cost Reimbursement, Deliverable-Based** contract containing the Standard Contract Terms and Conditions.

2 - BUDGET and CONTRACT TIME

The project budget is anticipated to be **\$875,000 US Dollars per year**. The PIs 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. Contract time shall include sufficient time for the procurement of subcontractors, as well as no less than three months for Final Report review and acceptance. Please be advised that going forward, new task orders having permissible justification will be allowed no more than one-time no-cost extension with the advent of 2 CFR 200.

Contract Duration – 60 Months

Please provide a Gantt chart schedule.

3 - Oral Presentations. Oral presentations may be requested as part of this RFP. If required, you will be notified by the Bureau of Research to schedule your oral presentation. They will be held at NJDOT headquarters in Trenton, NJ, attended by the Technical Advisory Panel (TAP), and be limited to no more than an hour, including time for questions and answers.



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4 – DEADLINE

Proposals (5 single-bound copies & a PDF copy) are due at the NJDOT Bureau of Research no later than **4:00 p.m. on January 27, 2021.**

Approximate Start Date: 03/01/2021. The official start date is the date, the Bureau of Research obtains a signature from the Assistant Commissioner.

5 – CONTACTS

Interested parties shall send all questions related to this RFP to Bureau Manager by sending an e-mail to Amanda.Gendek@dot.nj.gov or by phone (609)963-2242. Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT staff. All questions must be received **on or before 12/28/2020 in order to be answered.**

PROPOSAL DELIVERY INSTRUCTIONS:

*** During the COVID-19 pandemic, hand-carried deliveries will not be accepted.**

For private, paid messenger services such as Federal Express, DHL, UPS, etc.:

RFP No. 2020-10 PROPOSAL-NJDOT
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