Please visit the NJDOT Bureau of Research website for useful resources: <http://www.state.nj.us/transportation/business/research/>

**NOTICE:**

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

Proposals will be evaluated strictly on the technical merit of the information contained. Proposal Evaluation Forms and the evaluation criteria are available for your information on the website. Budgets will be evaluated separately, and only after a selection has been made as to which proposal is the most qualified based on technical merit. Please place three (3) copies of the budget for this project in a separate sealed envelope.

In order to be eligible to submit proposals to NJDOT Bureau of Research, any potential research partner must complete and submit an online Risk Prequalification Assessment Form.

If you have already been prequalified, please submit an online PreAward Risk Assessment Form prior to the request for proposal (RFP) date and time deadline.

All Risk Assessment Forms can be found online at:

<https://www.state.nj.us/transportation/business/research/risk_assessment_forms.shtm>

**1 - RESEARCH PROBLEM STATEMENT, BACKGROUND, AND OBJECTIVES**

**1-1. Purpose.** This Request for Proposal (RFP) provides to those interested Institutes of Higher Education (“IHEs” or “Universities”) in submitting proposals for the subject procurement sufficient information to enable them to prepare and submit proposals for the New Jersey Department of Transportation’s (NJDOT’s) consideration on behalf of the State of New Jersey to satisfy a need for the Project.

**1-2. Issuing Office.** The Bureau of Research (“Issuing Office”) has issued this RFP on behalf of the NJDOT. The sole point of contact in the NJDOT for this RFP shall be the Manager (“Issuing Officer”), Bureau of Research, NJDOT 1035 Parkway Avenue Trenton NJ 08625, [Research.Bureau@dot.nj.gov](mailto:Research.Bureau@dot.nj.gov). Please refer all inquiries to the Issuing Officer.

**1-3. Scope.** This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Universities must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.

**1-4. Type of Contract.** It is proposed that if the Issuing Office enters into a contract because of this RFP, it will be a **Cost Reimbursement, Deliverable-Based** contract containing the Standard Contract Terms and Conditions. The Issuing Office, in its sole discretion, may undertake negotiations with one or more Universities whose proposals, in the judgment of the Issuing Office, show them to be qualified, responsible, and capable of performing the Project.

**1-5. Disadvantaged Business Information.** The New Jersey Department of Transportation is committed to providing opportunities for Disadvantaged Business Enterprises (DBEs) to compete for work. To support this commitment, there is a goal of 12.44% of the total contract dollar amount set for this RFP. It is suggested that you utilize organizations certified by NJDOT’s DBE Unified Certification Program (NJ UCP) as listed on the NJDOT webpage.

**1-6. Best and Final Offers.**

1. While not required, the Issuing Office reserves the right to conduct discussions with Universities for obtaining “best and final offers.” To obtain best and final offers from Universities, the Issuing Office may do one (1) or more of the following, in any combination and order:
   * + 1. Schedule oral presentations;
       2. Request revised proposals;
       3. Enter into pre-selection negotiations.
2. The Evaluation Criteria can be found at <https://www.state.nj.us/transportation/business/research/pdf/guidelines/Proposal_Evaluation_Forms.docx> , shall also be used to evaluate the Best and Final offers.

**1-7. News Releases.** Universities shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this Project without prior written approval of the Issuing Office and then only in coordination with the Issuing Office.

**1-8. University Representations and Authorizations.** By submitting its proposal, each University understands, represents, and acknowledges that:

1. All of the University’s information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Department shall treat any misstatement, omission, or misrepresentation as fraudulent concealment of the facts relating to the Proposal submission.
2. The University has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other University or potential University unless it’s a joint proposal.
3. The University has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is a University or potential University for this RFP.
4. The University has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
5. The University makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
6. To the best knowledge of the person signing the proposal for the University, the University, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency. The aforementioned representative(s) have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the University has disclosed in its proposal.
7. To the best of the knowledge of the person signing the proposal for the University and except as the University has otherwise disclosed in its proposal, the University has no outstanding, delinquent obligations to the NJDOT including, but not limited to, any state tax liability not being contested on appeal or other obligation of the University that is owed to the Department.
8. The University is not currently under suspension or debarment by the NJDOT, any other state or the federal government, and if the University cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
9. The University has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.

**2 - PROPOSAL REQUIREMENTS**

**2.1.** Please visit: <https://www.state.nj.us/transportation/business/research/guidelines.shtm>for the proposal submission requirements.

**2-2. Objections and Additions to Contract Terms and Conditions.** The University will identify which, if any, of the terms and conditions it would like to negotiate and what additional terms and conditions the University would like to add to the standard contract terms and conditions. The University’s failure to make a submission under this paragraph will result in waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office’s sole discretion, would be in the best interest of the Department. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions.

The University shall not request to completely substitute its own terms and conditions nor request changes to the other provisions of the RFP. All terms and conditions must appear in one (1) integrated contract. The Department reserves the right to select more than one Institution of Higher Education. The Issuing Office will not accept references to the University, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the University must submit its proposal, including the separate sealed cost proposal, based on the terms and conditions of the contract. The Issuing Office will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in the contractor to other provisions of the RFP as specifically identified above.

**2-3. Disadvantaged Business Enterprise (DBE) Involvement.** Provide detailed information describing the NJDOT DBE Unified Certification Program (NJDOT UCP) certified DBE. Include the business name of the DBE with the address, contact person, phone number, the NJDOT DBE Unified Certification Program (NJDOT UCP) certification number, a detailed narrative of the services to be provided, and the percent of the proposal’s total cost to be contractually allocated to the DBE. No cost information can be displayed in the technical proposal.

Physical certification letters and/or expiration dates should not be requested from DBE certified firms. DBE certification does not expire. If no DBE is qualified, available, or willing to participate, the contractor must provide detailed, verifiable information describing the good faith effort made to locate a DBE. If the good faith effort is determined to be unacceptable, the proposal may be disqualified or other action taken.

**3 - WORK STATEMENT**

## 3-1. 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 may be asked to make a presentation to the Technical Advisory Panel (TAP) to discuss their findings and to discuss the appropriate research approach.

**3-2. 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.

**3-3. Tasks and Deliverables.** [*List of minimum deliverables necessary to complete the project*]

|  |  |  |
| --- | --- | --- |
| **Task** | **Target Date** | **Deliverable** |
| 1. |  |  |
| 2. |  |  |
| *Add rows if necessary* |  |  |

* Presentation of Summary of Literature Search Results
* Discussion to Support and Refine the Project Tasks
* Project work plan. A work plan for each task that identifies the work elements of each task, the resources assigned to the task, and the time allotted to each element and the deliverable items to be produced. Where appropriate, a Gantt chart display should be used to show monthly/ quarterly project, task, and time relationship.
* Fee Proposal Breakdown (see Proposal Template Guidelines) for each proposed year of the project and total life of the project, in accordance to the NJDOT Bureau of Research guidelines.
* Monthly timeline chart with corresponding activities and deliverables
* Meeting minutes of all meetings conducted with TAP, submitted electronically within 48 hours of the meeting.
* Technical Memorandum (i.e. survey results, measures that are working or not working, actions taken)
* Interim Status reports suitable for Senior Leadership if required
* **Quarterly Reports** in the latest format version. Reports shall be provided to the TAP at least two (2) weeks prior to the scheduled Quarterly Meeting. Reports shall contain appropriate tables, graphs and charts.
* **Draft Final Report** and **Draft Tech Brief** is due in hard copy, and electronic format to the TAP at least three (3) months before the end date of the project contract to allow time for review, comments, and incorporation of final comments.
* **Final Report Package:** Final Report and Tech Brief, with appropriate tables, graphs and charts in hard copy version, PDF file format, Word, and on CD ROM in accordance with the latest version of the Guidelines for Preparing NJDOT Research Final Reports and Tech Briefs, are due prior to final invoice submittal of the project to allow time for review by the TAP. The Research Project Manager will notify receipt of two copies plus one per TAP member of each presentation, technical memorandum, draft final report, and 10 bounded copies of the Final Report (with a hard front and back cover) at which point the final invoice may be submitted.

1. **- BUDGET**

Please note that only the first year funds will be authorized. Subsequent years may be funded by contract modification on an annual basis, based on appropriation of funds and performance.

Supporting documentation (rate agreement, cost pools, etc.) for the appropriate indirect cost rate shall be included with your proposal. The NJDOT Bureau of Research reserves the right to refuse any proposal which does not include reasonable documentation.

The NJDOT Bureau of Research reserves the right to hold between 10 and 20% of the total project budget until final acceptance of the Final Report Package by the RPM and customer.