

New Jersey Turnpike Authority  
Operations Department

Order for Professional Services No. A3911  
On-Call Professional Traffic Engineering Consultant Services

Response to Inquiries  
Request for Expressions of Interest

1. Inquiry: Is the Employee Info Report required at the time of the RFEOI?

Response: The Employee Information Report is not required at the time of the RFEOI. Page 23 of the RFEOI discusses the submittal requirements and states that "The contractor shall submit to the public agency, after notification of award but prior to execution of a good and services contract, one of the following three documents: Letter of Federal Affirmative Action Plan Approval; Certificate of Employee Information Report; or Employee Information Report Form AA-302..."

2. Inquiry: The EOI does not stipulate what size the org chart should be. Would we be allowed to create an 11 x 17 org chart?

Response: For the purposes of this RFEOI, an organizational chart of 11" x 17" is acceptable.

3. Inquiry: A subconsultant would like to send their NJTA Ownership Disclosure Form via email directly to you instead of including it with the Prime's Consultant package. Is this allowed? And if so, what type of proof should be included in the submission so that the Prime Consultant not be disqualified? Maybe a confirmed email receipt by you from the subconsultant?

Response: Subsection A1, EOI Submission Requirements, Item 12 on Page 9 stipulates that the EOI submittal shall contain a completed Ownership Disclosure Form, pursuant to N.J.S.A. 52:25-24.2. As such, all Ownership Disclosure Forms are to be included in the EOI submittal.

4. Inquiry: If a subcontractor will not be performing design services, does the 2.8 multiplier/154.5% overhead cap still apply, or may the subcontractor use its actual approved overhead rate? Is there a process by which a subcontractor may request a waiver of the multiplier/overhead cap in the event it applies?

Response: Non-professional services are not subject to the cost plus multiplier. However, these services in excess of \$5,000 must be approved in advance by the Authority as stated on Page 18 of the RFEOI.

5. Inquiry: Will the Authority accept a VOB firm in lieu of a DVOB firm to meet the 3% goal?

Response: No. See Subsection A1, EOI Submission Requirements, Item 1(h), Attainment of DVOB and SBE Participation Goals on Page 8.