

April 4, 2023

**To:** ALL CONSULTANTS

**Subject:** REQUEST FOR EXPRESSIONS OF INTEREST  
ORDER FOR PROFESSIONAL SERVICES NO. P3903  
DESIGN OF CONTRACT NO. P100.644  
REHABILITATION OF THE PARKWAY SOUTHBOUND DRISCOLL BRIDGE MSE WALLS, MILEPOST 127.2S

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

| Profile Code | Description                    |
|--------------|--------------------------------|
| A092         | Bridges: Miscellaneous Repairs |

Attached (see Attachment A) 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 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 has adopted a Disabled Veteran Owned Business (DVOB) Enterprise Program (the DVOB Program). Under the DVOB Program, Firms interested in being considered for this OPS agree to make a good faith effort to award at least three (3) percent of the assignment to those businesses that meet the requirements and have been registered by the Division of Revenue & Enterprise Services/Department of Treasury as a Disabled Veteran Owned Business Enterprise. Firms shall demonstrate how they will utilize DVOB Firms in order to achieve the 3% goal and add value to the project team.

The Authority shall also be seeking participation of Small Business Enterprises (SBE) as subconsultants. The project goal is 25% SBE participation to New Jersey Businesses (see Attachment B2).

The following attachments are incorporated into and made part of the RFEOI:

- Attachment A – EOI Submission Requirements (A1 through A6); and
- Attachment B – RFEOI Standard Information (B1 through B14)

This solicitation is for professional services required to develop standard details for 2-Stage MSE Wall Repairs and apply the details within the scheduled rehabilitation of the MSE (Mechanically Stabilized Earth) Walls of the Garden

State Parkway Southbound Driscoll Bridge, Milepost 127.2S. Investigations shall include drainage inspections, a soil boring program and testing of aggregates to measure the controlling factors of corrosion rates for metal reinforcement straps based on the Project Specifications under which the MSE Wall was constructed.

The specific services for this solicitation can be found in *Attachment A3, "Scope of Services"* attached herewith.

### Project Description

The Authority has approximately 500 Mechanically Stabilized Earth (MSE) Walls within their inventory. The Authority is embarking upon establishing standard repair details for 2-Stage Type MSE Wall construction and applying those details to the Garden State Parkway's Driscoll Bridge, Structure No. 127.2S. Preliminary field investigation will include field audits, existing document review, drainage review and verification of functionality, management of a soil boring program, testing of controlling factors of corrosion rates of metal connections and support strips which support the concrete panels, which include: water content; soil resistivity; pH; and chloride content to develop repairs under Contract No. P100.644. Work shall also include recovery of available manufacturer shop drawings, review of typical findings during MSE wall inspections and further coordination of the Authority's assessment and risk strategies. The Consultant shall demonstrate having staff of experience in geotechnical and structural engineering familiar with MSE Wall Construction and Repair as described within the Scope of Services.

Project background materials (*preliminary plans, studies, reports, etc.*) will be available for review electronically through the Authority's Secure File Sharing site (Kiteworks) in the "*Background Materials*" folder. Access to the secure workspace will be provided to all prequalified and eligible Consultants via e-mail as part of the RFEOI notification process. If there are any questions or issues related to the Secure File Sharing site, please contact Mark Bernard, P.E. via e-mail at [bernard@njta.com](mailto:bernard@njta.com). The subject line should read "OPS No. P3903, secure file sharing site information."

### Submission Requirements for Expression of Interest

Firms that are interested in being considered for these services must submit a total of **five (5)** copies of their Expression of Interest (EOI), no later than **12:00 PM on April 25, 2023**. EOIs are to be submitted as follows: **One (1)** PDF copy uploaded to the Authority's Secure File Sharing Site (**Kiteworks**); as well as **four (4)** hard copies, delivered to the Authority's Headquarters on or before the date and time referenced above.

**Late submissions will not be considered.**

EOI's shall be addressed to:

#### Hand or Overnight Delivery

New Jersey Turnpike Authority  
1 Turnpike Plaza  
Woodbridge, NJ 07095  
Attn: Engineering Department, Structures Design  
Mark Bernard, P.E.

#### U.S. Mail

New Jersey Turnpike Authority  
P.O. Box 5042  
Woodbridge, NJ 07095-5042  
Attn: Engineering Department, Structures Design  
Mark Bernard, P.E.

Access to the secure folder(s) in Kiteworks for this OPS will be limited to each Consultant team and NJTA staff (by invitation from Kiteworks). All required submissions are to be uploaded as one PDF document to the appropriate folder for the submission type (e.g., EOI, Fee Proposal), and shall be in accordance with the following naming convention: (OPS#\_EOI/Fee/Firm Name). To gain access to Kiteworks, firms should email Jennifer Romero at [jromero@njta.com](mailto:jromero@njta.com) with the following information in the subject line: "OPS No. P3903 Kiteworks Access".

**Inquiries**

Inquiries pertaining to this RFEOI are to be directed in writing to Mark Bernard, P.E., via e-mail to [bernard@njta.com](mailto:bernard@njta.com). **The deadline for inquiries is April 11, 2023.** 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 April 13, 2023.** 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**

A consultant selection will be made from the EOIs that are received on time and are deemed complete. EOIs that are incomplete may not be considered. 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 short list of Firms most highly qualified to perform the project, who will receive requests for Fee Proposals.

The EOIs will be evaluated and ranked based on 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 DVOB and SBE Participation Goals   | 5          | 15     |
|  | 100%       | 300    |

Following the review of the submitted EOIs, the Authority will request Fee Proposals from Firms it deems the most qualified and will commence negotiations with such technically qualified Firms in the order ranked. All respondents will be notified at the completion of the review process regarding their status.

All submittals required pursuant to N.J.S.A. 19:44A-20.25 (P.L. 2005, c.51), superseding Executive Order 134 (2004); N.J.S.A. 19:44-20.26 (P.L. 2005, c.271s.2); and Executive Order 117 (2008) will be requested 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 and are to be returned to the Authority within five (5) business days from receipt.

**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), the RFEOI, the selected firm's EOI, as well as the selected firm's submitted Final Negotiated Fee Proposal. These documents are listed in the order of priority in the event of a conflict.

**Consultants shall be required, at their own expense, to provide all insurance coverages as more fully set forth in the applicable OPS Agreement.**

Attached please find additional information regarding EOI and project requirements. The Attachments, which are incorporated into and made part of this RFEOI, include: Attachment A and Attachment B.

Very truly yours,

**ORIGINAL SIGNED BY**

Michael Garofalo  
Chief Engineer

MG:MB:ms  
Attachments

c: L.T. Malak  
D. Hesslein  
W. Wilson  
Review Committee  
File

**ATTACHMENT A**  
**Supplemental Information**

**Subsection No. and Title**

- A1. EOI Submission Requirements
- A2. OPS Procurement and Project Schedule
- A3. Scope of Services
- A4. Staffing Estimate
- A5. Compensation Basis
- A6. Prequalified and Eligible Consultants

**Subsection A1**  
**EOI Submission Requirements**

To be considered for these services, qualified Firms, including Joint Ventures must submit their EOI which shall contain the following (unless otherwise noted):

1. **Letter of Interest** comprised of 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 its 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 subconsultants experience on similar projects.

The Firm shall provide information on past projects which it has 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's 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 it fully understands 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 effect 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 it fully understands the needs of the Authority as it relates to the specific scope-of-work identified in the RFEI. 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.

**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 the project's 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 its 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 its 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 its 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 workload 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 DVOB and SBE Participation Goals**

The Authority has adopted a Disabled Veteran Owned Business (DVOB) Enterprise Program (the DVOB Program). Under the DVOB Program, Firms interested in being considered for this OPS agree to make a good faith effort to award at least three (3) percent of the assignment to those businesses that meet the requirements and have been registered by the Division of Revenue & Enterprise Services/Department of Treasury as a Disabled Veteran Owned Business Enterprise. Firms shall demonstrate how they will utilize DVOB Firms in order to achieve the 3% goal and add value to the project team.

The Authority has also adopted a Small Business Enterprise Subconsultant's Program (the SBE Program). Under the SBE Program, Firms interested in being considered for this OPS 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 Engineer and each Key Personnel team members**, 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 staffing estimate** 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.
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 subconsultant.
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 subconsultants 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.



In lieu of a notary public, the Authority will accept the following statement on the Affidavit of Eligibility/Disclosure of Material Litigation form above the signature line: **"I certify, under penalty of perjury under the laws of the State of New Jersey, that the foregoing is true and correct"**. Hardcopy signed and notarized forms will be required to be submitted at the request of the Authority.

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 subconsultants shall be submitted. State "none" on the form if Firm, joint venture or subconsultant 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 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 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/DVOB Form – Proposed Schedule of Small Business Enterprise Participation and Disabled Veteran Owned Business Enterprises** stating the Firm's intention to use SBE and DVOB Certified Firms as subconsultants.
12. A completed **\*Disclosure of Investment Activities in Iran** form.
13. A completed **Certification of Non-involvement in Prohibited Activities in Russia or Belarus** form. pursuant to N.J.S.A. 52:32-60.1 et seq. (P.L.2022, c.3).
14. A completed **Source Disclosure** form.
15. A completed **Ownership Disclosure Form**, pursuant to N.J.S.A. 52:25-24.2.
16. **\*Business Registration Certificate**.
17. **Affidavit of Moral Integrity Form**.

\* Form is **required** from the successful firm (and all subconsultants) **prior to award** of the OPS.

The required forms referenced in Items 6 through 17 above can be found on the Authority's website: [www.njta.com](http://www.njta.com) under *Doing Business*, *Engineering Professional Services*, *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 State of New Jersey website [https://www.nj.gov/ethics/docs/ethics/2022\\_uniformcode\\_april.pdf](https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf)

By submitting an EOI, 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 to 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.

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 Staffing Estimate
- Project Schedule (a maximum of 1 page) – foldout sheets are permitted
- 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/DVOB Form
- Disclosure of Investment Activities in Iran Form
- Certification of Non-involvement in Prohibited Activities in Russia or Belarus
- Source Disclosure Form
- Ownership Disclosure Form
- Affidavit of Moral Integrity Form

The aforementioned page limitation shall be increased to a maximum of twenty (20) pages, if the Consultant must exercise option 10C above. The additional eight (8) 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 seven (7) 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 EOI unless they are required to do so in accordance with Option 10C. When appropriately included in the EOI, the proposed alternative staffing information shall be contained in a separate attachment 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, non-responsive, incomplete and may be rejected.

**Subsection A2**  
**OPS Procurement and Project Schedule**

|  |                |
|--|----------------|
| Posted .....                               | April 4, 2023  |
| Deadline for Inquiries .....               | April 11, 2023 |
| Posted Responses to Inquiries .....        | April 13, 2023 |
| Submittal of Expressions of Interest ..... | April 25, 2023 |
| Recommendation to Award OPS .....          | June, 2023     |
| Notice to Proceed.....                     | August, 2023   |
| Completion of all Construction Work .....  | November, 2025 |
| Administration Project Closeout .....      | February, 2026 |

**Subsection A3**  
**Scope of Services**

**A. REFERENCE MATERIALS AVAILABLE**

The contract documents are available for review electronically through the Authority's Secure File Sharing Site. Access to the secure workspace 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 Mark Bernard, P.E. via e-mail at [bernard@njta.com](mailto:bernard@njta.com). The subject line should read, "OPS No. P3903 Secure File Sharing Site Information". The Following reference material is available for review:

- a) Select Contract No. P300.229 As-Builts
- b) Select Contract No. 104-1211 As-Builts
- c) Ohio DOT – MSEWR Standard Details
- d) Ohio DOT – Plan Notes MSE Wall Repairs
- e) Str. No. 127.2SW – MSE Wall No. 6 under Contract No. P300.229
- f) Str. No. 127.2S – S. Abutment MSE Report
- g) Str. No. 127.2S – Detailed Inspection Report – Reduced

**B. PROJECT OVERVIEW**

The Authority has a growing number of Mechanically Stabilized Earth (MSE) Walls within its inventory comprised of 1-Stage and 2-Stage Construction Techniques. The Authority has also embarked upon an Inspection Program of its MSE Walls, Retaining Walls and Noise Walls. This Order of Professional Services addresses the need for MSE Wall Repairs at Str. No. 127.2S, Garden State Parkway Southbound (Parkway) over the Raritan River and Smith Street, and the development of Standard Details for MSE Walls similar to other State Departments of Transportation which recognizes repairs under their Standard Specifications and guiding Manuals.

This RFEI solicitation is to procure professional engineering design services required for the preparation of site-specific MPT, Highway and Structural plans for one construction contract that includes repairs at three (3) locations on the Parkway: Str. No. 127.2S (N. Abut, S. Abut) and MSE Wall Str. No. 127.2SW.

## C. GENERAL SERVICES

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

- Coordinate with the Authority and submit Monthly Progress Reports.
  - Prepare and update design schedules and status spreadsheets monthly and upon request.
  - Prepare final contract documents including construction cost estimates and supplementary specifications.
1. All services provided by the Consultant shall be in strict conformance with the Authority's standards of quality. Submission documents shall be in accordance with the Authority's standards as found in the Authority's Design Manual, Manual for Traffic Control in Work Zones, Standard Drawings, Sample Design Plans, CADD Standards, Standard Specifications, latest edition, and the latest Standard Supplementary Specifications. These publications and drawings may be found on the Authority's website at <https://www.njta.com/doing-business/professional-services>.
  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 Request for Expressions of Interest, the terms "Consultant" and/or "Firms" which are used throughout these documents, shall not only mean the Engineering Firm, but also joint venture consultants and/or subconsultants 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, any errors, omissions or non-compliance discovered in the RFEOI. 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 contract document review process is intended to be a review of the documents in a general manner only. Review submissions and comments shall not be construed as a comprehensive review or detailed checking of the Consultant's work by the Authority or its representatives. It remains the Consultant's professional responsibility to design and prepare the 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 the 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 their 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.
  7. Prior to all phase reviews the Consultant will perform a QA/QC review of the submission, submit one (1) complete submission set to the Authority's Design Liaison Engineer for advanced review and authorization to submit the phase review materials. 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.
  8. The Consultant will be required to submit the appropriate completed submission checklists along with any other submission documents identified by the Authority's Procedures Manual. 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.
  9. 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 NJTA Standard Specifications (2016) 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.

#### **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 Authority will provide basemapping of the GSP prepared from recent photogrammetry at the commencement of this assignment at no cost to the Consultant. A digital terrain model (DTM) is **not** available. The basemapping will provide edges of shoulder (pavement), edge of traveled way (solid painted line), lane lines and median barrier (if present). The Consultant shall coordinate all survey activities with respect to time, location and maintenance of traffic with the Authority and other agencies (NJDOT). Such surveys may include but are not necessarily limited to the determination of bridge parapet, bridge deck joints, MSE Wall locations and other incidental items.

##### **2. FIELD ASSESSMENT**

The Consultant's field survey and field assessment will result in recommended repairs based on the site conditions, drainage systems and functionality and visible deterioration documented in the reference material.

The Consultant shall adhere to the Authority's Online Lane Closing Program requirements when requesting lane, ramp and/or shoulder closures for work within the Authority's ROW, including field investigations, soil boring work, inlet clearing, GPR or Lidar data gathering and inspections. All requests, coordination and communication shall be conducted through this system, including notification of Authority approvals and denials.

The Consultant shall recommend and manage a soil boring and material testing program to support the design work and for understanding of the MSE Wall's current and future performance. The Consultant shall anticipate that the subsurface material and water may be contaminated and treated accordingly.

##### **3. MAINTENANCE AND PROTECTION OF TRAFFIC AND CONSTRUCTABILITY REVIEW**

Maintenance and Protection of Traffic (MPT) on the Parkway shall be designed in accordance with the Authority's Manual for Traffic Control in Work Zones. Traffic protection plans shall be developed, as required, for each construction location taking into account traffic both on the ramp bridges and roadway/conditions below the ramp bridges. Traffic Protection plans shall show 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 Authority's Operations Department.

MPT shall be performed by the Contractor, and shall include placing, maintaining, patrolling and removing ramp, 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.

With the Phase B Submission, the Consultant shall prepare an 95% MPT Submission including final traffic control plans, complete MPT specifications and appendices and a construction schedule with backup computations within all impacted jurisdictions. The plans and specifications shall indicate proposed traffic staging detailing concrete construction barrier layout, cone lines, signage, positioning of attenuator systems, allowable primary and supplemental lane closing hours and details and durations of the construction staging. Coordination with any adjacent Contracts which may impact the schedule and/or staging schemes will be required. The submission will be provided to the Operations Department for review. The Consultant will participate in a review meeting with the Operations Department and comments received shall be incorporated within the Phase C Submission.

The Consultant shall perform a Constructability Review by qualified construction personnel familiar with MSE Wall Construction and Repair and prepare a Constructability Report following the NJTA Procedures Manual Section 5.3. The Preliminary Constructability Review Report shall be submitted with the 95% MPT Submission.

#### 4. STRUCTURAL

The Consultant shall develop details for MSE Wall Repairs for walls within the Authority's inventory. In the development of proposed details, the Consultant shall consider existing parapet condition, coping and MSE Wall component parts as presented within the reference material. Existing parapet types include the NJ Barrier Parapet without fence and with fence mounted to either the top or outside. The services furnished shall include, but not necessarily be limited to, the following items of work:

- a) Evaluation of existing bridge parapet and deck to observe signs of distress, settlement or rotation.
- b) Development of site-specific, and general, repair details and specifications for MSE Wall Repairs.
- c) Development of detailed Plans, Specifications and Engineer's Estimates for a Construction Contract.

Prior to the advancement of Phase A, the Consultant shall submit concept MSE Wall Repair details similar in scope to the Ohio Department of Transportation (see reference material). In the development of concept details the Consultant shall consider constructability and maintenance and protection of traffic. Repair strategies shall be reviewed for 2-Stage type wall construction with the wall manufacturers contacted under Item No. 5, below. Risk mitigation and intervention strategies shall also be considered for various External, Internal and Global failure modes as guided by HNTB's, "Inventory and assessment of existing Mechanically Stabilized Earth (MSE) Walls – Phase I, Risk Matrix and Findings Report", dated March 27, 2019, which will be provided after OPS Award.

The Consultant shall review MSE Wall details of, for example, Reinforced Earth (<https://reinforcedearth.com/> and <https://reinforcedearth.com/resources/standard-engineering-details/>). for the purpose of developing repair details for conditions commonly attributed to differential settlement, bulging outside of tolerances and conditions encountered through the Authority's wall inspection program to be provided after OPS Award.

The Consultant shall be guided by NHI Courses No. 132042 and 132043, Design and Construction of Mechanically Stabilized Earth Walls and Reinforced Soil Slopes – Volumes I and II (FHWA-NHI-10-024 and FHWA-NHI-10-025) in the development of repair details.

Prior to the advancement of Phase B, and after the acceptance of repair details, the Consultant shall submit 60% design plans for Contract No. P100.644. In the development of repair details the Consultant shall consider constructability, access, reference files, and maintenance and protection of traffic.

The Driscoll Bridge's current MSE Wall construction and condition is reflected in the provided reference information.

5. SHOP DRAWING RECOVERY

The Consultant shall contact, with the assistance of the Authority, approximately ten (10) MSE Wall Manufacturers whose walls had been constructed on the Parkway and NJ Turnpike to reestablish as-built records of the wall's manufacturer. The Authority's database will identify where records need to be reestablished and linked to the Authority's wall designation inventory.

For each manufacturer, it shall be assumed two (2) meetings and standard correspondence will be required.

6. UTILITIES

The Consultant shall identify existing utilities within the proposed project area. The existing utilities shall be evaluated for potential conflicts with the proposed design. The Consultant shall negotiate utility company engineering fees necessary to initiate design by utility companies and assist in the preparation and execution of an Authority issued Utility Order for utility company engineering design. Utility company engineering fees shall be incorporated into the Utility Order. The Consultant is not required to execute a Utility Engineering Authorization Order with the utility company to initiate design engineering. 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.

7. DESIGN

Following the finalization of details and the Authority's acceptance, the Consultant will be required to prepare a set of construction contract documents for Construction Contract No. P100.644.

The services furnished shall include but not necessarily be limited to the following items of work:

- a) Conduct field survey/utility investigations per location and overall constructability of each site.
- b) Assess need and exact location for soil borings and drainage improvements and repair.
- c) Develop site-specific and standard repair details and specifications for MSE Wall Repairs.
- d) Develop detailed site-specific signing and striping plans for the construction contract, as needed.
- e) Develop detailed site-specific construction documents for the construction contract.
- f) Prepare specifications, construction schedule and Engineer's Estimate for the construction contract, CapEx input including Q&A responsibilities, Addenda, etc.
- g) Coordination with other disciplines, post design services and Construction Engineering Support for the construction contract.
- h) Obtain any required permits, not limited to Soil Erosion and Sediment control, for the SCD required for the proposed construction work and access. It shall be assumed that the subsurface water and soils are contaminated until appropriately tested.

All services provided by the Consultant shall be in strict conformance with the NJTA Design Manual all applicable NJTA standards, the latest requirements of AASHTO, MUTCD and other appropriate criteria as may govern this assignment.

The Consultant shall attend a review meeting following each submission and coordinate with other disciplines. The bids must be analyzed by the Consultant. The low bid must be recommended for acceptance or rejection by the Consultant. Attendance at the preconstruction meeting will also be required.

8. POST DESIGN SERVICES

The Consultant shall be responsible to perform post design services, including but not necessarily limited to shop drawing review, preparation of Addendum and Change of Plans, if required. The Consultant shall be

responsible for the review of all shop drawings and attendance at the progress meetings and final inspection meeting. Supervision of Construction and/or Construction Inspection Services are not included in this assignment.

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 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. Additionally, participation at weekly progress meetings for the duration of construction and participation at the final inspection meeting will be required.

9. 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 delays, the allowance within the fee proposal will provide for special services if and when specifically requested and authorized by the Authority, in writing. See Subsection A5.

10. PROJECT DELIVERABLES

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

All Phase deliverables will be provided to the Authority, at no additional cost, in electronic PDF format. Phase A-D Submissions shall follow the requirements found in the NJTA Procedures Manual.

MSE Wall Standard Repair Details and Notes shall be delivered in CADD and .pdf for the anticipated conversion to Standard Drawings at a later date.

11. PROJECT COORDINATION

The Consultant is advised that coordination will be required with multiple Authority Departments to successfully satisfy the requirements of this project, including Engineering, Operations and Tolls.

The Consultant is to also coordinate Construction Plan review with impacted Jurisdictions, including: NJDOT, State, County and Local Municipalities having roadway jurisdictions over, under or adjacent to NJTA Ramp Structures impacted by the construction contract.



12. PROJECT SCHEDULE AND DELIVERABLES

The Consultant will be required to submit, at the project kick-off meeting, a preliminary design schedule covering the scope of work based on OPS requirements and the following timetable:

DESIGN SCHEDULE

|   |                     |
|---|---------------------|
| Award OPS No. P3903 .....   | June 2023           |
| Notice to Proceed .....   | Est. August 5, 2023 |
| Submittal of Phase 'A' report .....   | October 12, 2023    |
| Phase 'A' review meeting .....  | November 2, 2023    |
| Submittal of Phase 'B' (Construction Plans, EE and Project Specifications, MSE Details).... | January 23, 2024    |
| Phase 'B' review meeting .....  | February 13, 2024   |
| Submittal of Phase 'C' Documents.....   | April 16, 2024      |
| Phase 'C' Review Meeting .....  | May 7, 2024         |
| Submittal of Phase 'D' Final Documents.....   | June 4, 2024        |

CONSTRUCTION SCHEDULE

|  |               |
|--|---------------|
| Date of Contract No. P100.644 Advertisement..... | June 2024     |
| Date for Receipt of Bids.....                    | July 2024     |
| Award of Contract No. P100.644 .....             | August 2024   |
| Construction Completion Date .....               | November 2025 |
| Administration Project Closeout.....             | February 2026 |

**Subsection A4**  
**Staffing Estimate**

| Classification (ASCE-Grade) | Phase A | Drainage Study and Soil Borings | Phase B | Repair Detail Development | Phase C | Phase D, Advertisement and Award | Post-Design | Total Hours |
|-----------------------------|---------|---------------------------------|---------|---------------------------|---------|----------------------------------|-------------|-------------|
| Project Manager<br>( )      |         |                                 |         |                           |         |                                  |             |             |
| Senior Engineer<br>( )      |         |                                 |         |                           |         |                                  |             |             |
| Engineer<br>( )             |         |                                 |         |                           |         |                                  |             |             |
| Junior Engineer<br>( )      |         |                                 |         |                           |         |                                  |             |             |
| Survey Crews                |         |                                 |         |                           |         |                                  |             |             |
| Other-Specify<br>( )        |         |                                 |         |                           |         |                                  |             |             |
| Other-Specify<br>( )        |         |                                 |         |                           |         |                                  |             |             |
| 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.

**Subsection A5**  
**Compensation Basis**

**The Consultant will be responsible for paying all tolls.**

Following a review of submitted Expressions of Interest, the Authority will request 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 and 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.

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 subconsultants.

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 Proposal. 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 Attachment A4.

Given the potential for out-of-scope activities to arise during the performance of this OPS, the Consultant is directed to include a 10% contingency of the burdened labor fee for "Unanticipated 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](http://www.gsa.gov/perdiem). Compensation for lodging and meals must be approved in advanced 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.

**Subsection A6**  
**Prequalified and Eligible Consultants**

1. AECOM Technical Services
2. AREA Engineering, Inc.
3. Arora and Associates, P.C.
4. ATANE Engineers, Architects and Land Surveyors, P.C.
5. Atkins North America, Inc.
6. Boswell Engineering
7. Buchart-Horn, Inc.
8. CDM Smith Inc.
9. Churchill Consulting Engineers, PC
10. Dewberry Engineers Inc.
11. French & Parrello Associates, P.A.
12. Gannett Fleming, Inc.
13. Greenman-Pedersen, Inc.
14. Hardesty & Hanover, LLC
15. HDR Engineering, Inc.
16. IH Engineers, P.C.
17. Info Tran Engineers, PC
18. Infra Tech Engineering, LLC
19. Infrastructure Engineering, Inc.
20. Jacobs Engineering Group Inc.
21. Johnson, Mirmiran & Thompson, Inc.
22. KC Engineering and Land Surveying, P.C.
23. Kimley-Horn and Associates, Inc.
24. KMA Consulting Engineers, Inc.
25. KS Engineers, P.C.
26. LiRo Engineers, Inc.
27. LS Engineering Associates Corporation
28. MAKS Engineers, PC
29. Malick & Scherer, P.C.
30. McCormick Taylor, Inc.
31. McLaren Engineering Group
32. Michael Baker International, Inc.
33. Mott MacDonald LLC
34. MP Engineers, P.C.
35. Naik Consulting Group PC and KS Engineers, PC
36. NAIK Consulting Group, P.C.
37. Parsons Transportation Group, Inc.
38. Paulus, Sokolowski & Sartor, LLC.
39. Pennoni Associates, Inc.
40. PKB Engineering Corporation
41. Remington & Vernick Engineers
42. SJH Engineering, P.C.
43. Stantec Consulting Services, Inc.
44. STV Incorporated
45. T&M Associates
46. T.Y. Lin International
47. Taylor, Wiseman & Taylor
48. Tectonic Engineering Consultants, Geologists & Land Surveyors D.P.C. Inc.
49. Traffic Planning and Design, Inc.
50. TranSystems Corporation
51. Urban Engineers, Inc.
52. W.J. Castle P.E. and Associates P.C.
53. WSP USA Inc.

**ATTACHMENT B**  
**Standard Supplemental Information**

**Subsection No. and Title**

- B1. Administrative and Agreement Information
- B2. Small Business Enterprise and Disabled Veteran-owned Business Programs
- B3. 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)
- B4. State Contractor Political Contributions (N.J.S.A. 19:44A-20.25 (P.L. 2005, c.51), superseding Executive Order 134 (2004); N.J.S.A.19:44-20.26 (P.L.2005, c. 271, s.2) and Executive Order 117 (2008))
- B5. Set-Off for State Tax (N.J.S.A. 54:49-19)
- B6. Office of State Comptroller Right to Audit (N.J.A.C. 17:44-2.2)
- B7. Source Disclosure Certification (N.J.S.A. 52:34-13.2, Executive Order 129)
- B8. Disclosure of Investment Activities in Iran (N.J.S.A. 52:32-57(a) and N.J.S.A. 52:32-56(e)(3))
- B9. Certification of Non-involvement in Prohibited Activities in Russia or Belarus (N.J.S.A. 52:32-60.1)
- B10. Antidiscrimination Provisions (N.J.S.A. 10:2-1)
- B11. Standards Prohibiting Conflicts of Interest Executive Order 189 (1988 - Kean)
- B12. ADA Indemnification Act
- B13. Diane B. Allen Equal Pay Act
- B14. Business Registration Act

**Subsection B1**  
**Administrative and Agreement Information**

**Professional Corporation**

Incorporated Firms that have not filed a copy of a Certificate of Authorization, with the Authority must include a copy of the Certificate with the EOI. Professional service corporations established pursuant to the "Professional Service Corporation Act," N.J.S.A. 14A:17-1 et seq. (P.L. 1969, c. 232), 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 the Authority 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 website 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 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 RFEOI 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 attachments of its EOI containing personal, financial, or proprietary information non-disclosable, which determination shall be in accordance with such Act.

**Subsection B2**  
**Small Business Enterprise and Disabled Veteran-owned Business Program**

**Small Business Enterprise 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). The Firm's Expression of Interest (EOI) must include either (1) evidence of the use of subconsultants who are registered with the Division as an 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 subconsultants who are registered with the Division as an SBE. 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 that submitted higher than acceptable fee estimates; and
7. Consultant shall provide evidence of 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.



Disabled Veteran Owned Business Enterprise Program

It is the policy of the New Jersey Turnpike Authority ("Authority") that Disabled Veteran Owned Business Enterprises (DVOBs) as determined and defined by the Division of Revenue & Enterprise Services ("Division") and the Department of Treasury ("Treasury") in N.J.A.C. 17:141 have the opportunity to compete for and participate in the performance of consultant services. The Authority is seeking participation of these DVOBs in the performance of certain Orders for Professional Services (OPS). Your Expression of Interest (EOI) must include either (1) evidence of the use of subconsultants who are registered with the Division as a DVOB, or (2) demonstration of a good faith effort to meet the goal of awarding at least three (3) percent of the total value of the OPS to subconsultants who are registered with the Division as a DVOB. During the RFP portion of this procurement, as part of the fee negotiation process, Firms must submit proof of their subconsultants DVOB registrations. In the event that a Firm cannot comply with the goal set forth above, prior to the time of 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 DVOB participation during the course of the OPS pursuant to N.J.A.C 17:14-4-1 et seq., the Consultant shall submit evidence of DVOB participation in a form acceptable to the Authority, with each invoice for payment. Invoices for payment submitted without the completed DVOB 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 DVOB 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. The Consultant shall attempt to locate qualified potential DVOBs.
2. The Consultant shall consult the DVOB Database if no DVOBs are known to consultant.
3. The Consultant shall keep all documentation of its efforts, including the names of businesses contacted and the means and results of such contacts; and
4. The Consultant shall provide all potential subcontractors with detailed information regarding the specifications.

Consultant shall maintain adequate records to document its efforts and will provide same with their Expression of Interest.

**Subsection B3**  
**Mandatory Equal Employment Opportunity Language**  
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)  
N.J.A.C. 17:27 et seq.  
**Goods, General Services, and Professional Services Contracts**

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 ex-pression, 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, affection-al 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, up-grading, 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, col-or, 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**Subsection B4**  
**State Contractor Political Contributions Compliance**  
**N.J.S.A. 19:44A-20.25 (P.L. 2005, c.51) superseding Executive Order 134 (2004)**  
**and Executive Order 117 (2008)**

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 N.J.S.A. 19:44A-20.25 (P.L. 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 N.J.S.A. 19:44A-20.25 (P.L. 2005, c.51), contain restrictions and reporting requirements that will necessitate a thorough review of the provisions. Pursuant to the requirements of N.J.S.A. 19:44A-20.25 (P.L. 2005, c.51), the terms and conditions set forth in this attachment are material terms of any OPS resulting from this RFEI or RFP:

**Definitions**

For the purpose of this Attachment, 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.", N.J.S.A. 19:44A-3 et seq. (P.L. 1973, c.83), 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 attachment 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 Requirement**

- 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 RFEI, as well as future contract opportunities.
- c) Further, the Consultant 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 /her designee shall review the Disclosures submitted pursuant to this attachment, 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 N.J.S.A. 19:44A-20.27**

Consultant 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 N.J.S.A. 19:44A-20.27, if the Consultant receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the Consultant'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 <https://www.elec.state.nj.us/>.

**Additional Disclosure Requirement Disclosure of N.J.S.A. 19:44A-20.13 et seq. (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 **N.J.S.A. 19:44A-20.13 et seq.**, 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.

Only the intended Awardee will be required to submit the required N.J.S.A. 14:44A-20.25 (P.L. 2005, c.51)/Executive Order 117 and N.J.S.A. 19:44-20.26 (P.L. 2005, c. 271, s.2) form. The **combined** form is available on the Department of Treasury Division of Purchase and Property's website at: <http://www.state.nj.us/treasury/purchase/forms.shtml>.

**Subsection B5**  
**Set-Off for State Tax**

Pursuant to N.J.S.A. 54:4-19, 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 the 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 attachment shall stay the collection of the indebtedness. Interest that may be payable by the State pursuant to N.J.S.A. 52:32-32 et seq. (P.L. 1987, c 184) to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects shall be stayed.

**Subsection B6**  
**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.

**Subsection B7**  
**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).

**Subsection B8**  
**Disclosure of Investment Activities in Iran**

Pursuant to N.J.S.A. 52:32-57, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the Authority's "*Disclosure of Investment Activities in Iran*" certification, prior to contract award, to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Proposers must review this list prior to completing the certification. If the Authority finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**Subsection B9**  
**Prohibited Activities in Russia or Belarus**

Prior to the time a contract is awarded, pursuant to N.J.S.A. 52:32-60.1 et seq. (P.L. 2022, c.3), the successful Firm must certify that neither the successful Firm, nor one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus.

If the successful Firm is unable to so certify, the Firm shall provide a detailed and precise description of such activities to the Authority. Failure to provide such description will result in the Proposal being rendered as non-responsive, and the Authority will not be permitted to contract with such person or entity, and if a Proposal is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

The Authority requests that all Firms submit a copy of the form entitled "*Certification of Non-involvement in Prohibited Activities in Russia or Belarus Pursuant to N.J.S.A. 52:32-60.1 et seq. (P.L. 2022, c.3)*", with their Proposal.

**Subsection B10**  
**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 attachment of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this attachment of the contract.

**Subsection B11**  
**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.

**Subsection B12**  
**ADA Indemnification Act**

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 thereunto, 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 attachment. 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.

**Subsection B13**  
**Diane B. Allen Equal Pay Act**

Please be advised that in accordance with N.J.S.A. 34:11-56.1 et seq. (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>

**Subsection B14**  
**Business Registration Act**

Proof of valid business registration with the State of New Jersey Department of the Treasury, Division of Revenue and Enterprise Services, shall be submitted by the successful Firm prior to award of the OPS in the form of a valid Business Registration Certificate in compliance with N.J.S.A. 52:32-44, as amended. No OPS shall be awarded without proof of business registration with the Division of Revenue and Enterprise Services. Any questions with regard to obtaining a BRC can be directed to the Division of Revenue and Enterprise Services by visiting their website at [state.nj.us/treasury/revenue](http://state.nj.us/treasury/revenue). Failure to comply with the requirements of N.J.S.A. 52:32-44 will result in penalties per N.J.S.A. 54:49-4.1.