

July 20, 2023

To: ALL QUALIFIED FIRMS

Subject: REQUEST FOR EXPRESSIONS OF INTEREST  
MULTI-PROJECT SOLICITATION

ORDER FOR PROFESSIONAL SERVICES NO. T4115  
2023 CULVERT INSPECTIONS, NEW JERSEY TURNPIKE

AND

ORDER FOR PROFESSIONAL SERVICES NO. P4116  
2023 CULVERT INSPECTIONS, GARDEN STATE PARKWAY

Enclosed (See Attachment A) herewith is a Request for Expressions of Interest (“RFEOI”) by the New Jersey Turnpike Authority (Authority) for professional engineering services required for inspecting and preparing inspection reports for non-NBIS (National Bridge Inspection Standards) culverts, with span lengths between 5 to 20 feet on the entirety of the New Jersey Turnpike and Garden State Parkway roadways. In accordance with N.J.A.C. 19:9-2.8(b), these Order for Professional Services (“OPS”) are considered Simple procurements.

To be considered as eligible and qualified to submit an Expression of Interest (“EOI”) for the professional engineering services being solicited in this RFEOI, a Firm must be prequalified in the following Profile Code:

Profile Code	Description
D280R	Bridges - NBIS Program, Routine

A Qualified Firm, eligible to submit an EOI for this RFEOI solicitation, is one that has a current “Professional Service Prequalification Questionnaire” (“PSPQ”) package on file with the Authority 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.

Prequalification is not required for subconsultants. Prequalification is required for Joint Ventures.

A list of Qualified Firms eligible to submit an EOI for the above referenced assignment is attached (See Attachment B4). \*Joint Ventures (\*Qualified 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.

It is the Authority’s intent to engage the services of two (2) Qualified Firms through this multi-project solicitation. Professional Services are required from two (2) eligible qualified firms, one (1) for OPS No. T4115 and one (1) for OPS No. P4116. The Qualified Firms shall convey their understanding of the Authority’s needs and scope of work, and express their approach, and provide staffing estimates for both OPS assignments.

The Authority is seeking participation of Small Business Enterprises (SBEs) as subconsultants to the two Qualified Firms that are awarded a contract under this RFEOI (each referred to as the “Successful Qualified Firm”). The SBE project goal is 25%. The Authority has also adopted a Disabled Veteran Owned Business (DVOB) Enterprise Program (the “DVOB Program”) pursuant to which the Success Qualified Firm must make a good faith effort to award at least

three (3) percent of the assignment to DVOBs, all as more fully described in this RFEOI. See Attachment “C”, Subsection C12, “Small Business Enterprise/Disabled Veteran-Owned Business Programs”.

All submittals required pursuant to N.J.S.A. 19:44A-20.18 (P.L. 2005, c.51), N.J.S.A. 19:44-20.26 (P.L. 2005, c.271s.2), P.L. 2023, c.30 (The Elections Transparency Act) and Executive Order 333 (2023 Murphy) will be requested from the Successful Qualified Firm only. The relevant forms will be transmitted to the Successful Qualified Firm by the Authority and are to be returned to the Authority within five (5) business days from receipt.

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

- ATTACHMENT A – Expression of Interest and Fee Proposal Submission Requirements (A1 and A2).
- ATTACHMENT B - Standard Information (B1 through B4).
- ATTACHMENT C - Standard Supplemental Information and Forms (C1 through C13(k)).
- ATTACHMENT D - N.J.A.C. 19:9-2.8 Procedures for Prequalification and Award of Contracts for Architectural, Engineering and Land Surveying Procedures.

#### Staff Qualifications

It will be the Successful Qualified Firms’ responsibility to ensure that the project is fully and adequately staffed for the successful completion of the project.

Key project personnel shall possess relevant training and experience demonstrating: 1) successful completion of effective scheduling for National Bridge Inspection Standard (NBIS) inspection of large groups of routine bridges and report submittals; and 2) FHWA SI&A and Element Level Inspection data input and updating capabilities. Project Managers, Team Leaders, and Assistant Team Leaders must meet the requirements outlined in the “Qualifications of Key Bridge Inspection Personnel” document on the Authority’s website at <https://www.njta.com/doing-business/njta-bridge-inspect-program> and as summarized on the NJTA Bridge Inspection Program Quality Management Plan Document Number: QAF-3 Consultant Quality Assurance Checklist – NJTA Bridge Inspection Oversight, NJTA Qualification Record Form. The QAF-3 document will be included as a reference file on the Secure File Sharing Site. These factors will be critical elements in the selection process.

A description of services being solicited by this RFEOI can be found in Attachment B, Subsection B2 “*Scope of Services*” of this RFEOI.

#### Multi-Project Description

OPS No. T4115 and OPS No. P4116 assignments include the inspection and preparation of Culvert Inspection Reports for non-NBIS culverts with span lengths between 5 and 20 feet. The Successful Qualified Firms shall be responsible for conducting the inspections, recording the inspection data and results into the Authority’s proprietary software provided by Bentley “AssetWise Asset Reliability Inspections” (aka AssetWise), and generating Culvert Inspection Reports. The Successful Qualified Firms shall also provide recommendations for updates to the Authority’s 2021 Culvert Inspection Guide, and other related deliverables.

OPS No. T4115 involves conducting 75 total culvert inspections and preparing culvert inspection reports on the New Jersey Turnpike. This includes conducting first cycle inspections for ten (10) culverts. It is also anticipated underwater inspections will be conducted for ten (10) culverts.

OPS No. P4116 involves conducting 142 total culvert inspections and preparing culvert inspection reports on the Garden State Parkway. This includes conducting first cycle inspections for six (6) culverts. It is also anticipated underwater inspections will be conducted for six (6) culverts.

The Authority will utilize a Secure File Sharing site (“Kiteworks”) to share with and receive information from the Qualified Firms. Access to Kiteworks will be provided to the Qualified Firms via e-mail. Background materials (*preliminary plans, studies, reports, etc.*) for this RFEOI will be made available for review in the “*Background Materials*” folder.

If there are any questions or issues related to Kiteworks, please contact Jennifer Romero via e-mail at [jromero@njta.com](mailto:jromero@njta.com). The subject line should read “OPS No. T4115 and P4116, Kiteworks Information”.

### Submission Requirements for Expression of Interest

Qualified Firms that are interested in being considered to perform these services as specified in the RFEOI must submit a total of five (5) copies of their Expression of Interest (EOI), no later than 10:00 AM on Thursday, August 10, 2023. EOIs are to be submitted as follows: One (1) PDF copy uploaded to the “EOI” folder on Kiteworks in accordance with the following naming convention: “OPS Nos. T4115-P4116\_EOI\_Qualified Firm Name”; and four (4) hard copies of the EOI shall be delivered to the Authority’s Headquarters, clearly marked with the Qualified Firm’s name and the words, “EOI, OPS Nos. T4115 and P4116”, no later than the date and time referenced above. Late submissions will not be considered and will be returned unopened.

Expressions of Interest shall be delivered/addressed as follows:

#### Hand or Overnight Delivery

New Jersey Turnpike Authority  
1 Turnpike Plaza  
Woodbridge, NJ 07095  
Attn: Engineering Department, Highway Design  
Marili Tapia, Assistant Engineer

#### U.S. Mail

New Jersey Turnpike Authority  
P.O. Box 5042  
Woodbridge, NJ 07095-5042  
Attn: Engineering Department, Highway Design  
Marili Tapia, Assistant Engineer

### Inquiries

Inquiries pertaining to this RFEOI are to be directed in writing to Marili Tapia, via e-mail [tapiadominguez@njta.com](mailto:tapiadominguez@njta.com). The subject line should read “OPS Nos. T4115-P4116, EOI Inquiry”. The deadline for inquiries is July 27, 2023. The Authority will respond to all written inquiries received by the deadline. 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 August 3, 2023.

Qualified Firms will be responsible for submitting their EOIs in accordance with this RFEOI and any modifications, revisions and/or clarifications to this RFEOI as may be issued by the Authority.

### Selection of Qualified Firms

Upon receipt of the EOIs, and in accordance with N.J.A.C. 19:9-2.8(e), the Authority will review each Qualified Firm’s submission for completeness and shall reject those EOIs that are incomplete. The Authority shall notify all Firms whose EOIs are determined to be incomplete in writing.

The EOI Evaluation Committee shall rank each Qualified Firms Expression of Interest on the basis of numerical scores using the eight (8) rating factors and relative weights specified below, in accordance with N.J.A.C. 19:9-2.8(e), and final selection shall be made in accordance N.J.A.C. 19:9-2.8(g).

N.J.A.C. 19:9-2 is attached for ready reference in Attachment D "*N.J.A.C. 19:9-2.8 Procedures for Prequalification and Award of Contracts for Architectural, Engineering and Land Surveying Services*".

For this solicitation, the rating factors and their relative weights are:

RATING FACTORS	WEIGHT (%)	POINTS
1. Experience of the Qualified Firm and its Subconsultants	15	45
2. Experience of the Project Manager on Similar Projects	15	45
3. Key Personnel's Qualifications and Relevant Experience	15	45
4. Understanding of the Project and the Authority's Needs, and Reasonableness of Staffing Estimate	15	45
5. Approach and Methodology in Performing the Services Required	15	45
6. Commitment and Ability to Perform the Project and Outstanding Work with the Authority	10	30
7. Commitment to Quality Management	10	30
8. Attainment of DVOB and SBE Participation Goals	5	15
	100%	300

OPS No. P4116 will be issued to the highest technically ranked firm. OPS No. T4115 will be issued to the second highest technically ranked firm.

**Rating Factors (to be summarized in the Letter of Interest):**

**1. Experience of the Qualified Firm and its Subconsultants**

The Qualified Firm including subconsultants 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 Qualified Firm (including subconsultants) and its relevance to the proposed assignment. It shall identify the Qualified Firm or subconsultant'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.

Recent Authority Project Experience Form identifying all Authority projects on which the Qualified Firm 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 Qualified Firm and for each subconsultant.

**2. Experience of the Project Manager on Similar Projects**

The Qualified Firm shall identify the Project Manager that will be assigned to the project and identify the individual's education, credentials, and work experience. The Qualified Firm should discuss the proposed

Project Manager's experience and its application to the assignment. The Qualified Firm shall review the criteria set forth by the Authority in the RFEOI in consideration of the person proposed for the assignment. If the Qualified Firm is proposing an individual with credentials considerably different than those identified by the Authority, the Qualified 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 in the State of New Jersey.

3. **Key Personnel's Qualifications and Relevant Experience**

The Qualified 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. Key Personnel are those individuals essential to carrying out the scope of services. Information concerning their education, credentials and work experience should be provided along with contact/reference information. The Qualified Firm shall discuss the individuals proposed for the assignment (including subconsultants) 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).

A completed NJTA Bridge Inspection Qualification Summary form detailing certifications of proposed staff shall be submitted. A copy of this form will be available via the Authority's Secure File Sharing Site.

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

Provide an explanation of the Qualified Firm's understanding of the project and Authority's needs required for the successful completion of the assignment. Provide a summary of the Qualified Firm's qualifications, and state how they relate to the Qualified 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 Projects

The Qualified Firm shall provide information to demonstrate that it fully understands the overall objective of the projects and why the Authority is undertaking the assignments. This may include discussions providing background information on the need for the projects, its effect on the Authority's facilities, and impact on the overall transportation network. Qualified Firms should demonstrate knowledge of the locations affected by the project and the long-term effects the projects have on the Authority, its patrons, or other relevant issues.

Understanding of the Authority's Needs

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

Reasonableness of Staffing Estimate

The Qualified Firm shall demonstrate through two attached Staffing Estimates the workhours required for each OPS assignment, including any work anticipated to be performed by subconsultants. The staffing schedules shall follow the guidelines set forth herein and sample in Attachment B, Subsection B3.

5. **Approach and Methodology in Performing the Services Required**

The Qualified Firm shall identify the major tasks comprising the projects and describe in detail how they will be accomplished. Provide an explanation of the process the Qualified Firm will use to schedule, manage, and perform the required tasks within the scope of services and identify the key milestones and the projects' critical paths. The Qualified Firm shall identify key issues and potential problems and discuss alternatives and options which would lead to resolution. The Qualified 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.

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

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

➤ Commitment and Ability to Perform the Project

The Qualified 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 Qualified 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 these projects may be impacted or affected by the existing workload of the Qualified Firms 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.

7. **Commitment to Quality Management**

The Qualified Firm shall discuss its Commitment to Quality Management and Quality Assurance/Quality Control (QA/QC). The Qualified Firm shall provide a written narrative that describes the Qualified Firm's quality assurance policy and how it intends to implement a quality assurance program specifically for these assignments. The Qualified 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.

8. **Attainment of DVOB and SBE Participation Goals**

The Qualified Firms 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. Qualified

Firms shall demonstrate how they will utilize DVOB Qualified Firms to achieve the 3% goal and add value to the project team.

The Qualified Firms also 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.

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

Order for Professional Services  
(OPS)

The final OPS Agreement to be awarded and issued to the Successful Qualified Firm shall be in a form consistent with the Authority's Standard OPS Agreement No. 4 for Simple projects (which is available on the Authority's website: [www.njta.com](http://www.njta.com) under Doing Business, Engineering Professional Services, PS Supplemental Forms).

Very truly yours,

ORIGINAL SIGNED BY

Michael Garofalo  
Chief Engineer

MG: MT: DMM  
Attachments

c: L. Malak  
L. Navarro  
M. Tapia  
Review Committee  
File

**ATTACHMENT A**  
**Expressions of Interest and Fee Proposal Submission Requirements**

**Subsection No. and Title**

- A1. Expressions of Interest Submission Requirements
- A2. Fee Proposal Submission Requirements



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

A. To be considered for these services, each Qualified Firm, must submit the following:

1. **Letter of Interest**, which shall be limited to a total of five (5) single-sided, letter-sized pages with minimum 1-inch borders and minimum font size of 10 pt., stating the Qualified Firm's interest, ability, and its commitment to complete the requested professional services listed Attachment B, Subsection B2, "Scope of Services".

A brief transmittal letter is excluded from the above referenced page count.

The Letter of Interest shall demonstrate the Qualified Firm's ability to meet the rating factors listed under the heading "Consultant Selection" hereinabove. The Qualified Firm shall address the rating factors in the order in which they are listed, i.e., 1 through 8.

This five (5) page limitation does not apply to the documents listed in Items 2 -11 below. Qualified Firms may include a maximum of three (3) 11x17 inch foldout sheets to convey the Project Schedules (2 foldout sheets maximum) and organization chart (1 foldout sheet maximum), that cannot otherwise be adequately presented on 8 1/2 x 11-inch pages. No other foldout sheets are allowed.

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 a maximum of seven (7) with dates provided for each project.
4. A completed **NJTA Bridge Inspection Qualification Summary** form detailing certifications of proposed staff shall be submitted. A copy of this form will be available via the Authority's Secure File Sharing Site.
5. A detailed staffing estimate for each OPS per task and by ASCE Grade/ Classification, along with an estimate of total hours, to provide the work described herein.
6. A **Project Schedule** for this solicitation that addresses the various tasks defined by the scope of services for this assignment. The Project Schedule may be a maximum of two pages – foldout sheets are permitted.
7. A completed **Recent Authority Project Experience** Form for the prime Firm and for each subconsultant. This form is available at [www.njta.com/doing-business/ps-supplemental-forms](http://www.njta.com/doing-business/ps-supplemental-forms).
8. A completed **Commitment of Proposed Project Staff** Form stating the percentage of time each member has available to commit to this assignment, including subconsultant staff. This form is available at [www.njta.com/doing-business/ps-supplemental-forms](http://www.njta.com/doing-business/ps-supplemental-forms).
9. A completed **Certification of Staff Availability** Form, which certifies that the staff proposed in the EOI shall be used in the performance of the project. This form is available at [www.njta.com/doing-business/ps-supplemental-forms](http://www.njta.com/doing-business/ps-supplemental-forms). 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 Qualified 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.

\*The aforementioned page limitation shall be increased to a maximum of twenty (20) pages if the Qualified Firms must exercise option \*9C above. The additional eight (8) single-sided letter-sized pages shall include information for alternate staffing as follows:

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).

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.

Allowance for one (1) page, if necessary, to explain the Qualified Firms' modified approach to the project if it would be handled differently as a result of utilizing the alternate personnel.

The Qualified Firm shall not include alternate staffing in their EOI unless they are required to do so in accordance with Option \*9C. 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.

- 10. A completed Disclosure Form – Outstanding Work with the Authority stating all outstanding work with the Authority for both New Jersey Turnpike and Garden State Parkway projects. Forms for each Qualified Firm, each member of a Joint Venture and all subconsultant shall be submitted. State “none” on the form if Qualified 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. Qualified Firms 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. This form is available at [www.njta.com/doing-business/ps-supplemental-forms](http://www.njta.com/doing-business/ps-supplemental-forms).
- 11. Completed Standard Supplemental Forms as set forth in Attachment C, Subsection C13 “Standard Supplemental Forms to be Submitted”.

Pages in excess of the stated 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**  
**Fee Proposal Submission Requirements**

Following a review of the submitted Expressions of Interest, the Authority will request Fee Proposal(s) from the top three (3) (or more), technically ranked Qualified Firm(s).

The Fee Proposal shall be submitted as a cost-plus fee based on reimbursement of direct professional and technical salaries times a multiplier, not to exceed 2.80, based on a 10% allowance for profit and an overhead rate of 154.5%, or the individual Qualified Firm's overhead rate as determined by Federal Acquisition Regulations (48 CFR Part 31.105), whichever is less, plus direct expenses, subconsultant services and subcontractor services, at cost. The multiplier shall not be applied to the premium portion of overtime. The multiplier covers all overhead and profit.

Subconsultant and subcontractor services are those required services performed by other firms or contractors at the Successful Qualified Firm's direction.

For general services provided by the Successful Qualified Firm's corporate officers, partners, owners and/or principals in a non-technical capacity, no compensation will be provided. When corporate officers, partners, owners and/or principals are required to provide services in a technical capacity, the salaries for such individuals performing services in a technical capacity shall be reimbursable for direct salaries times a multiplier not to exceed 2.80.

No expenses or costs shall be billed unless specifically included in this EOI Solicitation and the Successful Qualified Firm's final negotiated Fee Proposal.

Average rate per classification/grade will not be permitted to determine total labor costs. The Fee Proposal shall detail time (hours) and direct salary data for classifications conforming to the ASCE Professional and Technical Grades, as shown on the Staffing Estimate and as modified by the Qualified Firm to account for all required services. Services shall be billed in accordance with the Successful Qualified Firm's Fee Proposal.

Salary rate increases will be permitted in accordance with the following parameters:

- Salary increases for merit or cost of living will not be permitted for the first 12 months of any OPS Agreement from the date of execution.
- Starting at month 13, all staff, regardless of pay grade / title, will be allowed up to a maximum annual increase of 3%.
- The proposal salary rate increase schedule will apply to the Successful Qualified Firm as well as all subconsultants.
- Salary rate increases as a result of a promotion are not subject to this policy.

The Qualified Firm's total Fee Proposal for these services shall be rounded to the nearest \$5,000.

Salaries shall be charged at the Successful Qualified Firms' hourly rates. The Successful Qualified Firm 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 services or whenever the Successful Qualified Firms proposes that an individual's rate be changed during the term of this OPS awarded pursuant to this RFEOI, provided such change is reflected in the Successful Qualified Firm's Fee Proposal. Except for overtime

worked on construction supervision during permissible contract working hours, overtime must be approved by the Authority. The Fee Proposal shall follow and reflect the staffing estimate as shown in Attachment B3.

To assist in the Authority's management of its annual spending, the Qualified Firm shall include within the Fee Proposal the projected billings associated with these services, including monthly projections for the first two (2) years and quarterly billing projections for the duration of this assignment (if applicable).

Given the potential for out-of-scope activities to arise during the performance of this OPS, the Qualified Firm is directed to include a 10% contingency of the cost-plus fee based on reimbursement of direct professional and technical salaries times the multiplier (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. Possible unanticipated services may include, but are not limited to, inspections of newly identified non-NBIS culverts.

Direct expenses shall include only mileage, printing of inspection reports (including the costs of regular paper, colored paper, dividers, covers, photo pages, bindings, labels, and plastic covers), railroad flagging and inspection services, railroad and utility permits/insurance, rental cost for bridge inspection equipment, Maintenance and Protection of Traffic (MPT) costs, fuel and repairs for rented inspection equipment or Truck Mounted Attenuators (TMAs), Authority approved safety vests, tolls charged by other agencies as required to access Authority culverts, and expenses associated with the unanticipated assignment task, with prior written approval by the Authority. The Qualified Firm shall provide the estimated direct costs for these items in the Fee Proposal. Mileage will be paid at the prevailing federal mileage rates ([www.irs.gov](http://www.irs.gov)). Mileage will be reimbursed for travel between the Successful Qualified Firm's local office and the job site and return. Any change to this rate is subject to the approval of the New Jersey Turnpike Authority. The Successful Qualified Firm will be responsible for paying all New Jersey Turnpike Authority tolls.

Compensation for lodging and meals will not be reimbursed, unless approved in writing in advance by the Authority. If approved, expenses for lodging and meals will be paid at in accordance with the federal per diem rates which can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). This shall apply to the Successful Qualified Firm and its subconsultants and subcontractors.

Overnight delivery charges will be paid by the Authority only if such overnight delivery is specifically requested by the Authority and agreed to in advance. Otherwise, the Successful Qualified Firm will not be reimbursed for overnight delivery charges. This shall also apply to the Successful Qualified Firm's subconsultants and subcontractors.

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

**Subsection No. and Title**

B1. Anticipated OPS Procurement and Project Schedule

B2. Scope of Services

B3. Staffing Estimate

B4. Qualified and Eligible Firms

**Subsection B1**

**OPS Procurement and Project Schedule**

Request for Expressions of Interest Posted .....	July 20, 2023
Deadline for Written Inquiries.....	July 27, 2023
Posted Responses to Inquiries .....	August 3, 2023
Deadline for Submittal of Expressions of Interest .....	August 10, 2023
Request for Fee Proposals, if notified (anticipated) .....	September 6, 2023
Recommendation to Award OPS No. T4115 and OPS No. P4116.....	October 26, 2023

**Anticipated OPS Schedule**

Notice to Proceed for OPS No. T4115 and OPS No. P4116 .....	December 2023
Completion of Services OPS No. T4115.....	December 2024
Completion of Services OPS No. P4116.....	March 2025

**Subsection B2**  
**Scope of Services**

**INTRODUCTION**

OPS No. T4115 and OPS No. P4116 is for the inspection and preparation of Culvert Inspection Reports for non-NBIS culverts with span lengths between 5 and 20 feet. The Successful Qualified Firm shall be responsible for conducting the inspections, recording the inspection data and results into the Authority's proprietary software provided by Bentley "AssetWise Asset Reliability Inspections" (aka AssetWise), and generating Culvert Inspection Reports. The Successful Qualified Firm shall also provide recommendations for updates to the Authority's 2021 Culvert Inspection Guide, and other related deliverables.

Specific inspection scope for OPS No. T4115 involves 75 total culvert inspections on the Turnpike. This will include conducting first cycle inspections for ten (10) culverts. This will also include conducting anticipated underwater inspections for ten (10) culverts. Refer to "OPS No. T4115 List of Culverts, New Jersey Turnpike" below for list of culverts to be inspected.

Specific inspection scope for OPS No. P4116 involves 142 total culvert inspections on the Parkway. This will include conducting first cycle inspections for six (6) culverts. This will also include conducting anticipated underwater inspections for six (6) culverts. Refer to "OPS No. P4116 List of Culverts, Garden State Parkway" below for list of culverts to be inspected.

**GENERAL**

1. All services provided by the Successful Qualified Firm shall be in strict conformance with Authority requirements and standards of quality as may be found in the Procedures Manual, Design Manual, Standard Drawings, Sample Design Plans, CADD Standards, and Standard and Supplemental Specifications, all of which are available on the Authority's website at [www.njta.com](http://www.njta.com).
2. The Successful Qualified Firm shall be responsible for the thorough understanding of the project requirements, including all applicable codes, permits, and regulations for all aspects of this project. All elements of the assignment must be in full compliance with all applicable codes, regulations, and standards, and shall consider all technical guidelines available.
3. Any documents required to be submitted to the Authority for review and comment, in performance of the services, will not relieve the Successful Qualified Firm from its obligation to perform all services in accordance with proper engineering criteria and sound professional engineering in accordance with the relevant standard of care. The Authority's review and comment shall not be construed as a comprehensive or detailed review for purposes of verifying or validating such submissions or the Successful Qualified Firm's work product. The Successful Qualified Firm shall be solely responsible for all documents it prepares and shall remain responsible to ensure the integrity of its work, including that of its subconsultants.
4. For the purpose of this Request for Expressions of Interest, the term "Qualified Firm" which is 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.
5. The Successful Qualified Firm must perform a QA/QC review prior to all submittals. The Successful Qualified Firm shall allow for a minimum two (2) week review period by the Authority for each Draft Report submission. It is

expected that Draft Report shall be submitted in bundles for review, on an ongoing process. The Successful Qualified Firm may, at their own discretion, proceed during the Authority's review period on selected areas of the submitted report. However, any delays caused by the Authority's review process shall not be sufficient reason for additional compensation. Comment resolution must be complete prior to the Final Report submission.

6. The Authority reserves the right to, at any time and without notice, audit the Successful Qualified Firm or their subconsultants. All agreements and/or contracts between the Successful Qualified Firm and their subconsultants shall include specific language that provides the Authority the ability to audit the subconsultant at any time and without notice.
7. The Successful Qualified Firm shall retain legal responsibility for all culvert inspection work, which shall in general follow the latest standards including all the applicable codes and regulations governing the inspection and practices of the Authority.
8. The Successful Qualified Firm shall comply with all Federal and State laws applicable for the work to be performed under this OPS.
9. The Successful Qualified Firm shall not assign this OPS, sublet, or transfer any part of the work or obligations hereunder, without the prior written approval of the Authority.
10. The Successful Qualified Firm shall furnish specialized equipment as needed to perform inspections. Reimbursement for the special inspection equipment shall be approved in advance and will be made as a direct expense.
11. Reimbursement for any additional cost incurred by the Successful Qualified Firm due to circumstances beyond the control of the Successful Qualified Firm, such as down time for bad weather, shall be discussed with and approved by the Authority's Liaison Engineer. The Authority's Liaison Engineer will have sole discretion in determining if circumstances, and therefore compensation for additional work and expenses, are beyond the control of the Successful Qualified Firm.

**REGULATIONS AND GUIDELINES TO BE FOLLOWED, BUT NOT LIMITED TO:**

- A. New Jersey Turnpike Authority (NJTA)
  - NJTA Standard Specifications, 2016
  - NJTA Design Manual
  - NJTA Standard Drawings
  - Manual for Traffic Control in Work Zones
  - NJTA Procedures Manual
  - NJTA Culvert Inspection Guide 2021
- B. Structure Nomenclature/Inspection Methodology
  - Federal Highway Administration (FHWA)**
  - Bridge Inspectors Reference Manual, December 2006
  - Culvert Inspection Manual, 1986, FHWA-IP-86-2
  - National Bridge Inspection Standards, 23 CFR Part 650, January 2005



**American Association of State Highway/Transportation Officials (AASHTO)**

Manual for Bridge Evaluation, 3<sup>rd</sup> Edition with 2016 Interims  
Manual for Bridge Element Inspection  
Roadside Design Guide, 2011

**Occupational Safety and Health Administration (OSHA)**

Commercial Diving Operations Standards, 29CFR Part 1910 Subpart T

**New Jersey Department of Transportation (NJDOT)**

Bridge Element Inspection Manual, Revision 1, February 2015.

Underwater Inspection and Evaluation of NJ Bridges Guidelines Manual, June 1994 Edition with August 2008 Revisions.

**C. Concrete Deficiencies**

**American Concrete Institute (ACI)**

Guide for Conducting a Visual Inspection of Concrete in Service, 2008, ACI 201.1R-08

**E. Structure Inventory and Appraisal**

**Federal Highway Administration (FHWA)**

Recording and Coding Guide for Structure Inventory and Appraisal of the Nation's Bridges, December 1995, FHWA-PD-96-001, and Errata Sheet, March 2004

**New Jersey Department of Transportation (NJDOT)**

Recording and Coding Guide for Structure Inventory and Appraisal of New Jersey Bridges, 2003 Edition with May 2008 Interim Revisions

**DETAILED SCOPE OF WORK**

The Successful Qualified Firm is responsible to undertake any and all activities required to prepare deliverables and all ancillary activities to effectuate the assignment requirements. As such, the Successful Qualified Firm shall perform, at a minimum, the services outlined below. However, the Successful Qualified Firm shall be responsible to account for any and all work activities necessary for the complete performance of this assignment, whether or not such activities are identified below. The Successful Qualified Firm shall account for all work activities required for this project and shall identify any additional services that will be required for the complete performance of this assignment.

**1) RESEARCH**

- a. Review previous cycle Culvert Inspection Reports prior to performing inspections, to obtain an understanding of the features and their conditions.

- b. Identify the As-Built Contracts for original construction and all major alterations done to the culvert. Record contract type and dates in the Inspection Reports (NBI 27 & NBI 106, Contract History sheet). Upload relevant As-Built sheets to AssetWise as reference drawings.

## 2) CULVERT INSPECTION GUIDE UPDATES

- a. Provide recommendations to the Authority for updating the NJTA 2021 Culvert Inspection Guide, to bring the document in line with current inspection approach, report formats and standards. This task can be completed after inspections are performed and reports are prepared and can incorporate lessons learned during the inspections.

## 3) INSPECTIONS

- a. Perform in-depth inspections utilizing non-destructive methods. The inspection shall include the overall condition, culvert barrel, culvert appurtenances, waterway, scour protection, adjacent slopes, roadway over culverts and safety features. Extensive high-resolution photographs shall be taken to document conditions and substantiate findings. The inspection shall consist of visual, tactile, and necessary non-destructive probing to ascertain the culvert physical condition.
- b. INSPECTION TEAMS – In order to meet the project schedule, the Qualified Firm may propose multiple inspection teams. The Qualified Firm shall identify the number of inspection teams, as well as the specific team leaders and inspectors per inspection team, within their EOI Submission. To ensure a consistent approach, the inspection teams shall meet with the Authority's Liaison Engineer to discuss the approach, provide samples of Inspection checklists, field note sheets, lessons learned from previous inspections, etc. before the inspections commence.
- c. CONFINED SPACE ENTRY REQUIREMENTS –
  - i. The inspection team leader(s) and inspector(s) shall attend a training course for confined space inspections and submit evidence of training certification to the Authority. Firms such as Leading Edge Safety and Health, LLC, (732) 223-7800, offer training course on safety of confined space entry.
  - ii. The appropriate requirements (OSHA, etc.) and techniques (radios, specialized breathing equipment if/where required, etc.) for culverts deemed as confined spaces shall be followed during the inspection. Environmental conditions (weather, tide, etc.) shall be monitored by the inspection teams to ensure inspections are conducted in a safe manner.
- d. UNDERWATER INSPECTION REQUIREMENTS
  - i. Underwater inspections (UWI) are anticipated for target culvert locations. See "OPS No. T4115 List of Culverts, New Jersey Turnpike" and "OPS No. P4116 List of Culverts, Garden State Parkway" later in this RFEI subsection for details about locations. Underwater inspection shall be a hands-on inspection performed by a qualified dive team. A Professional Engineer, licensed in the State of New Jersey, shall be present when the underwater inspection is performed. A diving report containing observations of noted conditions shall be submitted. The inspection shall be a Type 2 classification in accordance with NJDOT's Underwater Inspection Evaluation of New Jersey Bridges Guideline Manual, June 1994, and all associated revisions. The underwater inspections are in addition to the requirements of the routine biennial inspections (not in place of) and shall be performed at the time of the initial routine culvert inspection. The depth of water in the culvert must be verified by the Team Leader prior to the underwater inspection, to verify that an underwater inspection is indeed required. If tidal flow is present,

the depth of water in the channel at the wall units at low tide must be verified by the Team Leader prior to the underwater inspection, to verify that an underwater inspection is indeed required and make every effort to perform the inspection during low tide.

- ii. Turnpike Culvert MP 92.11B, located at a pump station, is fully submerged, and will require an underwater inspection in confined space. Coordination with NJTA staff will be required at this location. This location shall be discussed in detail with the Authority's Design Liaison prior to the Inspection Team conducting the inspection.
- iii. The minimum size of a dive team shall be three (3) as follows:
  - I. Commercial Scuba Air Diving
    - a. Designate Person-in-Charge (DPIC)
    - b. Standby Diver
    - c. Diver (line tended)
  - II. Commercial Surface – Supplied Air Diving
    - a. DPIC
    - b. Diver
    - c. Tender

The requirements for diver and dive team training are as follows:

The diver shall have successfully completed NHI Course No. 130091 – Underwater Bridge Inspection within the last 5 years. The diver/diver team's NHI certificate shall be submitted with the EOI. The diver shall be commercially trained at an Association of Commercial Diving Educators (ACDE) accredited school complying with the requirements of ANSI/ACDE-01-1993, "Commercial Diver Training – Minimum Standard". A military diving school meeting the same standards is also acceptable training.

In lieu of meeting the requirements of above, a diver may be trained through either field experience or a combination of formal diving training and field experience. The OSHA diving standard (29-CFR 1910.410) specifies that all dive team members (i.e., divers and support employees involved in diving operations including the DPIC) must have experience or training in the use of tools, equipment, systems, techniques, diving operations and emergency procedures which pertain to their assigned tasks and diving modes (i.e., scuba diving on air, surface supplied diving on air or mixed gas diving). Additionally, dive team members who are exposed to hyperbaric conditions (e.g., diver) or control the exposure of others to hyperbaric conditions (e.g., DPIC or decompression chamber operator) must be trained in diving related physics or physiology. The level of training required by the standard depends upon the particular experience or function an employee fulfills on a dive team, the specific underwater operational tasks being performed and the diving mode to which the employee is assigned.

Records of all diver or dive team training shall be maintained by the diving company and shall be available for inspection.

All dive team members shall be trained in cardiopulmonary resuscitation and standard first aid (American Red Cross Standard).

e. MEASUREMENTS –

- i. The Successful Qualified Firm shall obtain the longitude and latitude coordinates of all first cycle inspection culvert locations. The Successful Qualified Firm shall verify the longitude and latitude coordinates obtained from previous Inspection Reports to validate the previous entry. The need for extensive survey is not anticipated; the use of a GPS device is acceptable.
  - ii. Distortion identified within the culvert barrel shall be measured and recorded. The Successful Qualified Firm shall perform hand-measurements of all deformation sections identified within the culvert barrel. Measurements shall be taken, and the data shall be recorded in the Distortion Measurements Sketch, which will be included in the Inspection Report. Extensive survey is not required. The format shall follow what is included in the 2021 Culvert Inspection Guide.
- f. The Successful Qualified Firm shall be responsible for informing the Authority's Liaison Engineer of any non-NBIS culverts discovered during the course of this OPS which are not included within the current inventory. After discussion and approval, newly found culverts shall be inspected and added to the Authority's inventory. For estimating purposes for this proposal, Qualified Firms shall only estimate the cost of work for the culverts listed in this proposal. Payment for inspection of newly identified culverts will be paid under "Unanticipated Services" after prior written approval of associated effort.

4) INSPECTION REPORTS

- a. ASSETWISE – The Culvert Inspection Reports are generated from the Authority's proprietary software provided by Bentley "AssetWise Asset Reliability Inspections". It is a requirement and expectation that the Qualified Firm shall have some prior knowledge with utilizing and inputting data into the Authority's AssetWise Program. The Successful Qualified Firm will be responsible for inputting their inspection data into the AssetWise system and generating the Culvert Inspection Reports. The Successful Qualified Firm shall request from the Authority read/write access for Culvert data input. The Successful Qualified Firm shall obtain access to the Authority's AssetWise system through the internet web address.
- b. REPORT FORMAT–
  - i. The Successful Qualified Firm shall verify the previous inspection cycle data which has been entered and shall update any data if required/warranted.
  - ii. Culvert Inspection Reports shall generally follow the sample provided in the 2021 Culvert Inspection Guide. The majority of the document pages shall be generated in AssetWise through the standard forms and report sections. Other pages (Soundings, Aerial Map Sketch, Distortion Measurements Sketch) shall be generated outside the program and inserted as additional sections.
  - iii. Report Sections – The Report shall have the following sections. All are generated in AssetWise unless otherwise noted (\*):
    - Cover
    - Table of Contents
    - General Information
    - Conclusions and Recommendations
    - Contract History
    - Miscellaneous
    - Approach/Roadway 1 thru 4
    - Culvert (Pipes)

- Culvert (Box)
- Waterway/Channel
- Photographs
- Element Inspection
- Soundings\*
- Aerial Map Sketch\*
- Underwater Inspection\* (if required)

- iv. Photographs – The digital camera to be used shall have a minimum resolution of four (4) mega pixels. Photographs shall be uploaded onto AssetWise with captions, in the following order.

GENERAL: Inlet and Outlet Elevations, Approach Roadways, Interior Barrel (include one typical photo of the original section, and all widened sections), Roadway/Berm over culvert (from each end, and the median areas where applicable), Upstream and Downstream Channel, Junction Box and/or Construction Collars within culvert barrel (where applicable), and other unique features observed for the culvert.

Culvert appurtenances (headwall/wingwall) and channel protection countermeasure photos shall be included. Adjacent drainage features shall also be included.

DEFECT: All repairable defects (critical and non-critical) must have a photo for each location in order of the field notes. Deformation should be clearly visible in photos where this defect exists. Photos of siltation/blockage within the culvert barrel and adjacent channel shall be included.

WORK DONE: Work done photos shall be included within the defect photos.

EQUIPMENT AND MPT: Special equipment or MPT used during the inspection.

Photographs are required for all defects with Category A or B repairs recommended:

Deficiency quantities (e.g. 20 SF of concrete is hollow sounding) and location shall be included in the caption. The photo date shall be recorded upon upload and reflect the actual date the photograph was taken.

The Successful Qualified Firm shall take photos of every repairable defect and upload onto the AssetWise database.

Deficiencies noted in reports shall be cross referenced to photos taken which depict that deficiency.

If construction/improvements are underway at a culvert location, the Successful Qualified Firm shall provide photos of the areas under construction.

- c. **AUTHORITY DEFICIENCY CATEGORY DEFINITIONS –**

To identify the severity of the deficiencies and prioritize the necessary repairs to help in planning for future Maintenance Force and Contract improvements, the deficiencies and conditions noted in the inspection reports shall be identified within one of the following Authority stipulated repair categories below.

### CATEGORY A

Deficiencies that require prioritized attention with prompt notification given to the Authority. Conditions discovered at the time of inspection which constitute an impairment to the ability of the culvert to function in the safe capacity it was designed for and/or pose a potential safety concern to the travelling public.

For such findings, a Category A report is prepared and issued based on urgency and criticality.

#### A1 (Emergency)

Critical findings in the culvert which, if not repaired immediately, may require closing the roadway, or a portion thereof, and could lead to a total collapse of the structure; or a defect found at any ancillary structural asset determined as an immediate safety hazard to the traveling public.

#### A2 (Priority)

Major defects noted which are recommended for necessary repair in the near future as they pose a potential safety concern to the travelling public or could lead to significant roadway restriction or partial collapse of the structure.

#### A3 (Non-Structural)

Issues noted which are recommended for repair before or within the next regularly scheduled contract as they pose a potential safety concern to the travelling public.

#### Guide Rail

Damage or significant corrosion noted to guide rail elements which traverse over the culvert location and/or are within the roadway approaches, which require repair in the near future are reported by the issuance of a Guide Rail Type Category A Report.

### CATEGORY B “Contract Work”

Deficiencies noted that are recommended for repair by an annual Culvert Rehabilitation/Repair Contract or Specialized Repair Contract as part of the Authority’s Capital Budget Program.

### CATEGORY E “Monitor”

Noted deficiencies or conditions that are considered actively developing and may be recommended for contract work but require monitoring until the condition has been remedied. This monitoring would involve an increased inspection frequency and/or level of detail through routine or interim inspections.

Further information can be found in the Authority’s Culvert Inspection Guide 2021.

#### d. SUBMISSIONS –

- i. The Successful Qualified Firm shall submit a draft report and final report, for each culvert location. The Successful Qualified Firm shall prepare Comment Responses to all comments received on the draft reports and shall obtain concurrence on their responses prior to the final

report submittal.

- ii. An initial group of five (5) culvert locations will be chosen as the pilot draft report submittals. The Successful Qualified Firm shall prepare and submit the pilot locations first and shall incorporate comments received on the remaining culvert inspection reports.
- iii. It is anticipated that the Successful Qualified Firm shall submit draft inspection reports for review in batches. The draft report submittal schedule will be developed in conjunction with the Authority Design Liaison.
- iv. Hard copies of reports are not required to be submitted. Final culvert inspection reports shall be submitted as PDF files on CDs, DVD, flash drive or other acceptable media. Each of the reports shall be named "(GSP or TPK)\_(MP #)\_Final-Report\_(date of submittal).pdf". Examples include "GSP\_111.5\_Final-Report\_191122.pdf." All reports shall be placed together in one folder or subfolder set up specifically for culvert inspection reports only.

#### 5) POST-STORM INSPECTION PROTOCOL RECOMMENDATION

- a. Successful Qualified Firm shall assist the Authority by providing a recommendation for protocol for post-storm culvert inspections, for the Authority's consideration. This procedure is meant to assist the Authority in determining methodology for conducting these inspections and prioritize culvert locations following severe storm events. Deliverables shall include recommending a detailed protocol, field procedures, key contacts, developing templates, and a report/memo documenting the Successful Qualified Firm's approach and reasoning. The Successful Qualified Firm is only required to develop this protocol. Execution of this protocol shall not be required under this OPS.

#### 6) NJTA MISCELLANEOUS DELIVERABLES

- a. NJTA eGIS DATA – This data shall be gathered and provided to the Authority in Excel spreadsheet format for incorporation into the Authority's eGIS System. Successful Qualified Firm shall note that data input into AssetWise can generally be extracted in Excel format. Authority needs for eGIS shall be discussed at the kickoff meeting and/or pre-inspection meeting.

#### 7) PROJECT MANAGEMENT/MEETINGS

- a. Status Meeting - It is anticipated that the Successful Qualified Firm will be required to conduct monthly project status meetings throughout the duration of the project. These meetings shall typically occur at the Authority's Administrative offices but can be held virtually at the Authority's discretion. Other meetings may be scheduled based on project needs. The Successful Qualified Firm shall prepare brief Minutes for all Meetings within 5 business days and shall submit the Minutes for review and approval.
- b. Milestone Meetings – The schedule for meetings, key milestones/interim milestones, etc. shall be established upon notice to proceed, and shall be monitored/updated as is necessary. It is anticipated that the Successful Qualified Firm, at a minimum, shall conduct and/or participate in the following project milestone meetings: kickoff meeting; Technical Manager's AssetWise and Report refresher training session, if deemed necessary; pre-inspection meeting; post inspection assessment and results; post-storm inspection protocol recommendation (initial discussion, draft deliverable, final protocol recommendation). These meetings are expected to occur at the Authority's Headquarters Building.

**GENERAL REQUIREMENTS AND CONDITIONS FOR WORK PERFORMED**

- A. The Successful Qualified Firm shall obtain a traffic permit prior to performing any work on the Authority's Right of Way.
- B. All team leaders shall notify the Authority and the Bridge Inspection Program Technical Manager Consultant (Technical Manager) of their location via email on a daily basis. Email template shall be discussed at the kickoff meeting.
- C. The Successful Qualified Firm shall provide traffic control in accordance with the current edition of the New Jersey Turnpike Authority Manual for Traffic Control in Work Zones, for inspection work along the New Jersey Turnpike and Garden State Parkway. The Successful Qualified Firm shall also provide traffic control on local and state roads in accordance with the governing agency's requirements, if required. Reimbursement for furnishing traffic control devices and shoulder/lane closings will be made as a direct expense.
- D. Inspection work on the Turnpike and Parkway shall be performed behind guiderail or other roadside barriers, where feasible. Work conducted in a closed lane or shoulder shall be performed in accordance with the Standard Traffic Protection (TP) Drawings. The Successful Qualified Firm shall be responsible for all costs associated with MPT on Authority roadways required for the field work except as defined in item for TCC below.
- E. Short duration shoulder closings necessary for the inspection work shall be provided and maintained by the Successful Qualified Firm. Short duration shoulder closings shall conform to applicable Standard Drawing.
- F. TMAs shall be provided by the Successful Qualified Firm. A separate line item shall be provided in the Fee Proposal for the cost associated with furnishing the TMAs for the project and for fueling of the TMAs. The Successful Qualified Firm will be required to provide a letter from the rental company which states that the supplied TMAs meet or exceed NCHRP 350, Test Level 3 compliance.
- G. Traffic Control Coordinator (TCC) shall be required where lane and half ramp closings are to be installed by the Successful Qualified Firm, subconsultant or subcontractor as part of design or bridge/culvert inspection. A TCC will not be required for shoulder closings installed by the Successful Qualified Firm or vendor. Refer to Specifications Subparagraph 801.03(A)(6) for TCC requirements and certification, which shall apply to design and bridge/culvert inspection tasks involving lane and half ramp closings.
- H. Immediately following Notice to Proceed, the Consultant shall submit a Project-Specific Quality Control/Quality Assurance (QA/QC) Plan for Authority's approval which clearly explains how its firm-wide Quality Management Program translates into the quality process for this assignment. The QA/QC Plan shall identify credentialed QA/QC personnel and their roles and explicitly outline measures to be followed throughout the duration of the assignment, including the management of subconsultants and their work. The Consultant is entirely responsible for the quality of submittals in this inspection assignment and will be monitored by the Authority on a continued basis for adherence to the approved QA/QC Plan. Should it be determined that incomplete or erroneous reports are being submitted, then the Consultant will be required to convene a meeting with the Authority to review the deficiencies and propose an action plan to bring the reports to established standards.



The Authority's Bridge Inspection Program Technical Manager Consultant (Technical Manager) will be involved at a high level to ensure accuracy, consistency and completeness in inspection data collection and entry, inspection report format and content. The Technical Manager will conduct unscheduled field audits for compliance of inspection personnel and procedures, review of select draft inspection reports and limited audits of Bentley AssetWise) data entry. A kickoff meeting will be scheduled with the Consultant, the Authority's Liaison Engineer, and the Technical Manager to discuss inspection procedures, personnel, report format, inspection forms, schedule, and submittals.

- I. If access to any culverts are required from outside the Authority's right-of-way, the Consultant shall obtain any necessary permits from state and/or other agencies (i.e. – Occupancy Permits, etc.).

### ADMINISTRATIVE

1. Project Coordination – The Successful Qualified Firm shall coordinate its activities with Authority personnel throughout the course of this project. Upon commencement of services under the OPS, the Successful Qualified Firm shall establish a means of coordinating and reporting its activities with the Authority's representative to ensure an expeditious exchange of information. The Authority shall be informed of all meetings with other agencies, government officials and/or groups so that Authority personnel can attend if necessary.

Throughout the duration of the project, the Successful Qualified Firm shall maintain a document control system recording the disposition of all documents associated with the project. The Successful Qualified Firm shall also prepare a detailed project schedule using Primavera software for activities to be completed. The schedule shall identify all submission dates, review times, major activities, durations, critical path items, interdependencies, etc., to complete the scope of services required for the project.

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

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

2. Management Requirements – The Successful Qualified Firm's Managing Principal and the Successful Qualified Firm's Project Manager shall possess a valid New Jersey Professional Engineer's license and shall not be removed from the OPS and replaced with another Project Manager/Resident Engineer without prior written approval from the Authority's Chief Engineer or his representative.

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

3. Progress Reports – The Successful Qualified Firm will be responsible to prepare and submit monthly progress reports indicating percent of work completed by task, work completed in the last month, work to be performed,

actions/decisions required by the Authority, and the status of the project's schedule and budget. Reports shall be submitted on a monthly basis and coincide with the invoice submitted for the same time period.

Progress reports shall contain monthly updates of the approved schedule. Progress reports shall also include an estimate of the Authority's financial spending plan for the project. This spending plan will be detailed for the OPS, construction contract(s), Utility Order(s), and any other costs to be paid by the Authority.

4. Invoicing Requirements – All invoices shall be consecutively numbered and shall contain the words, "Order for Professional Services No. T4115" or "Order for Professional Services No. P4116". Invoices will not be processed before the progress report for that month's activities have been submitted.

Invoices are required to be submitted (electronically to *EngineeringOPSInvoices@njta.com*) on a monthly basis. They shall be submitted to the Authority within 15 business days of the cutoff date. The Successful Qualified Firm will also be responsible for preparing and submitting, as part of this invoice, projected billings associated with the OPS, monthly projections for two years and quarterly billing projections for the duration of the OPS.

The Successful Qualified Firm shall submit time sheet summaries. Individual employees' time sheets are not required, unless specifically requested by the Authority. Direct expenses shall be reimbursed in accordance with the expenses identified in Subsection A2.

The Successful Qualified Firm shall immediately notify the Authority's representative in writing if the percentage of fee earned exceeds the percentage of services completed. The Successful Qualified Firm shall immediately implement the necessary adjustments and/or make recommendations on how to alleviate this condition. Failure to do so may result in the Successful Qualified Firm being required to absorb any costs beyond the authorized fee.

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

5. All correspondence, invoices and transmittals for the project shall be referenced by the Authority's Order for Professional Services Number.
6. The Successful Qualified Firm shall submit the names of the personnel in the inspection teams, along with their resumes and NHI training certificates, for approval by the Authority. The Successful Qualified Firm shall complete the QAF-3 forms. The Authority's Liaison Engineer shall have the right to approve the number, qualifications, and performance of the Successful Qualified Firm's personnel and to have the Successful Qualified Firm remove any such personnel from the project who are not approved or licensed/certified as required, or who fail to perform satisfactorily. The Successful Qualified Firm shall not remove approved personnel assigned to the project without the written approval from the Authority. Certificates shall be in PDF format with the following naming convention: "Firm Last First # year" ("ABC Smith Jane 130092 2012.pdf"). For acceptable non-NHI courses such as the PennDOT thirteen (13) day bridge inspection course, use "Firm Last First #Equiv year" ("Bridge Associates Johnson Edward 130055Equiv 1999.pdf"). All files shall be submitted in one general folder or directory, not broken up into folders/subfolders. Certificates and completed QAF forms shall be submitted at the kickoff meeting.
7. Contract Coordination – Through coordination with the Authority's Design Liaison Engineer, the Successful Qualified Firm shall identify Authority projects (in construction phases) which have culverts located within their work zone areas. The Successful Qualified Firm shall harmoniously coordinate with these contracts to ensure safe access to the culvert locations in order to conduct the culvert inspections.

**REFERENCE MATERIALS:**

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 Qualified Firms via e-mail as part of the RFEIOI notification process. If there are any questions or issues related to the Secure File Sharing Site, please contact Marili Tapia via e-mail at [tapiadominguez@njta.com](mailto:tapiadominguez@njta.com). The subject line should read, "OPS Nos. T4115-P4116 Secure File Sharing Site Information". The following reference materials are available for review:

- 1) Culvert Inspection Guide 2021
- 2) Culvert Inspection Reports - Samples
- 3) First Cycle Inspection Locations Record Plans
- 4) NJTA Bridge Inspection Qualification Summary Form
- 5) Miscellaneous Forms (for reference only) – QAF1.3 Audit, QAF 3 Qualification form

**OPS NO. T4115 LIST OF CULVERTS, NEW JERSEY TURNPIKE:**

Asset Name	Road Carried	Features Intersected	Inspection Date	Culvert Dimensions	Number of Main Spans	Length of Barrel	UWI
MP 11.24	Turnpike NS/SN	Raccoon Creek	07/11/2017	12' x 8'	1	260	
MP 14.29	Turnpike NS/SN	Rattling Run	07/11/2017	12' x 7'	1	163	
MP 15.43	Turnpike NS/SN	Still Run	07/11/2017	12' x 8'	1	204	
MP 16.00	Turnpike NS/SN	Unnamed Waterway	07/12/2017	66" Diameter	1	225	
MP 19.46	Turnpike NS/SN	Tributary to Mantua Creek	03/03/2021	66" Diameter	1	208	
MP 20.16	Turnpike NS/SN	Unnamed Waterway	07/10/2017	60" Diameter	1	145	
MP 21.20	Turnpike NS/SN	South Branch of Woodbury Creek	03/03/2021	10' x 8'	1	213	
MP 21.97	Turnpike NS/SN	Woodbury Creek	03/03/2021	10' x 10'	1	182	
MP 22.12	Turnpike NS/SN	Unnamed Waterway	07/13/2017	66" Diameter	1	152	
MP 23.75	Turnpike NS/SN	Tributary to Big Timber Creek	03/02/2021	10' x 10'	1	161	
MP 24.90	Turnpike NS/SN	Beaver Brook	08/10/2017	60" Diameter	1	161	Y
MP 25.41	Turnpike NS/SN	Beaver Brook	03/02/2021	12' x 10'	1	216	
MP 26.13C	Turnpike Int. 3 Ramps TW/TE/WT	Beaver Brook	07/18/2017	14' x 6'	1	235	
MP 26.29	Turnpike NS/SN	Beaver Brook	07/18/2017	8' x 8'	1	223	
MP 3.61	Turnpike NS/SN	Game Creek	07/05/2017	8' x 3'	1	130	
MP 30.25	Turnpike NS/SN/SA3S Ramp SAS	Tindall Run	07/18/2017	10' x 8'	1	302	
MP 33.04	Turnpike NS/SN	Tributary to S. Branch of Pennsauken Creek	06/27/2017	8' x 6'	1	135	
MP 34.63	Turnpike NS/SN/Int. 4 Ramp TN	Pennsauken Creek	07/19/2017	60" Diameter	1	272	
MP 35.30	Turnpike NS/SN	Unnamed Waterway	06/27/2017	60" Diameter	1	168	
MP 36.20	Turnpike NS/SN	Pennsauken Creek	06/28/2017	66" Diameter	1	156	

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MP 36.64	Turnpike NS/SN	Pennsauken Creek	06/28/2017	66" Diameter	1	152	
MP 38.50	Turnpike NS/SN	Parkers Creek	03/02/2021	66" Diameter	1	248	
MP 41.22	Turnpike NS/SN	Cattle Pass	06/29/2017	7'-7" x 7'-7"	1	150	
MP 43.95	Turnpike NS/SN/Int. 5 Ramp NT	Mill Creek	07/20/2017	10' x 12'	1	248	
MP 51.83	Turnpike NSO/NSI/SNI/SNO	Tributary to Crystal Lake	07/20/2017	14' x 7'	1	324	
MP 57.43	Turnpike NSO/NSI/SNI/SNO	Cattle Pass	07/21/2017	8' x 11'	1	322	
MP 60.51	Turnpike Interchange 7A Toll Plaza	Back Creek		60" Diameter	1		
MP 64.98	Turnpike NSO/NSI/SNI/SNO	Bear Brook	09/27/2017	72" Diameter pipe, 7' Frame culvert	1	257	Y
MP 67.57C	Turnpike Berm (Interchange 8)	Timber Run Creek	07/27/2017	10' x 4'	1	698	
MP 69.46	Turnpike NSO/NSI/SNI/SNO	North Branch of Millstone River	09/27/2017	10'x 6'-8" box culvert; 10' rigid frame	1	270	
MP 71.87	Turnpike NSO/NSI/SNI/SNO and SA7S Ramp SAS	Cedar Brook	07/25/2017	16'-0" x 7'-8"	1	290	
MP 73.62	Turnpike NSO/NSI/SNI/SNO and Int. 8A Ramps TSO/TSI/SIT/SOT	Forsgate Farm Pond Overflow Culvert	07/25/2017	10' x 5' & 2 @ 60" Diameter	2	380	
MP 86.55	Turnpike NSO/NSI/SNI/SNO and Old Post Road	Mill Brook	07/05/2017	60" Diameter (RCP); 91" x 58" (RCEP)	1	478	
MP 86.57	Old Post Road	Storm Drain Diversion to Mill Brook	07/05/2017	77" Diameter	1	152	
MP 87.26W	Main Street	Mill Brook	07/05/2017	18' x 7'	1	64	
MP 87.52W	Dorothy Avenue	Mill Brook	07/06/2017	18'-0" x 5'-10"	1	45	

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MP 88.1	Turnpike Ramps SOT/TSI&TSO/TNI/TNO	Mill Brook Tributary		2 @ 60" Diameter	2		
MP 90.23A	HQ Berm, Private Parking Lot, and Main Street (CR 514)	Hearde Brook Tributary	06/08/2022	4'-5" x 4'-3"	1	98	
MP 90.95	Turnpike NSO/NSI/SNI/SNO and Int. 11 Ramps TSO/TSI	Hearde Brook	07/26/2017	5' x 5'	1	656	
MP 91.73	Turnpike NSO/NSI/SNI/SNO	Spa Spring Creek	07/27/2017	5' x 4'	1	430	
MP 92.11B	Turnpike U- Turn/Pennval Rd. (MP 92 Pump Station)	Woodbridge Creek Tributary		8'x5'	1		Y
MP 92.15	Turnpike NSO/NSI/SNI/SNO	Tributary of Woodbridge River	07/27/2017	7'-0"x 7'-6"	1	349	
MP 94.40	Turnpike NSO/NSI/SNI/SNO	Turtle Brook	09/27/2017	8' x 4'	1	340	
MP 95.95E	Turnpike Int. 12 Ramps TE1/TW	Unnamed Waterway	09/27/2017	106" X 68"	1	169	
MP 95.95F	Turnpike Int. 12 Ramps TE1/ET1	Unnamed Stream	12/08/2017	72" Diameter	1	239	
MP 95.95G	Turnpike Int. 12 Service Road	Unnamed Tidal Ditch	12/08/2017	60" Diameter	1	43	
MP 95.95H	Turnpike Int. 12 Service Road	Unnamed Tidal Ditch	12/08/2017	60" Diameter	1	65	
MP 96.89	Turnpike NSO/NSI/SNI/SNO	Marsh Creek	04/06/2021	10' x 6'	1	345	
MP 97.54A	Unnamed Gravel Road	Graselli Point	07/10/2017	6' x 6'-6"	1	20	
MP 97.54B	Unnamed Gravel Road	Graselli Point	07/10/2017	6' x 6'-6"	1	21.5	
MP 101.54B	Turnpike Int. 13A Ramps TSO/TSI/TN	Great Creek	08/11/2017	108" Diameter	1	220	
MP 104.29	Turnpike Ramps TSI/NSO/NSI/SNI/SNO			68" x 68"	1		
MP 104.3	Turnpike Ramps TSI/NSO/NSI/SNI/SNO	Elizabeth Channel Tributary		2 @ 60" Diameter	2		
MP 117.21NO	Turnpike SN95	Pedestrian Tunnel	07/31/2017	7' x 7'	1	91	
MP 117.40	Turnpike NS80/NS95/SN80/SN95 and Ramp TEW	Unnamed Waterway	02/14/2018	60" Diameter	1	353	Y

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MP 117.70	Turnpike Ramp ET and Route 46/Ramp B	Unnamed Waterway	02/14/2018	60" Diameter RCP and 60" Diameter CMP	1	355	Y
MP 121.50	Route 4 EB	Unnamed Waterway	02/14/2018	60" Diameter	1	667	
MP E110.80C	Turnpike Int. 15X Ramps TW/WT	Penhorn Creek	08/11/2017	14' Long	1	83	
MP E112.67			03/16/2023	66" Diameter	1	390	Y
MP E112.81			03/16/2023		1	336	Y
MP E112.95I			03/16/2023	83" x 53" RCP	1	520	Y
MP E113.07	Off TNE Ramp			38" x 60"	1	265	
MP N3.40	Turnpike HEW/HWE	Avenue B Utilities	10/13/2017	14' x 6'	1	153	
MP N3.53G	Turnpike Int. 14A Ramp TW	PSE&G Access	10/13/2017	5'-10" x 6'	1	106	
MP N5.56D	Bayview Avenue (Caven Point Road)	Utility Tunnel	03/16/2021	7' x 4'	1	107	
MP P2.57	Turnpike PEW/PWE	Unnamed Waterway	02/12/2021	2 @ 66" Diameter	2	469	
MP P2.61C	Turnpike Int. 6A Ramps WL/L	Unnamed Waterway	07/27/2017	2 @ 66" Diameter	2	192	
MP P2.61D	Turnpike Int. 6A Ramp TL	Unnamed Waterway	07/27/2017	2 @ 66" Diameter	2	112	
MP P3.73	Turnpike PWE/PEW	Unnamed Waterway	07/27/2017	2 @ 72" Diameter	2	264	
MP PA E3.41	Turnpike PA Extension	Crafts Creek Tributary		60" Diameter	1		
MP W110.74	Turnpike NSW/SNW	Kingsland Ditch	07/18/2017	14' x 7'	1	160	Y
MP W112.26	Turnpike NSW/SNW	Hackensack River Tributary	11/30/2021	96" Diameter	4	205	
MP W112.72N	Turnpike Int. 16W Ramps LT/CT/TC/TW/TL	Berry's Creek Tributary	07/19/2021	60" diameter	4	212	
MP W113.19	Turnpike NSW/SNW	Blackman's Creek	07/19/2017	96" Diameter	1	209	Y

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MP W113.48	Turnpike NSW/SNW	Cedar Creek	07/18/2017	108" Diameter	1	200	
MP W114.07	Turnpike NSW/SNW	Bashes Creek	07/19/2017	10' x 10'	1	160	
MP W114.07A	Turnpike Interchange 18W Ramp NWC	Bashes Creek	07/19/2017	10' x 10'	1	56	

Note: Highlighted assets are not included in the 2023 Culvert Inspections.



**OPS NO. P4116 LIST OF CULVERTS, GARDEN STATE PARKWAY:**

Asset Name	Road Carried	Features Intersected	Inspection Date	Culvert Dimensions	Number of Main Spans	Length of Barrel	UWI
MP 0.5N	Parkway N	Mill Creek	09/29/2017	15' x 12'	1	67	
MP 0.5S	Parkway S	Mill Creek	09/29/2017	15' x 12'	1	69	
MP 1.68N	Parkway N	Warren Creek	07/18/2017	66" Diameter	1	88	
MP 1.71S	Parkway S	Warren Creek	07/18/2017	66" Diameter	1	77	
MP 3.46N	Parkway N	Taylor's Creek	07/18/2017	60" Diameter	1	72	
MP 3.9A	Parkway Ramp 4NBE	Tributary to Richardson Channel	03/09/2021	48" x 60"	1	105	
MP 6.29N	Parkway N	Cresse Creek	07/11/2017	72" Diameter	1	75	
MP 6.30S	Parkway S	Cresse Creek	07/12/2017	72" Diameter	1	76	
MP 7.08	Parkway N/S	Gravelly Run	02/08/2021	60" Diameter	1	176	
MP 10.85	Parkway S/N	Holmes Creek	07/19/2017	60" Diameter	1	200	
MP 17.20N	Parkway N	Mill Creek	02/09/2021	12' x 8'	1	74	
MP 17.21S	Parkway S	Mill Creek	02/09/2021	12' x 8'	1	76	
MP 19.05N	Parkway N	Devaults Creek	02/08/2021	9.0' x 6.0'	1	68	
MP 19.07S	Parkway S	Devaults Creek	02/08/2021	9' x 6'	1	76	
MP 22.48N	Parkway N	Corson Sound Tributary	07/20/2017	78" Diameter	1	80	
MP 22.53S	Parkway S	Corson Sound Tributary	07/20/2017	80" x 80"	1	63	
MP 24.47N	Parkway N	Run Creek	07/20/2017	60" Diameter	1	104	
MP 24.60S	Parkway S	Run Creek	08/01/2017	60" Diameter	1	80	
MP 30.35N	Parkway N	Mill Creek	06/23/2017	91" x 91"	1	75	
MP 30.38S	Parkway S	Mill Creek	08/01/2017	91" x 91"	1	66	
MP 32.17N	Parkway N	Patcong Creek Tributary	07/25/2017	60" Diameter	1	112	
MP 32.19S	Parkway S	Patcong Creek Tributary	07/25/2017	60" Diameter	1	80	
MP 33.6	Parkway S/N	Unnamed Waterway	03/12/2021	60" diameter	1	326	
MP 34.31N	Parkway N	Little Meadow Run	07/25/2017	8' x 6'	1	80	
MP 34.33S	Parkway S	Little Meadow Run	07/25/2017	8' x 6'	1	100	
MP 34.50N	Parkway N	Patcong Creek Tributary	07/26/2017	16' x 5'	1	144	

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MP 34.50S	Parkway S	Patcong Creek Tributary	07/26/2017	16' x 5'	1	163	
MP 34.94N	Parkway N	Maple Run	07/26/2017	5' x 5'	1	95	
MP 35.02S	Parkway S	Maple Run	07/26/2017	5' x 5'	1	93	
MP 37.95N	Parkway N	Jarrets Run	07/06/2017	72" Diameter	1	104	
MP 37.97S	Parkway S	Jarrets Run	07/06/2017	72" Diameter	1	88	
MP 39.55N	Parkway N	Absecon Creek	07/11/2017	12' x 8'	1	94	
MP 39.57S	Parkway S	Absecon Creek	07/11/2017	12' x 8'	1	92	
MP 43.47S	Parkway S	Morses Mill Stream	07/11/2017	16' x 6'	1	77	
MP 43.51N	Parkway N	Morses Mill Stream	07/11/2017	16' x 6'	1	97	Y
MP 44.80S	Parkway S	Clarks Mill Stream	07/12/2017	16' x 7'	1	87	
MP 44.85N	Parkway N	Clarks Mill Stream	07/12/2017	16' x 7'	1	88	
MP 50.39	Parkway S/N	Mathis Creek	07/14/2017	2 @ 60" Diameter	2	142	
MP 58.7A	Parkway N	Tributary to Shardsmill Branch	03/12/2021	72" Diameter	1	104	
MP 58.7B	Parkway Ramp 58NBE	Tributary to Shardsmill Branch	07/12/2017	72" Diameter	1	48	
MP 62.37N	Parkway N	Cedar Run	07/13/2017	8' x 7'	1	121	
MP 62.45S	Parkway S	Cedar Run	07/13/2017	8' x 7'	1	102	
MP 62.85S	Parkway S	Cedar Run	07/13/2017	60" Diameter	1	190	
MP 64.45	Parkway N	None		60" Diameter	1		
MP 65.42	Parkway S	None		60" Diameter	1		
MP 65.6N	Parkway N	Four Miles Branch	07/17/2017	15' x 5'	1	104	
MP 65.6S	Parkway S	Four Miles Branch	07/17/2017	15' x 5'	1	105	
MP 69.3	Parkway S	South Branch Waretown Creek		60" Diameter	1		

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MP 69.41	Parkway N	South Branch Waretown Creek		60" Diameter	1		
MP 71.9N	Parkway N	South Branch of Forked River	07/10/2017	8' Arch, 8' x 8' Box Culvert	1	90	
MP 71.9S	Parkway S	South Branch of Forked River	07/10/2017	8' RC Arch, 8' x 8' Box culvert	1	86	
MP 73.0N	Parkway N	Middle Branch of Forked River	07/17/2017	8'	1	88	Y
MP 73.0S	Parkway S	Middle Branch of Forked River	07/17/2017	8'	1	92	Y
MP 85.61	Parkway N/S	Toms River Tributary	02/26/2021	65" x 40"	1	308	
MP 86.88	Parkway N/S	Polhemus Branch	07/25/2017	144" Diameter	1	225	
MP 89.05	Parkway S/N	Kettle Creek	07/25/2017	144" x 96" CMP & 168" x 108" Concrete Arch	1	398	
MP 89.50N	Parkway N and Int. 89 Service Road N	Cedar Bridge Branch	07/25/2017	60" x 42" CMP, 73" x 45" RCP, 7' rigid frame	1	308	Y
MP 89.50S	Parkway S and Int. 89 Service Road S	Cedar Bridge Branch	07/25/2017	60" x 42" CMP, 73" x 45" RCP, 7' rigid frame	1	273	Y
MP 89.76S	Parkway S	Cedar Bridge Branch	03/05/2021	65"x40" CMP, 72"x54" RCP	1	170	
MP 89.78N	Parkway N and Int. 89 Service Road N	Cedar Bridge Branch	03/05/2021	65"x40" CMP, 72"x54" RCP, 10' Rigid Frame	1	194	
MP 90.26	Parkway S/N, Ramp 89SBX, and Ramp 89NBE	Cedar Bridge Branch	08/01/2017	Pipe Arch:112"x75"; Box Culvert:9.3'x7.6' to 9.3'	1	228	
MP 91.45	Parkway N/S	Schoolhouse Branch	08/01/2017	120" Diameter	1	342	

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MP 92.5	Parkway S/N and Ramp 91SBE	North Branch Metedeconk River	07/10/2017	2 @ 65"x 40"	2	230	
MP 92.6A	Burnt Tavern Road	North Branch Metedeconk River	10/10/2017	72" diameter	1	105	
MP 92.6B	Parkway Ramp 91NBE	North Branch of Metedeconk River	08/01/2017	72" Diameter	1	96	
MP 92.6E	Parkway Ramp 91NBE	North Branch Metedeconk River	02/06/2018	16'L Rigid Frame	1	43	
MP 92.88	Parkway N/S and Ramp 91NBE/Ramp 91SBX	North Branch of Metedeconk River	07/14/2022	54" Diameter	1	298	
MP 94.21N	Parkway N	Sawmill Creek	07/05/2017	142" x 90" CMPA, 12' Long RC Frame	1	118.0	
MP 94.26S	Parkway S	Sawmill Creek	07/05/2017	142" x 90" CMPA, 12' Long RC Frame	1	137.0	
MP 97.45N	Parkway N	Hannabrand Brook	06/27/2017	66" Diameter	1	172	
MP 97.54S	Parkway S and Ramp 98SBE	Hannabrand Brook	06/27/2017	60" Diameter	1	318	
MP 98.78S	Parkway S	Hurley Pond Tributary	02/26/2021	60" Diameter	1	240	
MP 98.88N	Parkway N	Wreck Pond Brook	06/28/2017	129" Diameter	1	160	
MP 98.91S	Parkway S	Wreck Pond Brook	06/28/2017	72" Diameter	1	184	
MP 99.19N	Parkway N	Wreck Pond Brook Tributary	06/29/2017	15' x 6.5'	1	135	
MP 99.27S	Parkway S	Wreck Pond Brook Tributary	07/06/2017	10' x 6'	1	186	
MP 100.45N	Parkway N/Ramp NBE Monmouth Service Area	Shark River Tributary	07/17/2017	60" Diameter	1	230	

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MP 100.46S	Parkway S and SA Monmouth Ramp SBX	Shark River Tributary	07/17/2017	60" Diameter	1	244	
MP 101.14S	Parkway S & Ramp 100SBE	Reevy Branch	06/29/2021	161"x101"	4	270	
MP 101.40	Parkway Berm (Int. 100)	Reevy Branch	06/29/2021	161" x 101"	4	150	
MP 101.44N	Parkway N	Reevy Branch	06/29/2021	72" Diameter, 54" Diameter	1	152	
MP 101.61S	Parkway S & Ramp 100ASBE	Reevy Branch	06/30/2021	123" x 81"	4	200	
MP 101.63R	Parkway Ramps 100ASBE/100ASBX	Reevy Branch	06/30/2021	123" x 81"	4	150	
MP 102.30S	Parkway S	Unnamed Waterway	08/02/2017	68" x 68"	1	116	
MP 102.32N	Parkway N	Unnamed waterway	08/02/2017	68" x 68"	1	119	
MP 103.50N	Parkway N	Jumping Brook Tributary	08/02/2017	64" Diameter	1	124	
MP 103.50S	Parkway S	Jumping Brook Tributary	08/02/2017	64" Diameter	1	132	
MP 104.10	Parkway S/N	Jumping Brook Tributary	08/02/2017	64" Diameter	1	445	
MP 106.29N	Parkway NBI	Unnamed waterway	08/02/2017	66" x 42"	1	134	
MP 106.3A	Parkway Ramps 105SBX/SBIE/NBIE/NBOE	Unnamed Waterway	08/02/2017	60" Diameter	1	324	
MP 106.3B	Parkway Ramps 105SBX/105NBE	Wampum Brook	02/14/2018	72" Diameter	1	217	
MP 106.3C	Parkway Ramp 105NBOX	Wampum Brook	02/14/2018	72" Diameter	1	100	
MP 109.69	Parkway SBO/SBI/NBI/NBO	Swimming River Tributary	09/09/2021	180" Diameter	4	405	
MP 110.73N	Parkway NBI/NBO	Tributary to Nut Swamp Brook	09/15/2021	60" Diameter	4	369	
MP 110.77	Parkway SBO/SBI/NBI/NBO	Nut Swamp Brook	09/09/2021	180" Diameter	4	368	
MP 111.5	Parkway SBO/SBI/NBI/NBO	Nut Swamp Brook	12/13/2022	2 @ 104" Diameter	2	595	Y
MP 112.17	Parkway SBO/SBI/NBI/NBO	Nut Swamp Brook	02/12/2020	66" Diameter	4	458	-
MP 112.17R	Parkway SBO/SBI/NBI/NBO	Nut Swamp Brook	12/21/2022	66"Diameter CCFRPM pipe,	1	458	

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				54" Diameter steel pipe			
MP 112.42N	Parkway NBI/NBO	Nut Swamp Brook	12/21/2022	112" major diameter, 96" minor diameter	1	176	
MP 112.51S	Parkway SBO/SBI	Nut Swamp Brook	12/21/2022	112" major diameter, 94" minor diameter	1	184	
MP 113.44	Parkway SBO Berm	Nut Swamp Brook	08/25/2017	60" Diameter	1	32	
MP 113.44B	Parkway SBO Berm (Ramp 114NBX Infield)	Nut Swamp Brook	03/29/2021	60" Diameter	1	427	
MP 115.13SR	Parkway SBO/SBI	Ramanessin Brook	07/14/2022	60" Diameter RCP and a 66" Diameter Steel Pipe connected by a drainage box	1	508	
MP 115.40S	Parkway SBO/SBI	Ramanessin Brook	08/22/2017	78" Diameter	1	181	
MP 115.80	East West PNC Service Road/Police Access Ramp	Hop Brook Tributary	02/20/2020	66" Diameter	1	230	
MP 115.80A	Parkway Ramps 116SBE/116SBE-1/Police Service	Hop Brook Tributary	02/20/2020	78" Diameter	1	281	
MP 115.81	Parkway SBO/SBI/NBI/NBO	Hop Brook Tributary	02/20/2020	60" Diameter (East) & 66" Diameter (West)	1	575	
MP 116.74	Parkway NBI/NBO	Flat Creek	03/04/2021	66" Diameter	1	240	
MP 117.40	Parkway SBO/SBI	Luppataong Creek	11/03/2020	Steel Arch: 4'-7" x 9'x2 1/2"; FBP: 8'-1" x 8'-1"	1	269	
MP 117.50	Parkway U-turn	Luppataong Creek	08/24/2017	2 @ 66" Diameter	2	50	
MP 117.60	Parkway Berm (Bethany Road)	Luppataong Creek	01/30/2019	2 @ 80" x 80"	2	139	
MP 117.85	Parkway SBI	Luppataong Creek	11/03/2020	7'-6" x 12'-1 3/8"	1	90	
MP 118.3A	NJ Transit North Jersey Coast Line	Luppataong Creek	08/25/2017	60" Diameter x 101" High	1	324	

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MP 118.53	Parkway SBO/Ramp	Lappatong Creek Tributary		60" Diameter	1		
MP 118.53S	Parkway SBO and Ramp 117 SBOE	Luppatatong Creek	08/25/2017	9' x 9'	1	490	
MP 119.20	Parkway Berm	Matawan Creek Tributary	10/10/2017	96" Diameter	1	550	
MP 119.85	Parkway SBO/SBI/NBI/NBO	Matawan Creek Tributary	03/05/2021	66" Diameter	4	2470	-
MP 12.80N	Parkway N	Deep Creek	03/09/2021	8' x 6.5'	1	72	
MP 12.90S	Parkway S	Deep Creek	03/09/2021	8' x 6.5'	1	72	
MP 121.63N	Parkway SBO/SBI/NBI/NBO	Unnamed Waterway	07/20/2017	CMP: 2@60" Diameter, Concrete pipe: 2@54" Diameter	2	462	
MP 123.7S	Parkway SBO/SBI/NBI/NBO and Parkway Jon Bon Jovi SA Ramps NBOX/NBIX/SBOX	Crossway Creek	08/03/2021	12' x 6' RC Box, 142" x 102" CMP, 118" x 70" RCP	4	1790	
MP 124.6	Parkway Ramp B	None		38" x 60"	1		
MP 127.9A	Parkway Ramp 127SBE and NJ Route 440	Tributary to Raritan River	04/08/2021	72" CMP	1	1033	
MP 127.9B	Parkway Ramp 127BSBE and River Side Drive Ramps	Tributary to Raritan River	04/08/2021	72" diam.	1	210	
MP 130.5	Parkway S/N	South Branch of Rahway River	08/24/2017	8' x 9'	1	221	
MP 130.55	Parkway Ramp 130NBE	South Branch of Rahway River	08/24/2017	122" x 132"	1	118	
MP 130.7X	Parkway S/N and Ramps 130ASBX/130BSBX	South Branch of Rahway River	08/24/2017	9.9' x 11'	1	346	
MP 131.1S	Parkway S	South Branch of Rahway River	08/25/2017	18'-8" x 7'	1	133	
MP 131.2N	Parkway N	South Branch of Rahway River	03/08/2021	15' x 7.17'	1	82	

Request for Expressions of Interest  
 OPS No. T4115, 2023 Culvert Inspections, New Jersey Turnpike  
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 OPS No. P4116, 2023 Culvert Inspections, Garden State Parkway  
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Asset Name	Road Carried	Features Intersected	Inspection Date	Culvert Dimensions	Number of Main Spans	Length of Barrel	UWI
MP 131.8A	Parkway Ramp 131B NBE	North Branch of Rahway River	08/16/2017	103" x 66"	1	72	
MP 137.5	Parkway S/N and Ramps 136SBE/136NBE	Rahway River Tributary	04/05/2021	4'-11" x 5'-0"	1	477	
MP 139.7	Parkway S/N	Tributary to Rahway River	04/05/2021	6'w X 5'H	1	275	
MP 14.85N	Parkway N	Uncle Aarons Creek	02/09/2021	6.0' x 5.0'	1	70	
MP 14.85S	Parkway S	Uncle Aarons Creek	07/13/2017	6.0' x 5.0'	1	72	
MP 141.0B	Parkway Ramp 139BSBE	Elizabeth River	08/25/2017	14'-1" x 6'-4"	1	81	
MP 142.8	Parkway S/N and Ramps 142CSBE/142ASBE/142BNBX	Elizabeth River Tributary	08/09/2017	8' x 6'	1	235	
MP 142.8A	Parkway S/N, Ramp 142CSBE, and Glenwood Avenue	Elizabeth River Tributary	08/16/2017	72" Diameter	1	765	
MP 152.9B	Access Road Brookdale South Service Area	Unnamed Tributary to the Third River	05/31/2022	12' x 5'	1	39	
MP 154.5	Parkway S/N	Tributary to Plog Brook	04/02/2021	54" & 60" Diameter	1	214	
MP 156.0	Parkway S/N	Weisel Brook	08/09/2017	10' x 5'	1	182	
MP 156.2	Parkway S/N, Ramps 154SBX/155NBX and Route 19 NB	Tributary to Weasel Brook	03/23/2021	84"	4	508	
MP 158.1	Parkway Ramp 156NBX	Wabash Brook	09/23/2020	90.125"x55"	1	249	
MP 159.0B	Parkway S/N	Pedestrian Tunnel at Fleisher Brook	08/09/2017	8' x 9'	1	144	
MP 160.3	Parkway S Berm	Pehle Brook	04/02/2021	54" Diameter	1	500	
MP 160.4	Parkway S/N	Pehle Brook	03/22/2021	73" x 55"	4	309	-
MP 160.5	Parkway Toll Parking Lot	Pehle Brook	03/22/2021	65" x 40"	4	255	
MP 160.8	Parkway S/N	Saddle River Tributary	03/30/2021	73" x 55"	4	209	
MP 162.8	Parkway S/N	Tributary to Sprout Brook	03/30/2021	73" x 55"	4	226	-
MP 164.1	Parkway S/N	Delford Brook	04/12/2023	106" x 73"	4	260	-
MP 164.4	Parkway Berm (Int. 165)	Tributary to Sprout Brook	03/22/2021	60" diameter	4	752	-



Request for Expressions of Interest  
 OPS No. T4115, 2023 Culvert Inspections, New Jersey Turnpike  
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Asset Name	Road Carried	Features Intersected	Inspection Date	Culvert Dimensions	Number of Main Spans	Length of Barrel	UWI
MP 165.6	Parkway S/N	Tributary to Soldier Brook	04/12/2023	106" x 73"	4	282	-
MP 167.1N	Parkway N	Unnamed Waterway	12/13/2017	60" Diameter	1	108	
MP 167.1S	Parkway S	Unnamed Waterway	12/13/2017	60" Diameter	1	92	
MP 167.5	Parkway Ramp 168NBX and Washington Avenue	Musquapsink Brook	04/12/2023	106" x 73"	4	129	-
MP 167.65N	Parkway N	Unnamed Waterway	01/11/2018	60" Diameter	1	72	
MP 167.65S	Parkway S	Unnamed Waterway	01/11/2018	60" Diameter	1	80	
MP 167.85	Parkway S/N and Berm	Unnamed Waterway	02/15/2018	48" Diam (RCP), 60" Diam (RCP), 60" Diam (RCP), 83"x 53" (ERCP)	1	930	
MP 169.25	Parkway S/N and Overlook Drive	Unnamed Waterway	01/10/2018	60" Diameter	1	404	
MP 169.45	Parkway N	Unnamed Waterway	01/11/2018	60" Diameter	1	136	
MP 170.85N	Parkway N and Ramp NBX Montvale Service Area	Bear Brook	04/11/2023	106" x 73"	4	145	-
MP 170.85S	Parkway S and Ramp SBE Montvale Service Area	Bear Brook	04/11/2023	106" x 73"	4	345	-
MP 171.5	Parkway Ramp 171NBX and Grand Avenue	Unnamed Waterway	04/11/2023	106" x 73"	4	145	
MP 171.75N	Parkway N and Summit Avenue	Bear Brook	03/25/2021	66" Diameter	1	330	
MP 171.75S	Parkway S	Unnamed Waterway	02/15/2018	66" Diameter	1	148	

Note: Highlighted assets are not included in the 2023 Culvert Inspections.

**Subsection B3  
 Staffing Estimate  
 OPS No. T4115, 2023 Culvert Inspections, New Jersey Turnpike**

Classification (ASCE-Grade)	Task 1: Research	Task 2: Culvert Inspection Guide Updates	Task 3: Inspections	Task 4: Inspection Reports	Task 5: Post Storm Inspection Protocol	Task 6: NJTA Miscellaneous Deliverables	Task 7: Project Management/Meetings	Total Hours
Project Manager (PVII)								
Team Leader (PVI)								
Inspectors (PIV)								
Junior Engineer (PIII/PII)								
CADD Technician (ET-4 / ET-5)								
Other-Specify ( )								
Other-Specify ( )								
Total Hours								

Note: The above chart is intended as a guide. The Qualified Firms may modify and expand classifications as required to meet project needs.  
 Unanticipated Services – The Qualified Firm shall make an allowance of 10% contingency of the burdened labor fee in the Fee Proposal.

**Subsection B3**  
**Staffing Estimate**  
 OPS No. P4116, 2023 Culvert Inspections, Garden State Parkway

Classification (ASCE-Grade)	Task 1: Research	Task 2: Culvert Inspection Guide Updates	Task 3: Inspections	Task 4: Inspection Reports	Task 5: Post Storm Inspection Protocol	Task 6: NJTA Miscellaneous Deliverables	Task 7: Project Management/Meetings	Total Hours
Project Manager (PVII)								
Team Leader (PVI)								
Inspectors (PIV)								
Junior Engineer (PIII/PII)								
CADD Technician (ET-4 / ET-5)								
Other-Specify ( )								
Other-Specify ( )								
Total Hours								

Note: The above chart is intended as a guide. The Qualified Firms may modify and expand classifications as required to meet project needs.  
 Unanticipated Services – The Qualified Firm shall make an allowance of 10% contingency of the burdened labor fee in the Fee Proposal.

Subsection B4  
Qualified and Eligible Firms

1. Advantage Engineering Associates, P.C.
2. AECOM Technical Services
3. AI Engineers, Inc.
4. Arora and Associates, P.C.
5. ATANE Engineers, Architects and Land Surveyors, P.C.
6. Atkins North America, Inc.
7. Boswell Engineering
8. Buchart-Horn, Inc.
9. CDM Smith Inc.
10. Churchill Consulting Engineers, PC
11. CME Associates
12. Dewberry Engineers Inc.
13. Gannett Fleming, Inc.
14. Greenman-Pedersen, Inc.
15. Hardesty & Hanover, LLC
16. IH Engineers, P.C.
17. Johnson, Mirmiran & Thompson, Inc.
18. KS Engineers, P.C.
19. LS Engineering Associates Corporation
20. M&J Engineering, P.C.
21. MAKS Engineers, PC
22. McCormick Taylor, Inc.
23. McLaren Engineering Group
24. Michael Baker International, Inc.
25. Modjeski & Masters, Inc.
26. Mott MacDonald LLC
27. MP Engineers, P.C.
28. Naik Consulting Group PC and KS Engineers, PC
29. NAIK Consulting Group, P.C.
30. Pennoni Associates, Inc.
31. Pickering, Corts & Summerson, Inc.
32. PKB Engineering Corporation
33. Remington & Vernick Engineers
34. SJH Engineering, P.C.
35. Stantec Consulting Services, Inc.
36. STV Incorporated
37. T&M Associates
38. T.Y. Lin International
39. Traffic Planning and Design, Inc.
40. TranSystems Corporation
41. Van Cleef Engineering Associates, LLC
42. W.J. Castle P.E. and Associates P.C.
43. WSP USA Inc.

ATTACHMENT C  
Standard Supplemental Information and Forms

Subsection No. and Title

- C1. Administrative Information
- C2. Mandatory Employment Opportunity Language, *N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) and N.J.A.C. 17:27 et seq.*
- C3. State Consultant Political Contributions, *N.J.S.A. 19:44A-20.13 to 20.25 (P.L. 2005, c.51), N.J.S.A. 19:44-20.26 (P.L. 2005, c.271s.2), P.L. 2023, c.30 (The Elections Transparency Act) and Executive Order 333 (2023 Murphy)*
- C4. Right to Audit
- C5. Antidiscrimination Provisions
- C6. Standards Prohibiting Conflicts of Interest Executive Order 189 (1988 - Kean)
- C7. ADA Indemnification Act
- C8. Diane B. Allen Equal Pay Act
- C9. Warranty by Contractor of No Solicitation on Commission or Contingent Fee Basis, *N.J.S.A. 52:34-15 (P.L. 1954, c48, s.10)*
- C10. Prompt Payment Act, *N.J.S.A. 2A:30A*
- C11. Code of Ethical Standards
- C12. Small Business Enterprise and Disabled Veteran Owned Business Programs
- C13. Standard Supplement Forms to be Submitted
  - (a) Affidavit of Eligibility/Disclosure of Material Litigation
  - (b) Small Business Enterprise/Disabled Veteran Owned Business
  - (c) Disclosure of Investment Activities in Iran \* *N.J.S.A. 52:32-58*
  - (d) Prohibited Activities in Russia or Belarus
  - (e) Source Disclosure Form
  - (f) Ownership Disclosure
  - (g) Business Registration Act\*\*\*\*
  - (h) Set-Off for State Sales Tax
  - (i) Affidavit of Moral Integrity Form
  - (j) Disclosure of Outstanding Work
  - (k) Recent Authority Project Experience

**Subsection C1**  
**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 Firm in the preparation of their Expression of Interest or Fee Proposal.

**Addendum to EOI Solicitations**

If, at any time prior to the Authority receiving responses to this RFEOI, it becomes necessary to revise any part of this RFEOI, or if additional information is necessary to enable firms to adequately interpret the provisions of this RFEOI, an addendum to the RFEOI will be issued by the Authority.

**Acceptance and Rejection of EOIs and Fee Proposals**

Any award of this OPS will be made in accordance with N.J.A.C.19:9-2.8. The issuance of this RFEOI soliciting Expressions of Interest and Fee Proposals does not, in any manner or form, commit the Authority to award any OPS. The contents of the RFEOI, EOI, and a final negotiated Fee Proposal may become a contractual obligation, if an EOI submitted in response to the RFEOI 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 response to the RFEOI, including its EOI, may result in rescission of any OPS awarded by the Authority. The Authority shall not be obligated at any time to award any OPS. The Authority reserves the right to accept or reject any or all proposals or to negotiate with any proposer, to waive minor noncompliance, amend or supplement the RFEOI, re-advertise the RFEOI, or abandon a procurement, and/or take such other steps deemed necessary and in the best interest of the Authority, in accordance with applicable law.

**Errors or Omissions in RFEOI**

It is the firm's responsibility to bring to the attention of the Authority during the RFEOI any errors, omissions, or non-compliance discovered in the RFEOI. By neglecting to do so, the firm will be responsible to make any resulting changes without additional compensation if awarded the OPS.

**Dissemination of Information**

Information included in this RFEOI or in any way associated with this project is intended for use only by the firms submitting an EOI 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 any firm, except in replying to this RFEOI 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

This RFEIOI, and any response to the RFEIOI, including an EOI and Fee Proposal submitted by a firm in response to the RFEIOI, shall constitute a public document subject to disclosure in accordance with New Jersey's Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (OPRA). Any firm responding to the RFEIOI may request that the Authority's General Counsel deem certain information contained in its response to be personal, financial, or proprietary information that is exempt from disclosure under OPRA.

Subsection C2  
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 consultant or subconsultant, 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 consultant 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 consultant 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 consultant or subconsultant, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, 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 consultant or subconsultant 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 consultant's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The consultant or subconsultant, 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 consultant or subconsultant 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 consultant or subconsultant 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 consultant or subconsultant 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 consultant or subconsultant 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 consultant 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 consultant and its subconsultants shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be request-ed 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 C3

#### State Consultant Political Contributions Compliance

N.J.S.A. 19:44A-20.13 to 20.25 (P.L. 2005, c.51) superseding Executive Order 134 (2004),  
The Elections Transparency Act," P.L. 2023, c.30,  
and Executive Order 333 (2023 Murphy)

“The Elections Transparency Act” (P.L. 2023, c.30), provides in relevant part at Section 15 that:

The State or any of its purchasing agents or agencies or those of its independent authorities, as the case may be, shall not enter into an agreement or otherwise contract to procure from any business entity services or any material, supplies or equipment, or to acquire, sell, or lease any land or building, except for a contract or agreement awarded pursuant to a fair and open process, 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 or election fund of any candidate or holder of the public office of Governor or of Lieutenant Governor: (i) within the eighteen months immediately preceding the commencement of negotiations for the contract or agreement; (ii) during the term of office of a Governor and a Lieutenant Governor, in the case of contributions to a candidate committee or election fund of the holder of one of those offices; or (iii) within the eighteen months immediately preceding the last day of the term of office of Governor and Lieutenant Governor, in which case such prohibition shall continue through the end of the next immediately following term of the office of Governor and Lieutenant Governor, in the case of contributions to a candidate committee or election fund of the holder of one of those offices.

Pursuant to Section 19 of P.L. 2023, c. 30, “a fair and open process” means, at a minimum, that the contract be: publicly advertised in newspapers or on the Internet website maintained by the public entity in sufficient time to give notice in advance of the contract; awarded under a process that provides for public solicitation of proposals or qualifications and awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or



qualifications; and publicly opened and announced when awarded. The decision of a public entity as to what constitutes a fair and open process shall be final.

The RFEI process utilized here is consistent with N.J.S.A. 52:34.9.1, the State's policy that mandates the selection of engineering professionals, among others, through an advertised solicitation of proposals or expressions of interest, where submissions are ranked based on evaluation of pre-established technical criteria, after which fee proposals are requested from the three (3) top-ranked firms (or fewer if less than three have responded or meet the technical qualifications), and negotiation of a reasonable fee is undertaken with the top-ranked firm (or, if unsuccessful, with the next-ranked, and so on); upon successful conclusion of negotiations, a contract is announced and awarded at a public meeting of the Authority's Commissioners.

The Authority believes that the RFEI process meets the requirements of a "fair and open" process under P.L. 2023, c.30. However, it is anticipated that official guidance on the application of the Elections Transparency Act, together with relevant forms that will be required to be completed by all contract awardees, will be forthcoming from the State of New Jersey, Department of Treasury. When such guidance and forms are received, the Authority will disseminate them to all contract awardees.

In any event, prior to the award of any contract, the intended Awardee will be required to submit the forms then deemed relevant, based on the Elections Transparency Act, to the Authority for transmittal to the Department of Treasury for review.

#### **Breach of Terms of Government Contract**

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 Act, (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 of any candidate of holder of the public office of Governor or Lieutenant Governor; (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 Act; (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 Act; 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 Act.

#### **State Treasurer Review**

The State Treasurer or its 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 consultant. If the State Treasurer determines that any contribution or action by the consultant 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-

### Annual Disclosure to ELEC

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. 333

Executive Order 333 extends the provisions of Chapter 51 as follows:

1. The definition of "business entity" is revised and set forth below.:
  - For purposes of Executive Order 333, "Business entity" means,
    - A for-profit entity, as follows:
      - in the case of a corporation: the corporation, any officer of the corporation, and any person or business entity that owns or controls 10% or more of the stock of the corporation;
      - in the case of a general partnership: the partnership and any partner;
      - in the case of a limited partnership: the limited partnership and any partner;
      - in the case of a professional corporation: the professional corporation and any shareholder or officer;
      - in the case of a limited liability company: the limited liability company and any member;
      - in the case of a limited liability partnership: the limited liability partnership and any partner;
      - in the case of a sole proprietorship: the proprietor; and
      - in the case of any other form of entity organized under the laws of this State or any other state or foreign jurisdiction: the entity and any principal, officer, or partner thereof.
      - any subsidiary directly or indirectly controlled by the business entity;
      - any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and
      - with respect to an individual who is included within the definition of business entity, that individual's spouse or civil union partner, and any child residing with the individual, provided, however, that Executive Order 333 shall not apply to a contribution made by such spouse, civil union partner, or child to a candidate that the contributor is entitled to vote for unless such contribution is in violation of N.J.S.A. 19:44A-20.13 et seq.

Executive Order 333 applies to contributions made on and after January 1, 2023.

Only the intended Awardee will be required to submit the forms required by N.J.S.A. 14:44A-20.25 (P.L. 2005, c.51; P.L. 2023, c.30;)/Executive Order 333 and N.J.S.A. 19:44-20.26 (P.L. 2005, c. 271, s.2). When available, the relevant forms will be made available on the Department of Treasury Division of Purchase and Property's website at: <http://www.state.nj.us/treasury/purchase/forms.shtml>.

**Subsection C4**  
**Right to Audit**

Pursuant to N.J.A.C. 17:44-2.2, the New Jersey Office of the State Comptroller (OSC) has the authority to audit or review contract records, as follows:

- a) Relevant records of private vendors or other persons entering into contracts with covered entities, including the Authority, are subject to review by the OSC pursuant to N.J.S.A. 52:15C-14(d).
- b) As of November 15, 2010, any Consultant awarded a contract shall maintain all documentation related to products, transactions, or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the OSC upon request.

**Subsection C5**  
**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 consultant, nor any person acting on behalf of such consultant or subconsultant, 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 consultant, subconsultant, 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 consultant 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 consultant from the contracting public agency of any prior violation of this attachment of the contract.

**Subsection C6**  
**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, Qualified 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 C7**  
**ADA Indemnification Act**

The provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, shall be a part of any OPS awarded under pursuant to this RFEOI. In providing any aid, benefit, or service on behalf of the Authority pursuant to any such 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 any OPS awarded pursuant to this RFEOI, 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 that 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 any contract awarded pursuant to this RFEOI 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 that may arise out of their performance of any OPS awarded pursuant to this RFEOI. 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 any OPS awarded pursuant to this RFEOI, nor shall it 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 any OPS awarded pursuant to this RFEOI or otherwise at law.

**Subsection C8**  
**Diane B. Allen Equal Pay Act**

Pursuant to 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 consultant 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 C9  
**Warranty of Contractor of No Solicitation on  
Commission or Contingent Fee Basis**  
**N.J.S.A. 52:34-15 (P.L. 1954, c. 48, § 10)**

Every contract or agreement negotiated, awarded or made pursuant to N.J.S.A. 52:34-15 shall contain a suitable warranty by the contractor that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business, for the breach or violation of which warranty the State shall have the right to annul such contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

Subsection C10  
**Prompt Payment Act, N.J.S.A. 2A:30A**

Pursuant to the New Jersey Prompt Payment Act, N.J.S.A. 2A:30A-1 et seq., payment to the Successful Qualified Firm under any contract awarded pursuant to this RFEI shall be processed and paid as follows:

1. All consultant bills shall be either approved for payment, or notice provided as to why the bill or any portion of it will not be approved by the representative(s) of the governing body no later than the next scheduled public meeting following 20 calendar days of the billing date as defined in the statute.
2. If the billing is approved at such meeting, the bill shall be paid in the Authority's subsequent payment cycle.

Subsection C11  
**Code of Ethical Standards**

The Authority 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 at <https://www.state.nj.us/ethics/docs/ethics/uniformcode.pdf>. By submitting an Expression of Interest and Fee Proposals, the Successful Firm will be subject to the intent and purpose of said the Code and to the requirements of the State Ethics Commission.

Subsection C12  
**Small Business Enterprise and Disabled Veteran Owned Business Programs**

**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 seeks participation of these SBEs in the performance of certain Orders for Professional Services (OPS). At the time of submission of its Technical Proposal, the firm must include either (1) evidence of the use subconsultants who are registered with the Division as an SBE and whose collective participation in performance of subconsultant services meets or exceeds the goal of at least twenty-five percent (25%) of the total value of any OPS awarded pursuant to this RFP, or (2) demonstration of a good faith effort to meet the goal of awarding

at least twenty-five percent (25%) of the total value of the OPS to subconsultants who are registered with the Division as an SBE.

During this procurement, as part of the fee negotiation process, firms must submit proof of their subconsultants' SBE registration(s). In the event that, prior to the time of award, a firm has not demonstrated to the Authority's satisfaction, that good faith effort was made to accomplish the above stated goal, the Authority is precluded from awarding the firm the OPS in accordance with N.J.A.C. 17:13-4.2.

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. 17:13-1.1 et seq., the selected firm (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 a Consultant, at any time during the course of an OPS, and for any reason, intends to make any additions, deletions, or substitutions of the SBE subconsultants listed on the SBE/DVOB Utilization 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.

A firm submitting a proposal shall take the following action, in accordance with N.J.A.C. 17:13-4.3, in establishing a "good faith effort" to solicit and award subconsultant contracts to eligible SBEs:

1. Firm shall attempt to locate qualified potential SBE subconsultants.
2. Firm shall request a listing of small businesses from the Division and the Authority, if none are known to the firm submitting a proposal.
3. Firm shall keep specific records of its efforts, including the names of businesses contacted and the means and results of such contacts, including receipts from certified mail and telephone records.
4. Firm shall provide all potential SBE subconsultants with detailed information regarding the solicitation, project description and specifications, including proof of advertisements in general circulation media, professional service publications and minority and women focus media.
5. Firm shall attempt, wherever possible, to negotiate lower prices with potential SBE subconsultants that submit higher than acceptable fee estimates.
6. Firm shall provide evidence of efforts made to identify work categories capable of being performed by SBEs; and
7. Firm 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.

**The Successful Qualified Firm shall maintain adequate records to document its efforts and shall 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. 17:14-1.1, have the opportunity to compete for and participate in the performance of consultant services. The Authority seeks participation of these DVOBs in the performance of certain Orders for Professional Services (OPS). The firm's Expression of Interest must include either (1) evidence of the use of

subconsultants who are registered with the Division as a DVOB, and whose collective participation in performance of subconsultant services meets or exceeds the goal of at least three per cent (3%) of the total value of any OPS awarded pursuant to this RFP or (2) demonstration of a good faith effort to meet the goal of awarding at least three per cent (3%) of the total value of the OPS to subconsultants who are registered with the Division as a DVOB.

During the Expression of Interest portion of this procurement, as part of the fee negotiation process, firms must submit proof of their subconsultants DVOB registrations. In the event that, prior to the time of award, a firm has not demonstrated, to the Authority's satisfaction, that a good faith effort was made to accomplish the above stated goal, the Authority is precluded from awarding the firm the OPS in accordance with N.J.A.C. 17:14-4.2.

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. 17:14-1 et seq., the selected firm (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 a Consultant, at any time during the course of an OPS, and for any reason, intends to make any additions, deletions, or substitutions of the DVOB subconsultants listed on the SBE/DVOB Utilization 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.

A firm submitting a proposal shall take the following action, in accordance with N.J.A.C. 17:14-4.3, in establishing a "good faith effort" to solicit and award subconsultant contracts to eligible DVOBs:

1. Firm shall attempt to locate qualified potential DVOBs.
2. Firm shall consult the DVOB Database if no DVOBs are known to the firm.
3. Firm shall keep all documentation of its efforts, including the names of businesses contacted and the means and results of such contacts; and
4. Firm shall provide all potential subconsultants with detailed information regarding the specifications.

**The Successful Qualified Firm shall maintain adequate records to document its efforts and shall provide same to the Authority upon request.**

**Subsection C13**  
**Standard Supplemental Forms to be Submitted**

Qualified Firms shall submit the following completed, executed forms at the time of submission of their Expression of Interest. The following forms are available at [www.njta.com](http://www.njta.com) under *Doing Business, Engineering Professional Services, PS Supplemental Forms*.

**Subsection C13(a)**  
**Affidavit of Eligibility/Disclosure of Materials Litigation**

A completed Affidavit of Eligibility/Disclosure of Material Litigation form for review by the Authority's legal counsel shall be submitted by firms at the time of submission of their Expression of Interest for each firm, each member of a joint venture and all subconsultants. Each firm, each member of a joint venture and all subconsultants shall certify that it is not suspended, disbarred, or disqualified from bidding on any state or federal contracts. Furthermore, no litigation shall be pending or brought against the firm that could materially affect its ability to perform the OPS described herein.



Each 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.

**Subsection C13(b)**  
**Small Business Enterprise/Disabled Veteran Owned Business**

Firms shall submit a Small Business Enterprise/Disabled Veteran Owned Business (SBE/DVOB) Utilization form at the time of submission of their Technical and Fee Proposals in accordance with the Authority's SBE/DVOB Programs.

**Subsection C13(c)**  
**Disclosure of Investment Activities in Iran**  
**N.J.S.A. 52:32-58**

A State agency shall require a person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract to certify, *prior to the time a contract is awarded* and at the time the contract is renewed, that the person or entity is not identified on the Department of Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f).

The Department of Treasury's 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, such person or entity 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.

\*Note: While the Authority acknowledges that, pursuant to N.J.S.A. 52:32-58 et seq. this certification is required prior to award of any contract, the Authority requests that Qualified Firms complete and submit the form entitled "Disclosure of Investment Activities in Iran" at the time of submission of their Expression of Interest.

**Subsection C13(d)**  
**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 success 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 Expression of Interest being rendered as non-responsive, and the Authority will not be permitted to contract with such person or entity, and if an Expression of Interest 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" with their Expression of Interest.

**Subsection C13(e)**  
**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 C13(f)**  
**Ownership Disclosure Form**

Pursuant to N.J.S.A. 52:25-24.2, prior to the receipt of the proposal or accompanying the proposal, every corporation or partnership or limited liability company submitting a proposal shall submit a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established in this act, has been listed.

Each Qualified Firm shall submit a completed Ownership Disclosure form with the Technical and Fee Proposals

**Subsection C13(g)**  
**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 Qualified Firm prior to award of any OPS pursuant to this RFEOI in the form of a valid Business Registration Certificate (BRC) 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. Proposers who are registered can go to [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp) to obtain a copy of their BRC. If a Proposer is not registered, it can obtain information for registering its business with the New Jersey Division of Revenue by visiting the following link: <https://www.state.nj.us/treasury/revenue/busregcert.shtml>. Questions regarding this requirement should be referred to the Division of Revenue hotline @ 609-292- 9292.

A business organization that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq. or that provides false information of business registration, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

\*\*\*Note: While the Authority acknowledges that, pursuant to N.J.S.A. 52:32-44 et seq., a BRC is required prior to award of any contract, the Authority requests that Qualified Firms submit their BRCs at the time of submission of their Expression of Interest.

**Subsection C13(h)**  
**Set-Off for State Tax**

Pursuant to P.L. 1995, c. 159, effective January 1, 1996 and codified at N.J.S.A. 59:49-19 and N.J.S.A. 59:49-20, and notwithstanding any provision of 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 and services or construction projects, at the same time a taxpayer, 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 of that indebtedness. The amount set off shall not allow for the deduction of any expenses or other deductions that might be attributable to the taxpayer, partner, or shareholder subject to set-off.

The Division of Taxation may initiate procedures to set off the tax debt of a specific vendor upon the expiration of ninety (90) days after either the issuance by the Division of a notice and demand for payment of any state tax owed by the taxpayer or the issuance by the Division of a final determination on any protest filed by the taxpayer against an assessment or final audit determination. A set-off reduces the contract payment due to a vendor by the amount of that vendor's state tax indebtedness or, in the case of a vendor-partnership or vendor-S corporation, by the amount of state tax indebtedness of any member-partner or shareholder of the partnership or S corporation, respectively. N.J.A.C. 18:2-8.3.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer, partner or shareholder and shall provide an opportunity for a hearing within thirty (30) days of such notice under the procedures for protests established under N.J.S.A. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest permitted under N.J.S.A. 59:49-19 shall stay the collection of the indebtedness. Interest that may be payable by the State to the taxpayer, pursuant to L.1987, c. 184 (N.J.S.A. 52:32-35), shall be stayed.

Qualified firms are requested to complete and submit a State Tax Set-Off form.

**Subsection C13(i)**  
**Affidavit of Moral Integrity**

Firms shall complete, sign, and submit a notarized Affidavit of Moral Integrity form together with submission of their Expression of Interest.

**ATTACHMENT D**

**N.J.A.C. 19:9-2.8 Procedures for Prequalification and Award of Contracts for  
Architectural, Engineering and Land Surveying Procedures**

## ATTACHMENT D - NJTA RFEOI

[This document is not included on RFEOI Page count]

### N.J. Admin. Code § 19:9-2.8

Section 19:9-2.8 - Procedure for prequalification and award of contracts for architectural, engineering, and land surveying services

(a) This section shall apply to contracts for architectural, engineering, and land surveying services that are not subject to N.J.A.C. 19:9-2.2(d), 2.3, or 2.5. The Authority may choose to apply this section to contracts below the public bidding threshold as set forth in N.J.S.A. 27:23-6.1.b in its sole discretion. The Authority may use procurement processes other than those prescribed in this section if those processes have been approved by the Federal government or other State statute, rule, or executive order, or if an emergency has been declared by the Executive Director. Where a procurement involves the proposed use of Federal funds, and Federal law, regulations, or guidelines require a procurement procedure other than those prescribed in this section, the Authority shall follow the Federal procedures. All procedures provided for herein that are consistent with Federal requirements shall be followed.

(b) The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.

"Complex projects" means projects other than "simple projects," and includes most projects involving transportation, planning or complex design, or any project having an estimated fee over \$ 2,000,000.

"Director" means either the Chief Engineer, Director of Operations, or Director of Maintenance, depending on whether the contract emanates from the Engineering Department, Operations Department, or the Maintenance Department.

"EOI" means an expression of interest from firms interested in performing professional architectural, engineering and land surveying services for the Authority.

"Firm" means any individual, firm, partnership, corporation, association, joint venture or other legal entity permitted by law to provide professional architectural, engineering or land surveying services in this State.

"Professional architectural, engineering, and land surveying services" means those services, including, but not limited to, planning, design, environmental, and construction inspection services required for the development and construction of projects, within the scope of the practice of architecture, professional engineering, or professional land surveying as defined by the laws of this State or those services performed by an architect, professional engineer, or professional land surveyor in connection with his or her professional employment practice, and which are subject to N.J.S.A. 52:34-9.1 et seq.

"Review committee" means the committee assigned to review a contract for professional architectural, engineering and land surveying services, which shall include at least three persons designated by the Director and approved by the Executive Director.

"Simple projects" means projects or other engineering services where the scope can be clearly defined and is not likely to change during the course of the project where the estimated fee is \$ 2,000,000 or less. Simple projects include, but are not limited to, bridge inspection projects, supervision of construction projects and highway and bridge design projects with an estimated fee of \$ 2,000,000 or less.

"Technical Review Committee" means the committee assigned to review a contract for professional architectural, engineering, and land surveying services, which shall include at least three persons designated by the Director and approved by the Executive Director.

**(c)** Professional services prequalification requirements shall be as follows:

1. A firm interested in a contract for professional architectural, engineering, or land surveying services shall complete and file a "Professional Service Prequalification Questionnaire" ("PSPQ") with the Authority. Firms qualified for a particular type of project based on the Authority's evaluation of the PSPQs will be eligible for consideration when such projects are being contracted for by the Authority without having to present their qualifications on a project-specific basis.
2. For the procurement of general consultants, rather than a project-specific procurement, the procedures relating to prequalification of firms may be modified to address the needs and requirements of the Authority.
3. Each firm shall identify on the PSPQ each type of work for which the firm desires prequalification. All PSPQs shall contain the following information:
  - i. Current and past projects undertaken by the firm;
  - ii. The nature of services provided on each project;
  - iii. The qualifications of the professionals employed by the firm; and
  - iv. Other information which the Authority may determine necessary to assess the firm's qualifications.
4. A firm shall notify the Authority in writing of any substantial change in the information on its PSPQ when such change occurs. A firm shall have a current PSPQ on file with the Authority on the date of the EOI submittal in order to be considered for a project. For purposes of this section, a current PSPQ is one which has been on file with the Authority for no more than 24 months.

**(d)** Expression of interest (EOI) solicitation and/or advertisement shall be as follows:

1. A Request for EOIs (RFEOI) shall be advertised in an appropriate newspaper or journal, having a large circulation in the State and/or advertised on the Authority's website, [www.nj.gov/turnpike](http://www.nj.gov/turnpike), or through other electronic means. Such advertisements shall be published not less than seven calendar days preceding the date upon which the EOIs are to be received. The RFEOI shall identify the scope of services required from the prequalified firms and the evaluation process to be used for the project. When the Authority seeks to engage more than one firm through a single RFEOI, the number of firms that the Authority intends to engage shall be identified in the RFEOI.

2. When general consultant services are needed, the Authority shall establish a list of criteria that firms must meet in order to be sent an RFEOI for the general consultant contract. Firms that meet such criteria shall be sent an RFEOI.

(e) Evaluation of EOIs shall be as follows:

1. Upon receipt of the EOIs, the Authority shall review the EOIs for completeness and shall reject those EOIs which are incomplete. The Authority shall notify all firms whose EOIs are determined to be incomplete in writing. For all projects, if fewer than three EOIs are deemed complete, the EOI solicitation may be rewritten and/or re-solicited, or the procurement may continue with fewer than three firms, as determined by the Executive Director, in consultation with the Director.

2. For simple projects, the technical evaluation process shall consist of the evaluation of EOIs in accordance with the procedures set forth in this section.

3. For complex projects, the evaluation of EOIs shall serve as a method by which to create a list of firms that shall receive the requests for proposals (RFP) for the project. If only three or four EOIs have been deemed complete by the Authority, these firms shall receive the RFP and the Technical Review Committee will not conduct an evaluation of the EOIs as set forth below. If more than four EOIs have been deemed complete, the EOIs shall be submitted to the Technical Review Committee for review as set forth in (e)4 below.

4. The EOIs shall be ranked by the Technical Review Committee on the basis of numerical scores resulting from weighted rating factors. These factors will be weighted in proportion to their relative importance on a project-by-project basis. The relative weight attributed to each rating factor for a particular project and the ranking methodology shall be set forth in the RFEOI. In ranking the EOIs, the Technical Review Committee may consider criteria contained in the RFEOI, including, but not limited to:

- i. Experience of the firm on similar projects;
- ii. Experience of the Project Manager or Resident Engineer on similar projects;
- iii. Key personnel's qualifications and relevant experience;
- iv. Understanding of the project and the Authority's needs;
- v. Approach to the project;
- vi. Commitment and ability to perform the proposed work and outstanding work with the Authority;
- vii. Commitment to quality management;
- viii. Attainment of Small Business Enterprise goals; and
- ix. Any other factors specified in the Authority's EOI solicitation.

5. For simple projects, once the Technical Review Committee has ranked the EOIs, it shall require the top three or more technically ranked firms, which number of firms shall

be at the discretion of the Director, to provide their proposed fees in a separate envelope. The firms shall not be told of their ranking position at this time. The selection process shall continue in the manner described in (g) below. If a particular simple project warrants, the Director may elect to issue an RFP and the selection process shall proceed in accordance with the process for complex projects.

**6.** For complex projects, after the evaluation and ranking of the EOIs, no fewer than the top three ranked firms shall receive an RFP. All firms that are not to receive the RFP shall be notified.

**7.** When the Authority is seeking to engage more than one firm through a single solicitation of EOIs, following the Technical Review Committee's evaluation of the EOIs, it shall prepare a list of a sufficient number of technically qualified firms to enable the Authority to engage the number of firms identified in the RFEOI. If the Technical Review Committee is unable to prepare a list of technically qualified firms in a sufficient number to negotiate with and engage the number of firms identified in the RFEOI, the Authority shall reduce the number of firms it is seeking to engage through the EOI, and/or reissue the RFEOI in whole or in part. The Technical Review Committee shall negotiate with firms in the same manner as described in (g) below.

**(f)** Requests for Proposals (RFPs) shall be evaluated as follows:

**1.** Responses to the RFP shall be comprised of the technical proposal and fee proposal. The firms receiving the RFP shall be directed to submit a detailed fee proposal in a separate sealed envelope at the time of submission of the technical proposal.

**2.** The Technical Review Committee shall evaluate the technical proposals submitted to the Authority. The Technical Review Committee shall rank the technical proposals on the basis of numerical scores using the rating criteria specified in the RFP. The relative weight attributed to each rating factor and the methodology for ranking firms shall be set forth in the RFP.

**3.** The Technical Review Committee may require an interview and/or presentation by the firms with the highest ranked proposals. The Director, in his or her discretion, may waive this requirement for a particular project. Subsequent to the interview and/or presentation, the Technical Review Committee shall revisit its technical ranking of the firms, re-score as appropriate and shall thereupon recommend the highest ranked firms to the Director, or the Executive Director if the Director was a member of the Technical Review Committee.

**(g)** Cost negotiation and final selection shall be as follows:

**1.** For all projects, upon reviewing the Technical Review Committee's recommendation, the Director or the Executive Director shall either concur with the selections or direct the Technical Review Committee to pursue additional evaluation measures, consistent with the EOI solicitation or RFP, which shall be specified in writing by the Director or the Executive Director.

**2.** Once the selections are approved, the selected firms' fee proposals will be reviewed by the Technical Review Committee. The Executive Director may add one or more persons



to the Technical Review Committee to assist in the negotiation process. Using all fee proposals and the engineer's estimate as a guideline, the Technical Review Committee shall negotiate a fair and reasonable fee with the highest technically ranked firm, taking into consideration all relevant factors, including, but not limited to, the estimated value of the services to be rendered and the scope, complexity, and professional nature thereof. If the Technical Review Committee is unable to negotiate a fair and reasonable fee with the highest technically ranked firm, it shall formally terminate negotiations and undertake negotiations with the second highest technically ranked firm. Failing accord with the second highest technically ranked firm, the Technical Review Committee shall formally terminate negotiations and undertake negotiations with the third highest technically ranked firm. If the Technical Review Committee is unable to negotiate successfully with any of the three highest technically ranked firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with the procedure set forth herein until an agreement is reached. The Executive Director, upon consultation with the Director, may direct the Technical Review Committee to re-solicit the contract. Once a final fee is agreed upon, the Technical Review Committee shall make its recommendation to the Director.

**3.** The Technical Review Committee in consultation with the Director shall prepare a written report outlining its recommendations and activities in reviewing, negotiating, and selecting the recommended firm. The Director shall submit the Technical Review Committee's report to the Executive Director.

**4.** If the Executive Director concurs with the recommendation, the Executive Director shall recommend to the Board, in writing, that the firm be issued an Order for Professional Service.

**5.** If the Executive Director is not satisfied with the recommendation, he or she may:

- i.** Instruct the Technical Review Committee to submit further support for its recommendation;
- ii.** Direct the Technical Review Committee to re-negotiate the fee; or
- iii.** Instruct the Director to re-solicit the contract.

*N.J. Admin. Code § 19:9-2.8*

Amended by 49 N.J.R. 3236(b), effective 9/18/2017

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