

November 5, 2018

To: ALL CONSULTANTS

**Subject: REQUEST FOR EXPRESSIONS OF INTEREST
ORDER FOR PROFESSIONAL SERVICES NO. P3411
DESIGN SERVICES FOR CONTRACT NO. P200.252,
SHOULDER WIDENING OF THE GARDEN STATE PARKWAY MILEPOST 30 TO 35**

The New Jersey Turnpike Authority (Authority) invites Expressions of Interest (EOIs) for a Complex project from engineering Firms prequalified and eligible in the following Profile Codes:

Profile Code(s)	Description(s)
A090	Bridges: New
A091	Bridges: Widening and Modifications
A250	Fully Controlled Access Highways

Attached (see Section I) is a list of all consultants currently prequalified and eligible to submit an EOI for the above referenced assignment. *Joint Ventures (*Firms interested in submitting an EOI as a Joint Venture must be prequalified as a Joint Venture with the Authority) that meet all of the Profile Code requirements are also eligible to submit an EOI.

To qualify as a prequalified consultant, a Firm **must** have on file with the Authority a current "Professional Service Prequalification Questionnaire" (PSPQ) package prior to submission of the EOI. A current PSPQ is one that has been on file with the Authority for no more than 24 months, or in certain cases for no more than 12 months. Only those Firms who have been prequalified for the specified profile code(s) this project entails will be considered. Prequalification is not required for subconsultants. Prequalification is required for Joint Ventures.

The Authority shall be seeking participation of Small Business Enterprises (SBE) as subconsultants. The project goal is 25% SBE participation to New Jersey Businesses (see Section VII) of the Attachment to the Expression of Interest for the program provisions).

This solicitation is for professional services required to provide comprehensive final design services to implement Shoulder Widening of the Garden State Parkway in both the northbound and southbound directions from Milepost 30 to 35.

Project Description

The former New Jersey Highway Authority performed conceptual studies and preliminary engineering and pursued permit approval for the Widening of the Garden State Parkway to provide a third continuous mainline lane and full shoulders on both the northbound and southbound roadways between Interchange 30 and 80 (MP 30 to 80 Widening Program). These Conceptual plans form the basis on which the MP 30 to 80 Widening Program has been developed to date and are the engineering plans for which full environmental permit approval was achieved on November 14,

2008. The improvements for the GSP Milepost 30 to 35 corridor are the final remaining limits for the MP 30 to 80 Widening Program.

While the approved MP 30 to 80 Widening Program documents have accounted for an additional third lane in both directions within the 30 to 35 corridor, the Authority has decided to implement a modified improvement scheme, which will be subject of this OPS. In 2012, a traffic demand evaluation was completed for this section of the GSP and concluded that this section of the roadway will not require additional capacity until 2035. However, safety and maintenance improvements to this area are necessary for this section to be consistent with the other safety improvements completed as part of the current Capital Improvement Program. This project provides for the construction of standard width left and right shoulders, multiple bridge replacements, drainage and roadside area improvements.

Applications for the MP 30 to 80 Widening Program Permits are not required as the Authority secured all the necessary permits to widen the Garden State Parkway from Interchange 30 to 80 in November 2008.

In general the required services for the shoulder widening include final design services for the preparation of complete construction contract documents; preparation of utility orders; preparation of Right of Way Documents if required; preparation of public hearing documents, development of project schedules, cost estimates and spending plans; post design services including shop drawing review; as well as other ancillary activities for the total performance of this assignment. Details pertaining to the required services are contained in Section IV of the attachments to this Solicitation for Expressions of Interest.

Project background materials (preliminary plans, studies, reports, etc.) will be available for review electronically through the Authority's Secure File Sharing site. Access to the secure work space will be provided to all prequalified and eligible Consultants via e-mail as part of the RFEI notification process. If there are any questions or issues related to the Secure File Sharing site, please contact Sima Jasani via e-mail at jasani@njta.com. The subject line should read "OPS No. P3411, Secure File Sharing Site Information." (See Section IV of the Attachment to the Expression of Interest for available project background materials.)

EOI Submission Requirements

To be considered for these services, qualified Firms or prequalified Joint Ventures need to submit 5 copies of their EOI, which must contain the following:

1. **Letter of Interest** not exceeding five (5) single-sided, letter-sized pages with minimum 1-inch borders and minimum font size of 10 pt., stating the Firm's interest, ability and its commitment to complete the requested professional services listed in this solicitation and in their EOI.

The Letter of Interest shall summarize the following information.

a. Experience of the Firm on Similar Projects

Provide information on the Firm and its sub-consultants experience on similar projects.

The Firm shall provide information on past projects which they have performed that demonstrate similar service of those required for this assignment. Each project listed shall include a brief description of the project scope performed by the Firm and its relevance to the proposed assignment. It shall identify the Firm's office(s) the work was performed from, the date (time frame) the services were performed, magnitude and cost of the project, and contact/reference information for each project listed.

b. Experience of the Project Manager on Similar Projects

The Firm shall identify the Project Manager that will be assigned to the project and identify the individual's education, credentials and work experience. The Firm should discuss the proposed Project Manager experience and its application to the assignment. The Firm shall review the criteria set forth by the Authority in the RFEOI in consideration of the person proposed for the assignment. If the Firm is proposing an individual with credentials considerably different than those identified by the Authority, the Firm must explain its rationale and identify/demonstrate the benefit the individual brings to the assignment.

The resume of the Project Manager proposed, included in the EOI, shall be clear, dated and detailed to the related assignment experience. References shall be furnished for each project listed (include date when work performed and relevance to subject assignment and at least one contact name and phone number for each project). Unless otherwise noted, the Project Manager shall be a licensed Professional Engineer.

c. Key Personnel's Qualifications and Relevant Experience

The Firm shall identify the Project Engineer and/or other key personnel that will be assigned to the project and their role and responsibilities specific to the assignment. Information concerning their education, credentials and work experience should be provided along with contact/reference information. The Firm shall discuss the individuals proposed for the assignment and identify how their education, credentials and work experience are applicable to their role on the assignment.

The resumes of key personnel proposed, included in the EOI, shall be clear, dated and detailed to the related assignment experience. References shall be furnished for each project listed (include at least one contact name and phone number for each project).

d. Understanding of the Project and the Authority's Needs, and Reasonableness of Staffing Estimate

Provide an explanation of the Firm's understanding of the project and Authority's needs required for the successful completion of the assignment. Provide a summary of the Firm's qualifications, and state how they relate to the Firm's ability to provide the requested services. Through attached organizational chart and resumes identify the person(s), or subconsultant(s), responsible for each division of the assignment and their relevant experience.

Understanding of the Project

The Firm shall provide information to demonstrate that they fully understand the overall objective of the project and why the Authority is undertaking the assignment. This may include discussions providing background information on the need for the project, its affect on the Authority's facilities, and impact on the overall transportation network. Firms should demonstrate specific first-hand knowledge of the location affected by the project and the long-term effects the project has on the Authority, its patrons, or other relevant issues.

Understanding of the Authority's Needs

The Firm shall demonstrate that they fully understand the needs of the Authority as it relates to the specific scope-of-work identified in the RFEOI. The Firm must confirm the deliverables and the schedule for design and construction associated with project specific deliverables. The Firm should also discuss project management items, including deliverables such as submittal of wage rate approvals and invoicing.

Reasonableness of Staffing Estimate

The Firm shall demonstrate through an attached estimate of work-hours the extent of work effort required to perform each primary task for the assignment as identified on the assignment staffing schedule issued with the RFEOI.

e. Approach to the Project

The Firm shall identify the major tasks comprising the project and describe in detail how they will be accomplished. Provide an explanation of the process the Firm will use to schedule, manage and perform the required tasks within the scope of services and identify the key milestones and projects critical path. The Firm shall identify key issues and potential problems and discuss alternatives and options which would lead to resolution. The Firm should discuss innovative concepts with cost benefits and/or accelerated project delivery, where applicable. The Subconsultant roles, value to the team/project, and reporting relationship shall be clearly identified.

f. Commitment and Ability to Perform the Project and Outstanding Work with the Authority

The Firm shall affirm their commitment and ability to complete the proposed work as well as any outstanding work they currently have with the Authority. The Firm shall provide an explanation of the anticipated project schedule and demonstrate that the Firm can commit the required staff resources and management to perform the assignment. A listing of the Firm's facilities, including the address of the office where the project will be performed, and how they relate to the Firm's ability to provide the requested services shall be provided.

Commitment and Ability to Perform the Project

The Firm shall discuss their commitment and availability of required staff for the assignment as shown on the completed "Commitments of Proposed Project Staff" and "Certification of Staff Availability" forms.

Outstanding Work with the Authority

The Firm shall discuss their outstanding work with the Authority as shown on the completed Disclosure Forms for the prime and all subconsultants. Information should be provided to demonstrate how this project may be impacted or affected by the existing work load of the consultant or its subconsultants. Outstanding Work shall be considered the sum of the Outstanding Work of the prime and subconsultants. No factors/weighting will be applied based on the percent of work assigned to the prime or subconsultants.

g. Commitment to Quality Management

An affirmation of the Firm's Commitment to Quality Management and Quality Assurance/Quality Control (QA/QC). The Firm shall provide a written narrative that describes the Firm's quality assurance policy and how it intends to implement a quality assurance program specifically for this assignment. The Firm shall identify credentialed QA/QC staff and the roles and working relationship with other staff members as part of the design process or construction phase.

h. Attainment of Small Business Enterprise (SBE) Participation Goals

The Authority has adopted a Small Business Enterprise Sub-Consultant's Program (the SBE Program). Under the SBE Program, Firms interested in submitting an Expression of Interest/Technical and Fee Proposal agree to make a good faith effort to award at least twenty-five (25) percent of the assignment to those businesses that meet the requirements and have been registered by the Division of Revenue & Enterprise Services/Department of the Treasury as a Small Business Enterprise.

Firms shall demonstrate how they will utilize SBE Firms in order to achieve the 25% goal and add value to the project team.

2. An **organizational chart** showing key project team members for all primary tasks, including subconsultants. Provide all team members' names, titles and reporting relationships.
3. **Resumes for the Project Manager and each Key Project team member**, (a maximum total of 6) detailing relevant experience and professional/technical qualifications. Include resumes of proposed subconsultants. Each resume should be one page single-sided with dates provided for each project.

4. A **detailed estimate of the work-hours** per task and by ASCE Grade/ Classification, along with an estimate of total hours, to provide the work described herein.
5. A **Project Schedule** for this solicitation that addresses the various tasks defined by the scope of services for this assignment. The Project Schedule may be a maximum of **one 11"x17"** page.

One 8.5"x11" sheet is required, in which the Firm shall provide a detailed explanation of the project delivery in the allotted time frame presented in Section III. This additional sheet may include both written and/or visual explanations to demonstrate the OPS P3411 specific delivery of the final design and how the various aspects of the assignment will be managed.

6. **Recent Authority Project Experience Forms** identifying all Authority projects on which the consultant is currently working or have been completed (closed out) within the previous five (5) year period. A separate form shall be provided for the prime consultant and for each sub-consultant.
7. A completed **Affidavit of Eligibility/Disclosure of Material Litigation form** (which is available on the Authority's website) for review by the Authority's legal counsel. Forms for each Firm, each member of a joint venture and all sub-consultants shall be submitted. Firm shall certify that it is not suspended, disbarred or disqualified from bidding on any state or federal projects. Furthermore, no litigation shall be pending or brought against the Firm that could materially affect its ability to perform the OPS described herein. Firm shall submit a description of all litigation pending, threatened or brought against it, including any litigation against its owners and/or principals; and shall also submit a description of any enforcement actions or penalties pending or assessed by any regulatory agency having jurisdiction over permit compliance, worker health and safety, or labor laws, as these issues relate to performance of the OPS described herein.
8. A completed **Disclosure Form – Outstanding Work with the Authority** (which is available on the Authority's website) stating all outstanding work with the Authority for both New Jersey Turnpike and Garden State Parkway projects. Forms for each Firm, each member of a joint venture and all sub-consultants shall be submitted. State "none" on the form if Firm, joint venture or sub-consultant has no outstanding work with the Authority. **It is specifically noted that the Authority's Disclosure Form shall be submitted with the EOI. Consultants may separate types of work by category (i.e.: Design Services, Construction Services, Environmental Services, etc.) however, the "Total" amounts stated at the bottom of the page shall be the combined total amounts of all outstanding work with the Authority as identified on the form.**
9. A completed **Commitments of Proposed Project Staff** form (which is available on the Authority's website) stating the percentage of time each member has available to commit to this assignment, including subconsultant staff.
10. A completed **Certification of Staff Availability** form (which is available on the Authority's website) the Firm shall certify that the staff proposed in the EOI shall be used in the performance of the project. When proposing the same staffing in multiple EOIs, disclose one of the following:
 - A. A statement that all projects utilizing same staff will be completed on time and how this will be done, or
 - B. A statement that the Firm voluntarily withdraws one of the EOIs from further consideration if the Authority is giving serious consideration to more than one EOI, or
 - C. Alternate staff resumes to be used by the Authority in evaluating EOIs if the Authority is giving serious consideration to more than one EOI.
11. A completed **SBE Form – Proposed Schedule of Small Business Enterprise Participation** (which is available on the Authority's website). Stating the Firm's intention to use SBE Certified Firms as sub-consultants.
12. A completed **Disclosure of Investment Activities in Iran** form (which is available on the Authority's website).

13. A completed **Vendor Source Disclosure** form (which is available on the Authority's website).
14. A completed **Ownership Disclosure Form**, pursuant to N.J.S.A. 52:25-24.2 (which is available on the Authority's website).

EOIs that are incomplete may not be considered.

The required forms referenced in Items 6 through 14 above can be found on the Authority's website: www.njta.com under *Doing Business, Supplemental Forms*

The NJTA has promulgated a Code of Ethical Standards pursuant to the laws of the State of New Jersey, a copy of which is available on the Authority's website <https://www.state.nj.us/ethics/docs/ethics/uniformcode.pdf>. By submitting an EOI, your Firm will be subject to the intent and purpose of said Code and to the requirements of the State Ethics Commission.

EOIs are limited to a total of twelve (12), single-sided, letter size pages, comprised of the following: **Letter of Interest**, not exceed five (5) pages, **Resumes**, a maximum of seven (7), each of which shall be one (1) page. Pages in excess of these requirements will not be considered. This information shall be presented in an organized fashion and shall be categorized in accordance with the preceding submission requirements. Foldout sheets are not permitted (besides one 11"x17" sheet maximum for the Project Schedule).

A brief transmittal letter along with the following forms and/or documents (listed below in the order in which they appear in this RFEOI), are **excluded** from the above referenced page count:

- Organization Chart
- Detailed Estimate of Man Hours
- Project Schedule
- Recent Authority Project Experience Form
- Affidavit of Eligibility/Disclosure of Material Litigation Form
- Disclosure Form - Outstanding Work with the Authority
- Commitments of Proposed Project Staff Form
- Certification of Staff Availability Form
- SBE Form
- Disclosure of Investment Activities in Iran Form
- Vendor Source Disclosure Form
- Ownership Disclosure Form

The aforementioned twelve (12) page limitation shall be increased to a maximum of seventeen (17) pages, if the Consultant must exercise option 10C above. The additional five (5) single-sided letter-sized pages shall include information for alternate staffing as follows:

- 1) An alternate Organizational Chart as permitted above showing key personnel names, position, title and reporting relationships (Note: Organizational Chart is not included in the page count).
- 2) One (1) page, single-sided resume for up to five (5) alternative key project personnel stating relevant experience including dates of assignments and professional qualifications.
- 3) Allowance for one (1) page, if necessary, to explain the consultant's modified approach to the project if it would be handled differently as a result of utilizing the alternate personnel.

The Consultant shall not include alternate staffing in their Expression of Interest unless they are required to do so in accordance with Option C. If included in the EOI, the proposed alternative staffing information shall be contained in a separate section of the EOI. It shall only be considered by the Authority in the scoring of the EOI if required. Anything in excess of the page limitations for each of the EOI criteria above will not be read or considered. If the EOI submitted is not in accordance with the specific provisions defined above, it shall be considered incomplete and may be rejected.

Expressions of Interest must be submitted no later than 10:00 AM on November 28, 2018. Consultants will be fully responsible for the delivery of their EOIs. Reliance upon U.S. Mail or other carriers is at the Consultant's risk. Late EOIs will not be considered.

EOIs hand delivered or delivered by an overnight delivery service shall be addressed to:

**New Jersey Turnpike Authority
1 Turnpike Plaza
Woodbridge, NJ 07095
Attn: Engineering Department, Highway Design
Sima Jasani, P.E., Project Engineer**

Expressions of Interest transmitted via U.S. Mail should be addressed to:

New Jersey Turnpike Authority
P.O. Box 5042
Woodbridge, NJ 07095-5042
Attn: Engineering Department, Highway Design
Sima Jasani, P.E., Project Engineer

Inquiries

Inquiries pertaining to this RFEOI are to be directed in writing to Sima Jasani, P.E., Project Engineer, Highway Design New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, New Jersey 07095-5042. E-mail inquiries to jasani@njta.com are acceptable. **The deadline for inquiries is November 15, 2018.** The Authority will respond to all written inquiries received. **Each inquiry will be stated and a written response provided. Responses will be posted on the Authority's website under *Doing Business, Current Solicitations* on or before November 20, 2018.** Consultants will be responsible for submitting their EOIs in accordance with the RFEOI and any modifications, revisions and/or clarifications thereto as a result of the posted responses. Late inquiries may not be reviewed or considered.

Consultant Selection

Once the EOIs have been evaluated for completeness, the Authority will create a list of Firms that shall receive the Request for Technical and Sealed Fee Proposals. ("RFP"). A Review Committee will evaluate the technical qualifications and experience of each Firm and its project team, and will rank the Firms. The evaluation and ranking of the EOIs will serve as a method by which to create a list of Firms most highly qualified to perform the project, in accordance with N.J.A.C. 19:9-2.8(e), who will receive Requests for Technical and Sealed Fee Proposals.

The EOIs will be evaluated and ranked on the basis of numerical scores resulting from pre-established weighted factors. For this project, the rating factors and their relative weights are:

RATING FACTORS	WEIGHT (%)	POINTS
Experience of the Firm on Similar Projects	15	45
Experience of the Project Manager on Similar Projects	15	45
Key Personnel's Qualifications and Relevant Experience	15	45
Understanding the Project and the Authority's Needs, and Reasonableness of Staffing Estimate	15	45
Approach to the Project	15	45
Commitment and Ability to Perform the Project and Outstanding Work with the Authority*	10	30
Commitment to Quality Management	10	30
Attainment of SBE Participation Goals	5	15
	100%	300

Following the review of the submitted EOIs, the Authority will request Technical and Fee Proposals from at least three (3) Firms it deems the most qualified. All respondents will be notified at each stage of the EOI and RFP process, regarding their status.

All submittals required pursuant to P.L. 2005, Chapters 51 and 271 Executive Order 117 (2008) will be requested only after the RFP stage of this procurement, from the intended Awardee(s) only. This will include the combined CH. 51/Executive Order 117 Two-Year Certification and Disclosure of Political Contributions form (CH 51.1 R1/21/2009), and the P.L. 2005 c. 271 Vendor Certification and Political Contribution Disclosure Form (Rev: 02/07/2006 DPP c271 C&D) completed by each business entity all of which will be transmitted to the intended Awardee(s) by the Authority via mail or fax and are to be returned to the Authority within five (5) business days.

**Order for Professional Services
(OPS)**

Final OPS Documents shall consist of the Authority's Order for Professional Services Agreement (which is available on the Authority's website (http://www.njta.com/media/2928/ps_agreement_4_v5-17-2017.pdf), the RFEOI, the EOI, the RFP as well as the selected Firms submitted Technical Proposal and Final Negotiated Fee Proposal. These documents are listed in the order of priority in the event of a conflict.

Effective April 29, 2014 Consultants shall be required, at their own expense, to provide ALL insurance coverages as more fully set forth in the applicable OPS Agreement. (See OPS Agreement #4)

Business Registration
N.J.S.A. 52:32-44

The OPS will not be entered into by the Authority unless the Firm first provides proof of valid business registration in compliance with N.J.S.A. 52:32-44. Pursuant to this law the Firm is further notified that no subcontract shall be entered into by prime consultant unless the subconsultant first provides proof of valid business registration.

Attached please find additional information regarding EOI, RFP and project requirements.

Very truly yours,

ORIGINAL SIGNED BY

Robert J. Fischer, P.E.
Chief Engineer

RJF: SKJ:baw
Attachments

c: J. L. Williams
L. T. Malak
S. K. Jasani
Review Committee
File

Supplemental Information

Regarding EOI and Project Requirements

Dated November 5, 2018

for

Order for Professional Services No. P3411

Design Services for Contract No. P200.252,

Shoulder Widening of the Garden State Parkway Milepost 30 to 35

This attachment is incorporated into and made a part of the RFEOI.

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SECTION I
Prequalified and Eligible Consultants

AECOM Technical Services	Malick & Scherer, P.C.
AmerCom Corporation	McCormick Taylor, Inc.
Arora and Associates, P.C.	Michael Baker International, Inc.
ATANE Engineers, Architects and Land Surveyors, P.C.	Mott MacDonald LLC
Atkins North America, Inc.	MP Engineers, P.C.
Boswell Engineering	NAIK Consulting Group, P.C.
Buchart-Horn, Inc.	NV5, Inc.
CDM Smith Inc.	Parsons Transportation Group, Inc.
CHA Consulting, Inc.	Pennoni Associates, Inc.
Cherry, Weber & Associates, P.C.	Pickering, Corts & Summerson, Inc.
Churchill Consulting Engineers, PC	SJH Engineering, P.C.
Dewberry Engineers Inc.	Stantec Consulting Services, Inc.
Gannett Fleming, Inc.	STV Incorporated
Greenman-Pedersen, Inc.	T&M Associates
Hardesty & Hanover, LLC	T.Y. Lin International
IH Engineers, P.C.	Taylor, Wiseman & Taylor
Jacobs Engineering Group Inc.	Traffic Planning and Design, Inc.
Johnson, Mirmiran & Thompson, Inc.	TranSystems Corporation
KS Engineers, P.C.	Urban Engineers, Inc.
Louis Berger U.S., Inc.	WSP USA Inc.

SECTION II

Administrative and Agreement Information

Professional Corporation

Incorporated Firms that have not filed a copy of a Certificate of Authorization, as required by N.J.S.A. 45:8-56, with the Authority must include a copy of the Certificate with the EOI. Professional service corporations established pursuant to the "Professional Service Corporation Act," P.L. 1969, c. 232 (N.J.S.A. 14A:17-1 et seq.), are exempt from this requirement.

Signatures

Expressions of Interest must be signed by an officer of the Firm authorized to make a binding commitment.

Incurring Costs

The Authority shall not be liable for any costs incurred by any consultant in the preparation of their EOI.

Addendum to EOI Solicitations

If, at any time prior to receiving EOIs, it becomes necessary to revise any part of this EOI solicitation, or if additional information is necessary to enable a Firm to make an adequate interpretation of the provisions of this EOI solicitation, an addendum to the EOI solicitation will be made available on the Authority's web-site as described herein.

Acceptance and Rejection of EOIs and Proposals

The Authority may award an OPS for these services to a Firm that the Authority determines best satisfies the needs of the Authority. The solicitation for an EOI or Technical Proposal does not, in any manner or form, commit the Authority to award any OPS. The contents of the EOIs may become a contractual obligation, if, in fact, the EOI or Technical Proposal is accepted and an OPS is entered into with the Authority. Failure of a Firm to adhere to and/or honor any or all of the obligations of its EOI or Technical Proposal may result in cancellation of any OPS awarded by the Authority. The Authority shall not be obligated at any time to award an OPS to any consultant. The Authority reserves the right to reject any and all proposals or to negotiate with any proposer in accordance with applicable law.

Dissemination of Information

Information included in this document or in any way associated with this project is intended for use only by the Firm and the Authority, and is to remain the property of the Authority. Under no circumstances shall any of said information be published, copied or used by the Firm, except in replying to this EOI solicitation.

News Releases

No news releases pertaining to this RFEEOI or the Project to which it relates shall be made without Authority approval and then only in coordination with the issuing office and the Authority's Media Relations Coordinator.

Public Records

Any EOI, Technical Proposal or Fee Proposal submitted by a Firm constitutes a public document that will be made available to the public upon request pursuant to New Jersey's Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Firms may request the Authority's General Counsel to deem certain sections of its EOI containing personal, financial or proprietary information non-disclosable, which determination shall be in accordance with such Act.

Section III
OPS Procurement and Project Schedule

Posted	November 5, 2018
Deadline for Inquiries	November 15, 2018
Posted Responses to Inquiries	November 20, 2018
Submittal of Expressions of Interest	November 28, 2018
Request for Technical and Sealed Fee Proposals	December 14, 2018
Submittal of Technical Proposals	January 4, 2019
Notify Consultant of Need for Presentation, if required	January 18, 2019
Presentation, if required	January 23, 2019
Recommendation to Award OPS.....	February 26, 2019
Notice to Proceed	April 9, 2019
Phase D Submission	December 31, 2019
Anticipated P200.252 Advertisement	January 2020

SECTION IV **Scope of Services**

A. PROJECT OVERVIEW

I. DESCRIPTION

The New Jersey Turnpike Authority's Capital Improvement Program is comprised of a variety of projects to improve operational safety, infrastructure maintenance and operational improvements for the motoring public as well as the overall health, safety and welfare of workers and the general public who utilize the various facilities that are owned and operated by the Authority. The implementation of necessary improvements along the mainline will promote highway safety and efficiency by providing for the unencumbered movement of all motorists and the facilitation of travel on the New Jersey Turnpike and Garden State Parkway mainline roadways in compliance with current codes and standards.

This RFEI solicitation is to procure professional services required for comprehensive final design engineering services for the Shoulder Widening of the Garden State Parkway between Mileposts 30 and 35 in accordance with the permits secured for the Widening of the Garden State Parkway Interchange 30 to 80 Program (Widening Program) and the associated preliminary plans, technical memorandums and studies.

II. HISTORY

The New Jersey Turnpike Authority has secured the following permit approval for the widening of the Garden State Parkway to provide a third lane to the northbound and southbound roadways between Interchanges 30 and 80:

- New Jersey Department of Environmental Protection File No. 0000-06-0022.1: CAFRA Individual Permit, Freshwater Wetlands Individual Permit, Waterfront Development, Coastal Wetlands, Flood Hazard Area Individual Permit and Water Quality Certificate (0000-06-0022.1CAF060001, CSW060001) (Widening Program Permit)
- New Jersey Pinelands Commission Memorandum of Agreement
- NEPA Section 106 requirements as needed for the Permits

Some of the improvements approved in the above documents, and listed herein, will be implemented into the final design of the Shoulder Widening from Milepost 30 to 35.

III. INTERCHANGE 30 TO 80 WIDENING PROGRAM DESCRIPTION

Phase 1 and Phase 2

These phases included the widening of the Garden State Parkway from Milepost 48 to 80.8 and the Widening and Rehabilitation of the Mullica River, Bass River and Patcong Creek Bridges. Additional improvements included drainage and grading improvements from Interchange 30 to 48 and clearing from Interchange 30 to 63. Phase 1 construction was completed in 2011 and Phase 2 construction was completed in 2015.

Phase 3: Widening from Interchange 30 to 48

Design of this Phase was initiated in 2011 and included the Widening from Interchange 36 to 48. **In November 2011, the Authority engaged the services of a Program Manager for the final design development and oversight of this phase of the MP 30 to 80 Widening Program.** The Authority advanced the widening from Milepost 35 to 48 which was completed in the fall of 2018.

In 2012, The Authority re-evaluated the needs for implementing the widening improvements between Mileposts 30 to 35 and conducted a traffic study to verify the current and future capacity needs of this corridor segment. The traffic study concluded that the segment from Milepost 30 to 35 will not require additional capacity until the year 2035.

The Program Manager will assist the Authority in the oversight and coordination of required activities during the final design of OPS No. P3411.

IV. MILEPOST 30 TO 35 IMPROVEMENTS

Although the 2012 traffic study concluded that GSP MP 30 to 35 will not require additional capacity until the year 2035, improvements to upgrade features to current standards will be implemented to extend the improvements completed in the adjacent section of Phase 3. The final design of the milepost 30 to 35 improvements shall conform to the approved Widening Program Permit documents. The following improvements will be included in Contract No. P200.252.

- Shoulder widening of the existing right and left shoulders. The proposed width shall be 12 ft. for both the right and left shoulders. The shoulder widenings shall be consistent with the approved Widening Program Permit plans.
- Full depth pavement box for both the right and left shoulders.
- Upgrades to geometric and grading features to current standards as allowed by the limit of disturbance.
- Full replacement of the bridges carrying the GSP over Ocean Heights Avenue (CR 559A), Steelmanville Road (CR 651), Zion Road (CR 615), and Mill Road (CR 662). All proposed bridge sections shall include the three lane widened section, as approved in the Widening Program Permit documents.
- Design stormwater management facilities in accordance with the approved GSP Widening Program Permit documents.
- Repairs/replacements of corrugated metal pipes (CMP) less than 60-inch diameter

V. PHASE 3 WIDENING PROGRAM TEAM

Program Manager – The Program Manager has been engaged by the Authority for the duration of the Program, including all phases of final design and during construction to coordinate design related issues. The Program Manager will assist the Authority in the management, oversight, and coordination of activities of all Sections of Phase 3 required during the final design phase of the MP 30 to 80 Widening Program. The Program Manager reports directly to the Authority’s Chief Engineer or his designated representative. The Program Manager is considered an extension of the Authority staff and will function in this capacity handling a wide range of activities and issues on behalf of the Authority, as directed by the Authority. In this Scope of Services, wherever the reference is made to coordination

and communication with the Authority, it shall be construed to also mean the Authority's Program Manager.

Consultant – The Consultant's Managing Principal, the Consultant's Project Manager and all Consultant's subconsultant Project Managers assigned to this project shall possess a valid New Jersey Professional Engineers license and, shall not be removed from the project without prior written approval from the Authority's Chief Engineer or his representative. The Consultant shall also present to the Authority for approval appropriate personnel to be assigned for the position vacated.

The Consultant will account for all project needs in their EOI/Technical Proposal and Fee Proposal. The Consultant is expected to submit EOIs based on the information presented herein, available reference material and sound professional engineering judgment and experience.

B. GENERAL SERVICES

The following list identifies some of the services required for this assignment; and is not intended to specify all requirements or to be all inclusive:

- Coordinate with the Authority and Program Manager
 - Prepare and update design schedules and status spreadsheets
 - Prepare final contract documents including construction cost estimates
 - Prepare Utility Orders and Utility Work Orders for utilities
 - Prepare right-of-way documents for properties to be acquired, if required
 - Adhere to environmental regulations and conditions determined by the secured GSP MP 30 to 80 Widening Permit documents
1. All services provided by the Consultant shall be performed in accordance with the current versions of the Authority's Design Manual, Standard Drawings, Sample Design Plans, CADD Standards (including any pertinent modifications required for the Program), Standard Specifications 7th Edition, the latest Standard Supplementary Specifications and Widening Program related memorandums. These publications and drawings may be purchased from the Authority and are also available on the Authority's website.

Due to the nature of this improvement project, it is understood that the strict implementation and adherence to Authority Standards may unnecessarily complicate and expand the intent of this project. Any additional deviations and/or exceptions to these Standards, for whatever reason, which the Consultant would like to recommend shall be presented to the Authority for consideration at the Kickoff Meeting.

Phase Submissions – Phase Submissions shall adhere to the NJTA Procedures Manual, expect for the following submissions, and as specifically noted within this RFEOI:

- **Pre-Phase B Review Workshop – In lieu of a traditional Phase A Submission, the Consultant shall lead a one day in-person session involving Authority personnel, to**

review the design and progress. This meeting shall be held at the Authority's HQ Building. The Consultant shall coordinate with the Authority's Design Liaison to develop the Agenda and format for the meeting. The Consultant shall obtain Authority comments and feedback, and shall review stakeholder needs/expectations. The Consultant shall prepare Meeting Minutes, and a separate Comment Resolution Document to memorialize the meeting, decisions, and questions raised. The Consultant shall furnish and utilize their own laptops, CADD files, print outs, and any visuals required.

- **95% MPT Submission – See Specific Services SECTION IV.D**
2. The Consultant shall be responsible for the thorough understanding of the project requirements, including all applicable codes, environmental permits, and regulations for all aspects of this project.
 3. The Consultant shall perform all duties and responsibilities required for this assignment. For the purpose of this RFEOI and subsequent Request for Proposal, the terms "Consultant" and/or "Firms" which are used throughout these documents shall not only mean the Engineering Firm, but also Joint Ventures and/or sub-consultants retained by the Engineering Firm for this assignment.
 4. It will be the Consultant's responsibility to bring to the attention of the Authority during the RFEOI process, or at the time during the submission of the EOI or the Technical/Fee Proposals, any errors, omissions or non-compliance discovered in the RFEOI or subsequent Request for Proposals. By neglecting to do so, the Consultant will be responsible to make any resulting changes without additional compensation.
 5. It is specifically noted herein that the document review process by the Authority or its representatives is intended to be a review of the documents in a general manner. Review submissions and comments shall not be construed as a comprehensive review or detailed check of the consultant's work by the Authority or its representatives. It remains the Consultant's professional responsibility to prepare all documents in accordance with proper engineering criteria and sound professional engineering judgment. The Consultant is completely responsible for all design documents, reports, supporting documentation, etc., that they prepare and it remains their responsibility to ensure the integrity of the design and their work.
 6. The Consultant shall allow for a minimum three (3) week review period by the Authority for each submission. The Consultant may, at his own discretion, proceed during the Authority's review period on selected areas of the project. However, any delays caused by the Authority's review process shall not be sufficient reason for additional compensation.

Prior to all phase reviews the Consultant will perform a QA/QC review of the submission, submit one (1) complete set to the Authority's Design Liaison/Program Manager for advanced review and authorization to submit the phase review materials.

The Consultant will be required to submit the appropriate completed submission checklists along with any other submission documents identified by the Authority's Phase Submission Manual developed by the Program Manager. Failure to comply may result in rejection and resubmission of the entire phase review materials. Comment resolution of prior submissions must be complete prior to the next phase submission.

7. A Traffic Control Coordinator (TCC) shall be required where lane and half ramp closings are to be installed by the consultant or vendor as part of design or bridge inspection projects. A TCC will not be

required for shoulder closings installed by the consultant or vendor. Refer to Specifications Subparagraph 801.03(A)(6) for TCC requirements and certification which shall apply to design and bridge inspection assignments involving lane and half ramp closings.

C. PROJECT COORDINATION

1. NEW JERSEY TURNPIKE AUTHORITY (AUTHORITY) COORDINATION

- a. The Consultant shall coordinate its activities with Authority personnel throughout the course of this OPS. Early on, the Consultant will establish a means of coordinating and reporting its activities with the Authority's Design Liaison and Program Manager to ensure an expeditious exchange of information. The Authority shall be informed one week prior of all meetings with outside agencies, state and local government officials and/or groups so that Authority personnel may attend, if necessary. The Consultant is responsible for the preparation of all necessary displays, exhibits and like material as needed for the meetings, as appropriate.
- b. The Consultant will be responsible for preparing and submitting a separate monthly progress report and progress schedule indicating percent complete by task, corresponding to the invoices. Invoices shall be submitted and received by the Authority's Finance and Budget Department, Authority's Design Liaison and Program Manager within 15 calendar days of the end of each billing period.
- c. The Consultant shall notify the Authority's Design Liaison and Program Manager immediately, if and when the percent fee expended exceeds the assignment percent complete. The Consultant shall implement, at once, the necessary adjustments and/or make recommendations how to alleviate this condition. Failure to do so will put the Consultant at risk of having to absorb any costs that may incur above and beyond the authorized fee.
- d. The Consultant is responsible to the Authority for the work of its subconsultants.

2. PHASE 3 PROGRAM MANAGER

- a. The Improvements from Milepost 30 to 35 lie within the Phase 3 limits of the Widening Program. The Authority's Consultant, assigned to NJTA OPS No. P3421 'Garden State Parkway Widening Phase 3 Program Manager' will provide coordination/guidance for all projects within the Phase 3 limits, which includes the final design of the Shoulder Widening of the Garden State Parkway from Milepost 30 to 35. Coordination will involve tasks such as Phase Submission Reviews, Widening Program guidelines/guidance, aerial basemapping, administering the boring program, initiating utility contact, etc.
- b. The Consultant shall cooperate and provide services in harmony with the Program Manager. The Program Manager shall act as an extension of the Authority including coordinating, overseeing, and managing various aspects of this assignment.
- c. The Consultant will assist the Program Manager concerning environmental matters where required. Assistance is anticipated to be providing specific design documentation and attendance at meetings, as required. Attendance at meetings may be required to provide professional engineering services in support of the project design.

As related to the permits secured for the Garden State Parkway Interchange 30 to 80 Widening Program, the Consultant shall not directly contact New Jersey Department of Environmental Protection, United States Army Corps of Engineers, United States Coast Guard or the Pinelands Commission or any other agency that granted permits for the Widening Program. The Program Manager will be the primary contact with the Project Regulatory Agencies for the Widening Program Permits, except if the Authority directs otherwise.

3. OTHER AGENCY COORDINATION

The Consultant will be required to meet with State, County, Municipal, Utility and other private or public organizations or agencies, as necessary to review and determine all necessary project requirements, permits, utility orders, traffic control requirements and coordination.

D. SPECIFIC SERVICES

The Consultant is responsible for undertaking any and all activities required to prepare contract documents and all ancillary activities to effectuate the design process. As such, it is anticipated that the Consultant will be required to perform, at a minimum, the services outlined below. It is, however, expressly stated that the Consultant is responsible to account for any and all work activities, whether identified below or not, necessary for the total performance of this assignment. The Consultant shall account for all work activities required for this project and shall identify any additional services that will be required for the total performance of this assignment.

1. MAPPING

The Program Manager will be responsible for aerial photography, and will provide basemapping of the project limits. Mapping along with a digital terrain model prepared from recent low level photogrammetry will be made available at the commencement of this assignment at no cost to the Consultant. The band width of the mapping will extend 50 feet from the edge of traveled way. Control monuments used to develop the mapping will be provided at 0.5 mile intervals through the project limits.

The Program Manager will provide pertinent information from the Widening Permit Plans.

2. SURVEY

The Consultant shall supplement the base mapping with field surveys as needed to obtain the required accuracy for the preparation of the contract documents, in accordance with the latest NJTA Procedures Manual and CADD standards. Supplemental survey to be completed by the Consultant includes but is not limited to surveys of drainage facilities, location of utilities, establishment of supplemental control points, under bridge surveys and other incidental survey work as may be required in the performance of the design effort.

SUBSURFACE INVESTIGATIONS

The Program Manager will conduct geotechnical exploration and soil testing for this section. The Program Manager is scheduled to conduct Roadway and SWM borings, as per the approved Widening Program Permit documents and directives established for the Widening Program, in advance of the Consultant's NTP. Structural Borings will be conducted by the Program Manager, after the Consultant promptly identifies and provides the boring locations for their structural design. Boring location plans, boring logs, and soil test results will be furnished by the Program Manager to the Consultant.

Typed, JPEG, and GINT files of boring logs, will be provided to the Consultant. Referenced drawings of the Boring logs in Microstation will be prepared by the Consultant based on the boring data furnished by the Program Manager. A note may be included on the plans indicating that these logs were furnished by the Program Manager for the Authority. The Consultant will include a boring location plan and boring logs in the final contract documents. The boring location plan for the contract documents will be prepared by the Consultant and will be based on boring coordinates and elevations to be provided by the Program Manager.

If needed, the Consultant will submit a recommended scheme for additional borings and/or pavement cores to the Program Manager for approval by the Authority. This shall be submitted at the time of the Structural Boring location identification. Upon approval, the Program Manager will obtain the information requested and provide same to the Consultant at no cost.

3. GEOTECHNICAL ENGINEERING

Based on the information provided in SUBSURFACE INVESTIGATIONS by the Program Manager and other information deemed necessary by the Consultant, the Consultant shall develop and submit to the Program Manager for review a geotechnical report for the entire project presenting recommendations for embankment construction, ground improvement techniques (if necessary) and structure foundations.

4. TRAFFIC ANALYSIS

If required, Consultant shall obtain any additional traffic data which may be required to analyze work zone needs for local roadways under the GSP.

5. STRUCTURES

The Consultant shall design for the full replacement (superstructure/substructure) of the existing bridges listed below.

- GSP Northbound over Ocean Heights Avenue (CR 559A) – Structure No. 31.6N
- GSP Southbound over Ocean Heights Avenue (CR 559A) – Structure No. 31.6S
- GSP Northbound over Steelmanville Road (CR 651) – Structure No. 32.0N
- GSP Southbound over Steelmanville Road (CR 651) – Structure No. 32.0S
- GSP Northbound over Zion Road (CR 615) – Structure No. 33.50N
- GSP Southbound over Zion Road (CR 615) – Structure No. 33.60S
- GSP Northbound over Mill Road (CR 662) – Structure No. 34.5N
- GSP Southbound over Mill Road (CR 662) – Structure No. 34.5S

The roadway cross-section on the structures listed above should be designed in accordance with the proposed widening presented in E. REFERENCE MATERIAL. New structure cross-sections shall account for full width right and left shoulders, as well as for the future single lane widening within the project limits in both directions. Any proposed superelevation improvements for the structures should be assessed against the ultimate full buildout shown in the Widening Program Permit documents and designed appropriately.

The Consultant shall design for and include in the Contract Documents any required temporary repairs for the existing bridges which are needed prior to the proposed structural replacements.

Retaining Walls – The NJTA's preferred retaining wall type is conventional cast in place concrete semi-gravity retaining walls. Design of MSE retaining walls will **not** be permitted in this OPS.

The Consultant shall be made aware that the Authority is in the process of updating Section 2 Structures Design of the NJTA Design Manual. The Consultant shall utilize the updated Section 2 of the manual for design.

6. ROADWAY

Proposed improvement impacts shall not extend beyond the approved permitted limits in the Widening Program Permit.

For this OPS, the Consultant shall design for full width left (12 ft.) and right (12 ft.) shoulders, with widening located in accordance with the approved Widening Program Permit. Consultant shall design for a full reconstruction of the existing left and right shoulder pavement box, and shall design for a proposed full depth pavement box. Existing roadway pavement which is not reconstructed shall be resurfaced with new pavement at the end of construction.

Consultant shall design for geometric and grading improvements of the roadway, within the approved limits of the Widening Program Permit.

The Consultant shall note that advanced clearing to remove existing vegetation obstruction within the clearzone was performed under Contract No. P200.159. The Consultant shall perform a roadside assessment for the proposed design, and shall recommend the removal or protection of existing obstructions that remain within the clearzone. If an obstruction cannot be removed, appropriate mitigation shall be identified and designed. Recommendations should conform with the approved Widening Program Permit. Contract P200.252 shall include the grubbing within the clearzone established as part of the clearing completed in Contract P200.159.

7. SIGNING AND STRIPING

The Consultant shall prepare a preliminary Signing Plan at 1" = 100' scale that provides a schematic of each existing and proposed guide sign within the project limits, including their locations and legends, and shall show the recommended improvements of the existing guide signs. The proposed or modified signing shall be prepared in accordance with the current edition of the Authority's Design Manual, Standard Drawings and the "Manual for the Traffic Control Devices" (MUTCD) as applicable. The

preliminary Signing Plan will be reviewed for consistency with Authority standards. The preliminary Signing Plan shall be submitted for Authority review prior to the Phase B Submission.

The Consultant shall prepare Striping Plans for the entire project limits.

8. MAINTENANCE AND PROTECTION OF TRAFFIC (MPT) AND CONSTRUCTABILITY REVIEW

MPT on the Garden State Parkway shall be designed in accordance with the Authority's Manual for Traffic Control in Work Zones. Traffic protection plans and cross sections shall be developed for each construction stage showing placement of traffic protection devices, temporary lane configurations, and line striping changes. All final Maintenance and Protection of Traffic Plans and Specifications must be closely coordinated with the Program and the Authority's Operations Department. County coordination is vital and they will be included in the review and approvals.

Maintenance of Traffic on routes intersecting the Garden State Parkway, area traffic congestion; and limited durations of lane closings will need to be considered in the MPT design for this OPS. MPT shall be performed by the Contractor, and shall include placing, maintaining, patrolling and removing lane and shoulder closings. Signs, sign stands and traffic cones will be supplied by the Contractor. Arrow boards, variable message signs and truck mounted attenuators (TMAs) shall be furnished, operated and maintained by the Contractor.

The contract documents shall define the availability of lane closing times, including allowable lane closing hours during the week and over weekends, starting and ending point locations for lane detours, lane closings and line striping tapers for each construction stage and work zone as deemed permissible by the Authority's Operations Department.

Following the Phase B Submission and Review, the Consultant shall prepare an 95% MPT Submission including final traffic control plans, complete MPT specifications and appendices, a construction schedule with backup computations. The plans and specifications shall indicate proposed traffic staging that details concrete construction barrier layout, cone lines, signage, positioning of attenuator systems, line obliteration, temporary line striping, allowable primary and supplemental lane closing hours and details and durations of the construction staging. This submission will be provided to the Program Manager and Operations Department for review. The Consultant will participate in a review meeting with the Operations Department and the Program Manager, and comments received shall be incorporated within the Phase C Submission.

Constructability Review – The Consultant shall perform a Constructability Review by qualified construction personnel and prepare a Constructability Report following the NJTA Procedures Manual Section 5.3. Preliminary constructability review assessments shall be presented at the Pre-Phase B Review Workshop. The Preliminary Constructability Review Report shall be submitted with Phase B. The Final Constructability Review Report shall be submitted with the 95% MPT Submission.

9. RIGHT-OF-WAY ENGINEERING

The Consultant shall prepare right-of-way acquisition documents, if required. The plans shall be prepared in accordance with the Authority's Design Manual. Right-of-way for construction access shall be considered in the development of right-of-way documents. Right-of-way documents shall comply with

the New Jersey Map Filing Law. Due to the time line associated with an extensive ROW acquisition process, the improvements should be developed to involve minimal ROW effort.

10. UTILITY ENGINEERING

The Consultant shall identify existing utilities within the proposed project area. The existing utilities shall be evaluated for potential conflicts with the proposed design. If utility relocations are required, preliminary relocation schemes shall be coordinated with the utility companies prior to preparing and executing all Utility Orders for utility relocation work. Every effort should be made for utility relocation work to be performed prior to the award of the construction contract work. Similarly, every effort should be made for all contract dependent utility relocation work to be incorporated into and made part of the contracted work.

Utility relocation work shall be designed in accordance with NJTA Procedures Manual Section 7. Where feasible, eliminate overhead wire across the Garden State Parkway, remove utility conduits from bridges and provide underground conduit systems.

If required, all provisions necessary for the cut over from any Utility Company Roadway lights to the new Authority owned lighting systems including the partial/total removal of the old utility pole lighting system must be addressed.

The Program Manager will initiate contact with Utility Companies, including the Authority owned fiber optic line, prior to the Consultant's NTP. The Program Manager will provide the initial contact and any obtained existing information to the Consultant for use in their design. The Consultant shall be responsible for reviewing this information, obtaining any missing information, identifying conflicts, and coordinating utility impacts and improvements with Utility Companies.

The Consultant shall be responsible to provide for and make arrangements to undertake any and all activities necessary for test pits to verify the location of major utilities that may be impacted by the design. All costs, including test pits, site inspection, maintenance and protection of traffic, etc., associated with this work shall be included in the Consultant's fee proposal as a direct expense.

11. LIGHTING & ITS

The existing pole mounted roadway lighting and system at Interchange 30, within NJTA jurisdiction, shall be removed and replaced with an upgraded system.

Lighting Design shall be performed in accordance with the requirements of the current edition of the Design Manual which specifies criteria, limits and equipment. On this basis, preliminary lighting plans will be submitted for review with Phase B. Upon approval of the design, the Consultant shall prepare lighting plans for Pre-Phase C and subsequent submissions.

Maintaining existing lighting during construction must be evaluated and included in the proposed design.

Existing cantilever VMS's at MP 31.50S and MP 33.30N shall remain. Consultant shall include the replacement of the existing in-pavement wireless sensors at these sign locations.

12. EXECUTIVE ORDER NO. 172

The Consultant will be responsible for supporting the Authority's efforts to comply with Executive Order No. 172 (E. O. 172) which requires that transportation agencies solicit public input regarding proposed transportation projects. The Consultant's services for the E. O. 172 Public Hearings shall include, but not be limited to, coordination with the Program Manager to make arrangements for the facilities, preparing all necessary exhibits and handouts, assisting the Authority's personnel with the oral presentation of the project at the hearing, preparing the Final Hearing Reports and assisting the Authority in satisfying all E. O. 172 requirements. This effort shall be performed in close coordination with the Authority's Design Liaison/Program Manager. No contact shall be made with the public or municipal, county or state officials unless authorized in advance by the Authority.

If required, Consultant shall assist the Authority in facilitating and conducting a Public Hearing in accordance with the New Jersey No Net Loss Reforestation Act. This Public Hearing may occur in conjunction with the E.O. 172 Public Hearing.

13. NEW JERSEY HISTORIC PRESERVATION OFFICE

The Garden State Parkway is designated as a Historic Roadway; therefore, the project shall require review by the New Jersey Historic Preservation Office (NJHPO) as indicated in the conditions of the Environmental Permits. (Refer to the provisions of the "Programmatic Agreement regarding The Widening of the GSP from Interchange 30 to Interchange 80," included in the Permits provided in E. REFERENCE MATERIAL.)

The General Plan and Elevation, and applicable excerpts from the Bridge recommendation including cost estimates and comparisons shall be submitted to NJHPO for review and comment following the completion of the Phase 'B' Review. Standard treatments and submission requirements will be issued by the Program Manager for consistency in development of these features. The Final Design Plans shall be submitted to NJHPO prior to advertisement.

14. STORMWATER MANAGEMENT/WATER QUALITY MEASURES

Stormwater Management, treatment requirements and regulations have been addressed and permitted for the entire Project. The Consultant shall design the Stormwater Management facilities as noted and approved in the Widening Program Permit documents. Outfalls for regulated waterways within the project limits have been constructed in accordance with the requirements of Widening Program Permit plans as part of Construction Contract No. P200.140 which was completed in June 2014.

The Stormwater Management facility design will accommodate the addition of a third lane.

The Consultant will be provided with the drainage swale design approved for the Project. The Consultant shall incorporate these designs into the contract plans and soil erosion and sediment control designs.

15. DRAINAGE

The Program Manager will conduct an Advanced Pipe Cleaning and Video Inspection to inspect pipes (less than 60" diam/5 ft. span) crossing beneath the Garden State Parkway within the limits of this OPS. The information obtained shall be furnished to the Consultant for review and use. Repairs identified by

the Consultant from the review of the advanced contract findings will be incorporated into the P200.252 construction documents.

The Consultant shall include the replacement of all corrugated metal pipes (CMP) less than 60" diam./5ft. span that cross beneath the Garden State Parkway roadway within the project limits. Consultant shall investigate the replacement of CMPs within the proposed median and berm areas, keeping to within the approved Widening Program Permit limits.

Non-NBIS culverts (culverts 5ft/60"diam to 20ft span length) were inspected in 2017. The Culvert Inspection Reports are provided as REFERENCES. The Consultant shall review the Reports and perform a visual inspection of these culverts. Consultant shall provide recommendations for any required repairs, and shall design for approved repairs accordingly. Target repairs should be kept to those which can be performed under the Authority's NJDEP General Permits.

The Consultant shall investigate the requirements and design for drainage during staged construction.

The Consultant shall prepare support documentation ('Post Construction Program Design Checklist for Individual Projects' – form) necessary for compliance with the Authority's Stormwater Pollution Prevention Plan for activities associated with the Contract.

16. PERMITS

The Phase 3 Widening is located within the limits of the Authority's Garden State Parkway Interchange 30 to 80 Widening Project (Widening Program). As such, the Environmental Permits and Approvals for the Phase 3 Widening have been obtained as part of the Permitting for the Widening Program. Copies of the following Permits are provided in E. REFERENCE MATERIAL:

- New Jersey Department of Environmental Protection: CAFRA Individual Permit, Freshwater Wetlands Individual Permit, Waterfront Development, Coastal Wetlands, Flood Hazard Area Individual Permit and Water Quality Certificate (0000-06-0022.1CAF060001, CSW060001) and modified via letter dated August 8, 2008
- United States Army Corps of Engineers-Section 10, Section 404 and Section 106 Memorandum of Agreement (CENAP-P-R-2006011033-35);
- Note that the New Jersey Pinelands Commission Memorandum of Agreement was approved and issued December 2008, satisfying the stipulated condition of the above permits.

The requirements for the N.J.S.A. 13:1L-14.1 et seq. (New Jersey No Net Loss Reforestation Act) have been satisfied by the Interchange 30 to 80 Permitting Program. However, the Consultant will be required to evaluate for No Net Loss Reforestation impacts due to any new tree clearing required for the specific proposed improvements implemented under this OPS. If required, the Consultants shall assist the Authority in complying with the No Net Loss Reforestation Act, including preparing deforestation and reforestation plans, and assisting with facilitating and conducting a Public Hearing.

The Consultant shall prepare permit applications for proposed CMP drainage replacements, and if required any concrete pipe/culvert repairs. The Consultant shall prepare all other applications and obtain

all other necessary permits for the proposed project including, but not limited to Road Opening Permits; and Soil Erosion and Sediment Control Permits/Plan Certification. Consultant shall ensure that the project design and contract documents comply with the requirements thereof. The Consultant shall investigate and identify the need for any other permits. The preparation of such other permit applications and any additional design required by such other permits not listed above will **not** be regarded as Extra Work.

17. CONSTRUCTION CONTRACT DOCUMENTS

The Final Design of this project and the preparation of contract plans, specifications and estimates required for this project shall be in accordance with the latest edition of the Authority's Design Manual with amendments, and the 2016 NJTA Standard Specifications, 7th Edition, and the latest revisions within the Authority's Standard Supplementary Specifications. Improvements on roadways under the jurisdiction of other agencies shall conform to the standards of the respective agency.

18. eGIS DELIVERABLE

The Authority utilizes an eGIS platform which contains information for its key assets. Consultant shall include an eGIS deliverable with their Phase D Submission. This will include creating eGIS layers and/or providing georeferenced data in excel sheets, with pertinent information from the proposed design (such as SWM devices/drainage layouts, ITS devices, guide rail, light poles, etc.). The data to be included and layers/spreadsheets will be determined via coordination with the Authority.

19. PROJECT DELIVERABLES

The submission of contract plans, specifications and estimates shall be in accordance with the current version of the Authority's Procedures Manual, unless noted otherwise herein.

Deliverables for items such as right-of-way documents, Agreements and Utility Orders, if required, will likely follow the schedule outlined in the Authority's Design Manual, unless noted otherwise herein. All of these items are to be fully negotiated and fully executed prior to advertisement.

All printing of contract bid documents will be performed by the Authority.

Phase review documents, as outlined in the Authority's Procedures Manual, and approved by the Authority's Design Liaison, shall be prepared by the Consultant. All reports and submissions shall be bound. Submission Distribution Matrices for each Phase Submission, including number of hard and electronic copies, will be prepared and submitted to the Authority's Design Liaison for approval prior to any printing. Additional sets may be requested if deemed necessary to review specific design elements. The submission requirements will be reviewed by the Authority prior to submittal. The final submission shall follow the Phase "D" submission requirements found in the Authority Design Manual. Included with this submission, the Consultant shall provide to the Authority, at no additional cost, the electronic file(s) of the procurement documents.

All Phase submission reviews will culminate with a Comment Resolution Document (CRD) that will approve completion of that Phase and authorize work to proceed. The Consultant may need to advance portions of the design prior to receiving full comment resolution concurrence. If the Consultant chooses to proceed in this manner, they shall notify the Authority's Design Liaison accordingly and obtain concurrence prior to proceeding on the work. If notification is not provided and concurrence is not received, then the Consultant is proceeding at their own risk and any rework shall be at no cost to the Authority. The Consultant is advised to take a conservative approach as is possible, and to advance work which has a low risk of modification/revision.

Review comments from the Program Manager, the Authority, and/or other Agencies, will be provided to the Consultant for compilation and response. It is anticipated that the Comment Resolution Document shall be in excel spreadsheet format for electronic comments received. For any provided hard copy markups, the Consultant shall follow the NJTA Procedures Manual for appropriate comment response formats.

20. AGREEMENTS

Jurisdictional Agreements for maintenance, Memorandum of Agreements (MOA), and any other agreements (such as traffic signal ownership agreements, etc.) should be completed and fully executed by the Phase "C" submission. The Consultant shall prepare the Exhibits necessary for each Agreement, and shall assist the Authority as needed. Updated agreements are required for all crossings within the limits of this OPS.

21. POST DESIGN SERVICES

The Consultant shall analyze the bids and recommend that the low bid be accepted or rejected by the Authority. The Consultant will be responsible for providing post design services as described in the Authority's Procedures Manual (which is available on the Authority's website). It is specifically noted that the Consultant shall be responsible for review of shop drawings and responding to RFIs in accordance with Section 3.4.6 "Post Design Services" including Exhibit 3-9 of the Authority's Procedure's Manual. The Consultant will be required to lead and attend a Project Hand-off Meeting and prepare required materials, such as a Hand-off Report, to inform the Authority's construction staff of the key components of the contract prior to construction. Attendance at the pre-construction meeting will also be required. Additionally, participation at weekly progress meetings for the duration of construction and participation at the final inspection meeting will be required. Construction supervision services are not included as part of this assignment.

22. UNANTICIPATED SERVICES

As the design proceeds, there may be certain services of a special nature, or Unanticipated Services, necessary to advance the design, which cannot be completely identified at this time. In order to fully support the Authority without undue delays, the Consultant shall make an allowance of **15%** contingency of the burdened labor fee for "Unanticipated Services" in their Fee Proposal. This allowance will provide for special services if and when specifically requested and authorized by the Authority in writing.

23. PROJECT ADMINISTRATION

- a. **Project Coordination** – The Consultant shall coordinate its activities with Authority personnel, and the Program Manager when required, throughout the course of this project. Early on, the Consultant shall establish a means of coordinating and reporting its activities with the Authority's Design Liaison to ensure an expeditious exchange of information. The Consultant shall prepare an agenda for the meeting and conduct the proceedings. The agenda shall be submitted to the Authority's Design Liaison three (3) days in advance of the meeting. In addition, the Consultant shall prepare the draft meeting minutes for Authority review before they are issued. The Authority shall be informed of all meetings with other agencies, government officials and/or groups so that Authority personnel can attend if necessary.

Throughout the duration of the project, the Consultant shall maintain a document control system recording the disposition of all documents associated with the project.

The Consultant shall work in harmony with any and all entities that have been and may be retained by the Authority for this project and the Program.

The Consultant is responsible to the Authority for the work of its subconsultants. As such, it is expected that the Consultant shall perform Quality Reviews of its Subconsultant's work prior to providing copies/submittals to the Authority. If extensive errors/omissions are found during reviews, the work shall be rejected, and shall be revised and resubmitted at no additional cost to the Authority.

The Consultant may be required to meet with representatives from appropriate Federal, State, County, Municipal, Utility and other private or public organizations or agencies, as necessary to effectuate the completion of work items. The Consultant will give adequate notification of all meetings to Authority through the Authority's Design Liaison, and Program Manager when required. High level meetings will be attended by the Authority as required. Other meetings for the purpose of discussing typical design related issues are anticipated to be attended solely by the Consultant. The Consultant will prepare, in a timely manner, all memoranda of meetings attended with copies to the Authority, and others as appropriate. The Consultant is responsible for the preparation of all necessary displays, exhibits and like material as needed for the meetings.

- b. **Project Design Schedule** – The Consultant shall prepare a detailed project schedule using Microsoft Project software, or equivalent, for activities to be completed. The schedule shall identify all submission dates, review times, major activities, durations, critical path items, interdependencies, etc., to complete the scope of service required for the project. Monthly updates of the approved schedule shall be submitted in progress reports. **The Schedule submitted for this EOI shall include this required information.**
- c. **Consultant's Project Manager** – See SECTION IV.A.V above.

It is expected that the Project Manager will actively manage the project, and will lead/participate in all project related meetings. The Project Manager will serve as the primary point of contact for the team, and make himself or herself available for project related matters.

- d. **Progress Reports** - The Consultant will be responsible to prepare and submit monthly progress reports and a financial spending plan for the entire project indicating percent of work complete by task, work completed in the last month, work to be performed, actions/decisions required by the Authority, and the status of the project's schedule and budget. Reports must be submitted to the Authority on a monthly basis and shall coincide with the invoice submitted for the same time period. Progress reports shall contain monthly updates of the approved schedule prepared by the Consultant.
- e. **Status Meetings** – It is anticipated that bi-weekly (2 per month) project status meetings from Notice to Proceed up through the Phase D Submission will be necessary. One meeting shall typically occur at the Authority's Administrative offices, while the other meeting can be a Conference Call/WebEx meeting using the Authority's WebEx, or equivalent, system. The Consultant shall lead the status meetings. Other meetings may be scheduled based on project needs.
- f. **Invoicing Requirements** – All invoices shall be consecutively numbered and shall contain the Order for Professional Services No. P3411. Invoices will not be processed before the progress report for that month's activities have been submitted.

Invoices are required to be submitted on a monthly basis. They shall be submitted to the Authority within 15 business days of the cutoff date. The Consultant will also be responsible for preparing and submitting a separate financial drawdown and/or spending plan for the project during design, which will be submitted with each invoice. The Consultant shall submit time sheet summaries. Individual employees' time sheets are not required, unless specifically requested by the Authority. Direct expenses shall be reimbursed in accordance with the expenses identified elsewhere in this document.

The Consultant shall manage the fee expended vs. assignment percentage completed. See SECTION IV.C.1.c.

The Consultant shall be responsible to submit to the Authority for approval the wage rates of personnel that will be working on the project.

The Authority reserves the right to, at any time and without notice, audit the Consultant or their subconsultants. All agreements and/or contracts between the Consultant and their subconsultants shall include specific language that provides the Authority the ability to audit the subconsultant at any time and without notice.

E. REFERENCE MATERIAL

The following reference material is available electronically for download at the Authority's Secure File Sharing site.

1. Garden State Parkway Widening Interchange 30 to 80 Program Documents

- Final Environmental Impact Statement
- New Jersey Department of Environmental Protection: CAFRA Individual Permit, Freshwater Wetlands Individual Permit, Waterfront Development, Coastal Wetlands, Flood Hazard Area Individual Permit and Water Quality Certificate (0000-06-0022.1CAF060001, CSW060001) and modified via letter dated August 8, 2008
- United States Army Corps of Engineers-Section 10, Section 404 and Section 106 Memorandum of Agreement (CENAP-P-R-2006011033-35)
- Permitting Plan sheets 1 through 19, A through F, and U through Z of 199
- NJ Pinelands Commission Memorandum of Agreement
- Technical Memorandum No. 12 – Environmental Report: Stormwater Management and Water Quality
- Technical Memorandum No. 13 – Geotechnical Report
- Technical Memorandum No. 14 – Right Of Way Engineering Report
- Technical Memorandum No. 15 – Utility Report (January 2000)
- Technical Memorandum No. 15 – Utility Report (July 2002)
- Hazardous Material Report
- Table 'B' Culvert Summary (included in Technical Memorandum No. 12)
- Programmatic Agreement regarding The Widening of the Garden State Parkway from Interchange 30 to Interchange 80

2. Record Drawings/AsBuilt Plans

- a. P100.132
- b. P200.140
- c. P200.159
- d. P300.253
- e. P200.454
- f. P200.003
- g. C0031

3. Inspection Reports

- a. Bridge Inspection Reports
- b. Non-NBIS Culvert Inspection Reports

**SECTION V:
Staffing Estimate**

OPS No. P3411: Design Services for Contract No. P200.252, Shoulder Widening of the Garden State Parkway Milepost 30 to 35

Hours/Tasks											
Classification (ASCE-Grade)	Project Management	Survey / ROW (if required)	MPT / Construct -ability	Signing and Striping	Roadway	Utilities and Lighting	Structural	Geotechnical	Environmental / Drainage	Post Design	Total Hours
Project Manager (VII)											
Project Engineer/ Deputy PM (VI)											
Senior Engineer (V)											
Engineer (IV)											
Junior Engineer (II or III)											
Drafter/Tech (ET-4, ET-5)											
Clerical ()											
Other-Specify ()											
Total Hours											

Note: The above chart is intended to act as a guide. The Consultant shall modify and expand Classifications and tasks such as Signing and Lighting, Drainage, Utility Relocations, etc. as required to meet project needs.

****Unanticipated Services – Consultant shall make an allowance of 15% contingency of the burdened labor fee in the Fee Proposal.***

SECTION VI **Compensation Basis**

Effective February 28, 2011 the New Jersey Turnpike Authority will no longer issue Non-Revenue Toll Passes to consultants working on Authority projects. Also, effective this date, the Consultant will be responsible for paying all tolls.

Following a review of submitted Expressions of Interest, the Authority will request Technical and Fee Proposal(s) from the Firm(s) it deems most qualified.

The Sealed Fee Proposal shall be submitted as a cost-plus fee, based on reimbursement of direct professional and technical salaries, except Corporate Officers, Partners, Owners and routine secretarial and clerical services, times a multiplier, not to exceed 2.8 based on a 10% allowance for profit and an overhead rate of 154.5%, the individual Firm's overhead rate as determined by Federal Audit Regulation (FAR) procedures, whichever is less plus direct expenses and subconsultant services, at cost. The multiplier shall not be applied to the premium portion of overtime. When Corporate Officers, Partners, Owners and/or Principals are required to provide services in a technical capacity, the salaries for such services shall be reimbursable for direct salaries times a multiplier not to exceed 2.8. The multiplier covers all overhead and profit. No expenses or costs shall be billed unless specifically included in this EOI Solicitation or Final Negotiated Fee Proposal. For general services provided by Corporate Officers, Partners, Owners and/or Principals working in a non-technical capacity, no compensation will be provided.

Average rate per classification/grade will not be permitted to determine total labor costs. The Consultant shall list each individual proposed for the project and include the hours and hourly pay rate.

Effective August 1, 2015, salary rate increases will be permitted in accordance with the following parameters:

- Salary increases will not be permitted for the first 24 months of any OPS Agreement from the date of execution;
- Starting at month 25, all staff, regardless of pay grade / title, will be allowed up to a maximum annual increase of 2%;
- The proposal salary rate increase schedule will apply to the prime consultant as well as all sub-consultants;
- Supplements to OPS Agreements executed prior to August 1, 2015 will not be permitted salary increases.

The Fee Proposal, when requested, shall detail time (hours) and direct salary data for classifications conforming to ASCE Professional and Technical Grades, as shown on the staffing estimate and as modified by the Consultant to account for all required services. The ceiling amount shall be estimated to the nearest \$5,000.

Salaries shall be charged at the Consultant's hourly rates. The Consultant is responsible for managing the assignment, adhering to the number of hours, salary rates and personnel, as proposed in the Expression of Interest and Fee Proposals. Individual standard and overtime rates must be approved by the Authority's Chief Engineer or the Chief Engineer's designated representative prior to commencement of work or whenever the Consultant proposes that an individual's rate be changed during the term of this OPS, provided such change is reflected in the Consultant's Fee Proposal. Except for overtime worked on construction supervision during permissible contract working hours, approval of overtime must be issued by the Authority. The Fee Proposal shall follow and reflect the staffing estimate as shown in Section V.

Given the potential for out of scope activities to arise during the performance of this OPS, the Consultant is directed to include a **15%** contingency of the burdened labor fee for "If and Where Directed Services" in their Fee Proposal. These contingency monies will be utilized only upon receipt of written notification from the Authority explicitly authorizing the use of these monies.

Direct expenses shall include approved subconsultant services, mileage, test pits, Utility Work Orders, vendor invoiced printing of phase submission documents, final documents, Mylar's, final plans in .PDF format, meeting displays/exhibits, and permit application fees. Mileage will be paid at the prevailing rate. Mileage will be reimbursed for travel between the Consultant's local office and the project site, Turnpike Authority offices, and meetings required by the Authority or its representatives, including the return trip. Any change to this rate is subject to the approval of the New Jersey Turnpike Authority.

Expenses for lodging and meals will be paid in accordance with the Federal per diem rates which can be found at www.gsa.gov/perdiem. Compensation for lodging and meals must be approved in advance by the Authority, otherwise the Consultant will not be reimbursed for meals and lodging. This shall also apply to the Consultants subconsultants.

Subconsultant services are those required services performed by other Firms at the Consultant's direction. These services in excess of \$5,000 must be approved in advance by the Authority.

Overnight delivery charges will be paid by the Authority if said delivery is specifically requested by the Authority and agreed to in advance. Otherwise, the Consultant will not be reimbursed for overnight delivery charges if the Consultant elects to use such services for its convenience. This shall also apply to the Consultant's subconsultants.

SECTION VII
NEW JERSEY TURNPIKE AUTHORITY
SMALL BUSINESS ENTERPRISE SUBCONSULTING PROGRAM

It is the policy of the New Jersey Turnpike Authority (the "Authority") that Small Business Enterprises ("SBE") as determined and defined by the Division of Revenue & Enterprise Services ("Division") and the Department of the Treasury ("Treasury") in N.J.A.C. 17:13-1.1, have the opportunity to compete for and participate in the performance of consultant services. The Authority is seeking participation of these SBEs in the performance of certain Orders for Professional Services (OPS). Your Expression of Interest (EOI) must include either (1) evidence of the use subconsultants who are registered with the Division as a SBE, or (2) demonstration of a good faith effort, to meet the goal of awarding at least twenty-five (25%) percent of the total value of the OPS to. During the RFP portion of this procurement, as part of the fee negotiation process, Firms must submit proof of their subconsultants' SBE registration(s). In the event that a Firm cannot comply with the goal set forth above, prior to the time of the award, the Firm must demonstrate to the Authority's satisfaction that a good faith effort was made to accomplish the above stated goal.

After award of the OPS, in order for the Authority to monitor and report SBE participation during the course of the OPS pursuant to N.J.A.C. 17:13-5.2, the Consultant shall submit evidence of SBE participation in a form acceptable to the Authority, with each invoice for payment. Invoices for Payment submitted without the completed SBE Form will not be processed.

If the Consultant, for any reason, at any time during the course of the OPS, intends to make any additions, deletions or substitutions to the list of Firms on the SBE form submitted to the Authority, the Consultant shall submit such proposed changes for approval. Any such proposed changes must comply with the requirements and procedures set forth herein.

Evidence of a "good faith effort" includes, but is not limited to:

1. Consultant shall request a listing of small businesses from the Division and the Authority and attempt to contact same;
2. Consultant shall keep specific records of its efforts, including the names of businesses contacted and the means and results of such contacts, receipts from certified mail and telephone records;
3. Consultant shall provide proof of solicitations of SBEs for their services, including advertisements in general circulation media, professional service publications and minority and women focus media;
4. Consultant shall provide evidence of efforts made to identify work categories capable of being performed by SBEs;
5. Consultant shall provide all potential subconsultants with detailed information regarding the project description;
6. Consultant shall attempt, wherever possible, to negotiate lower prices with potential SBE subconsultants which submitted higher than acceptable fee estimates; and
7. Efforts made to use the services of available community organizations, consultant groups, and local, state and federal agencies that provide assistance in the recruitment and placement of SBEs.

Consultant shall maintain adequate records to document their efforts and will provide same to the Authority upon request.

SECTION VIII
EQUAL EMPLOYMENT OPPORTUNITY REGULATIONS
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
And N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C.17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or

expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

SECTION IX
State Contractor Political Contributions Compliance
Public Law 2005, Chapter 51, Executive Order 134 and Executive Order 117

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, Executive Order 134 was signed on September 22, 2004 ("Executive Order 134"). The Order is applicable to all State agencies, the principal departments of the executive branch, any division, board, bureau, office, commission within or created by a principal executive branch department, and any independent State authority, board, commission, instrumentality or agency. Executive Order 134 was superseded by Public Law 2005, c.51, signed into law on March 22, 2005. In September 2008, Executive Order 117 was signed and became effective November 15, 2008. It applies to the same government contracting entities subject to Executive Order 134, but extends the political contribution restrictions by expanding the definition of "business entity" to include, for example, more corporate shareholders and sole proprietors. Executive Orders 134 and 117, and Public Law 2005, c.51 contain restrictions and reporting requirements that will necessitate a thorough review of the provisions. Pursuant to the requirements of PL 2005, c.51, the terms and conditions set forth in this section are material terms of any OPS resulting from this RFE01 or RFP:

DEFINITIONS

For the purpose of this section, the following shall be defined as follows:

- a) Contribution – means a contribution reportable as a recipient under "The New Jersey Campaign Contributions and Expenditures Reporting Act." P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.
- b) Business Entity – means any natural or legal person; business corporation (and any officer, person, or business entity that owns or controls 10% or more of the corporation's stock); professional services corporation (and any of its officers or shareholders); limited liability company (and its members); general

partnership (and its partners); limited partnership (and its partners); in the case of a sole proprietorship: the proprietor; a business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction, including its principals, officers, or partners. The definition of a business entity also includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person's spouse or child, residing in the same household.

BREACH OF TERMS OF THE LEGISLATION

It shall be a breach of the terms of the OPS for the Business Entity to (i) make or solicit a contribution in violation of the Legislation, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

CERTIFICATION AND DISCLOSURE REQUIREMENTS

- a) The Authority shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State, county or municipal political party committee, or legislative leadership committee during specified time periods.
- b) Prior to the award of any contract or agreement, the intended Awardee shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the means of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.
- c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made.

STATE TREASURER REVIEW

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 51 (EXECUTIVE ORDER NO. 117)

Executive Order No. 117 (Corzine 2008) is designed to enhance New Jersey's efforts to protect the integrity of government contractual decisions and increase the public's confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 ("Chapter 51"), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Executive Order No. 117 extends the provisions of Chapter 51 in two ways:

1. The definition of "business entity" is revised and expanded so that contributions by the following individuals also are considered contributions attributable to the business entity:
 - Officers of a corporation, any person or business entity who owns or controls 10% or more of the corporation's stock, and professional services corporations, including any officer or shareholder, with the term "officer" being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements ([N.J.A.C. 19:25-26.1](#)), with the exception of officers of non-profit entities;
 - Partners of general partnerships, limited partnerships, and limited liability partnerships and members of limited liability companies (LLCs), with the term "partner" being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements ([N.J.A.C. 19:25-26.1](#));
 - In the case of a sole proprietorship: the proprietor; and
 - In the case of any other form or entity organized under the laws of this State or any other state or foreign jurisdiction: the entity and any principal, officer, and partner thereof;
 - Spouses, civil union partners, and resident children of officers, partners, LLC members, persons owning or controlling 10% or more of a corporation's stock, all shareholders of a professional services corporation, and sole proprietors are included within the new definition, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides.

2. Reportable contributions (those over \$300.00 in the aggregate) to legislative leadership committees, municipal political party committees, and candidate committees or election funds for Lieutenant Governor are disqualifying contributions in the same manner as reportable contributions to State and county political party committees and candidate committees or election funds for Governor have been disqualifying contributions under Chapter 51.

Executive Order No. 117 applies only to contributions made on or after November 15, 2008, and to contracts executed on or after November 15, 2008.

Only the intended Awardee will be required to submit the required P.L. 2005 c. 51/Executive Order 117 and P.L., 2005, c. 271 forms. The **combined** Chapter 51/Executive Order 117 form and the Chapter 271 form are available on the Department of Treasury Division of Purchase and Property's website at: <http://www.state.nj.us/treasury/purchase/forms.htm>.

SECTION X
Set-Off for State Tax
(N.J.S.A. 54:49-19)

Please be advised that pursuant to P.L. 1995. C. 159, effective January 1, 1996 and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership, or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services or construction projects and at the same time the taxpayer, or the partner or shareholder of that entity, is indebted for any State tax, the Director of the Division of Taxation shall seek to set-off that taxpayer's, partner's or shareholder's share of the payment due to the taxpayer, partnership, or S corporation. The amount of set-off shall not allow for the deduction of any expenses or other deductions which might be attributable to a partner or shareholder subject to set-off under this act. No payment shall be made to the taxpayer, the provider of goods or services or the contractor or subcontractor of construction projects pending resolution of the indebtedness.

The Director of Division of Taxation shall give notice to the set-off to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects and provide an opportunity for a hearing with thirty (30) days such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State pursuant to P.L. 1987, c. 184 (c.582:32-32et seq.) to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects shall be stayed.

SECTION XI
Right to Audit

Pursuant to N.J.A.C. 17:44-2.2, authority to audit or review contract records:

- a) Relevant records of private vendors or other persons entering into contracts with covered entities are subject to review by the Office of the State Comptroller (OSC) pursuant to N.J.S.A. 52:15C-14(d).
- b) As of November 15, 2010, the Consultant (contract partner) shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

SECTION XII
Source Disclosure Certification

Pursuant to N.J.S.A. 52:34-13.2 (Executive Order 129 (2004)), the Authority must consider the requirements of New Jersey's contracting laws, the best interests of the State of New Jersey and its citizens, as well as applicable federal and international requirements.

The Authority shall insure that all Firms seeking to enter into any contract in which services are procured on its behalf must disclose:

- a) The location by country where the services under contract will be performed;
- b) Any subcontracting of services under the contract and the location by country where the subcontracted services will be performed.

This information must be disclosed on the Vendor Source Disclosure Form – N.J.S.A. 52:34-13.2 (Executive Order 129 (2004)), which is available on the Authority's website and returned with your Firm's Expression of Interest (EOI).

SECTION XIII
Disclosure of Investment Activities in Iran

Pursuant to N.J.S.A. 52:32-57(a), the bidder must certify that neither the Proposer, 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 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 Proposer is unable to so certify, the Proposer shall provide a detailed and precise description of such activities to the Authority. Each Proposer (and all Subconsultants) shall certify under penalty of perjury, date and return to the Authority the completed form entitled "Disclosure of Investment Activities in Iran" form which is available on the Authority's website with your Firm's Expression of Interest (EOI). Failure to include the completed form, certified and dated, shall be grounds for rejection of Proposer's Expression of Interest (EOI).

Pursuant to N.J.S.A. 52:32-57(a), any person or entity that is on the list of entities that are doing business with Iran is ineligible to and shall not bid on or submit a proposal for a contract with the Authority.

SECTION XIV
Antidiscrimination Provisions

In accordance with N.J.S.A. 10:2-1 every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract

hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

SECTION XV
Standards Prohibiting Conflicts of Interest
Executive Order 189 (1988 - Kean)

Pursuant to N.J.S.A.52:34-19 and Executive Order 134 (1976 - Byrne), Executive Order 189 (1988 - Kean) includes the following prohibitions on any vendor which provides or offers or proposes to provide goods or services to or perform any contract for the State of new Jersey or any State agency.

- (a) No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or any partnership, Firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.
- (b) The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission on Ethical Standards.
- (c) No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, Firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.
- (d) No vendor shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- (e) No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.

- (f) The provisions cited above in paragraph 3a. through 3e. shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 3c.

Section XVI **ADA Indemnification**

The Consultant and the Authority do hereby further agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this OPS. In providing any aid, benefit, or service on behalf of the Authority pursuant to this OPS, the Consultant agrees that the performance shall be in strict compliance with the Act. In the event that the Consultant, its agents, servants, employees, or subconsultants violate or are alleged to have violated the Act during the performance of this OPS, the Consultant shall defend the Authority in any action or administrative proceeding commenced pursuant to this Act. The Consultant shall indemnify, protect, and save harmless the Authority, its agents, servants, and employees from and against any and all suits, claims, losses demands, or damages, or whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Consultant shall at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Authority grievance procedure, the Consultant agrees to abide by any decision of the Authority which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Authority or if the Authority incurs any expense to cure a violation of the Act which has been brought pursuant to its grievance procedure, the Consultant shall satisfy and discharge the same at its own expense.

The Authority shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Consultant along with full and complete particulars of the claim. If any action or administrative proceedings is brought against the Authority or any of its agents, servants, and employees, the Authority shall expeditiously forward or have forwarded to the Consultant every demand, complaint, notice, summons, pleading, or other process received by the Authority or its representatives. It is expressly agreed and understood that any approval by the Authority of the services provided by the Consultant pursuant to this contact will not relieve the Consultant of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Authority pursuant to this Section. It is further agreed and understood that the Authority assumes no obligation to indemnify or save harmless the Consultant, its agents, servants, employees and subconsultants for any claim which may arise out of their performance of this OPS. Furthermore, the Consultant expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Consultant's obligations assumed in this OPS, nor shall they be construed to relieve the Consultant from any liability, nor preclude the Authority from taking any other actions available to it under any other provisions of the OPS or otherwise at law.

Section XVII **Diane B. Allen Equal Pay Act**

Please be advised that in accordance with P.L. 2018, c. 9, also known as the Diane B. Allen Equal Pay Act, which was signed in to law by Governor Phil Murphy on April 24, 2018, a contractor performing "qualifying services" or "public work" to the State or any agency or instrumentality of the State shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. For more information and report templates see <https://nj.gov/labor/equalpay/equalpay.html>