

September 7, 2023

To: ALL QUALIFIED FIRMS

**Subject: REQUEST FOR EXPRESSIONS OF INTEREST
MULTI-PROJECT SOLICITATION**

**ORDER FOR PROFESSIONAL SERVICES NO. P3930
2024 NEW JERSEY TURNPIKE AUTHORITY BRIDGE INSPECTION PROGRAM
GARDEN STATE PARKWAY – GROUP 2
MILEPOST 96 TO 123**

And

**ORDER FOR PROFESSIONAL SERVICES NO. P3931
2024 New Jersey Turnpike Authority Bridge Inspection Program
Garden State Parkway – Group 4
Milepost 149 to 172**

Enclosed (See Attachment A) herewith is a Multi-project Request for Expressions of Interest (“RFEOI”) by the New Jersey Turnpike Authority (Authority) for professional engineering services required for two (2) Orders for Professional Services Agreements, OPS No. P3930 to inspect and provide individual inspection reports for 125 bridges located in the southern region (Group 2) of the Garden State Parkway for OPS No. P3930, and 122 bridges located in the northern region (Group 4) of the Garden State Parkway for OPS No. P3931 and other related work defined in the RFEOIs Scope of Services. In accordance with N.J.A.C. 19:9-2.8(b), these Orders for Professional Services are considered Simple procurement.

It is the Authority’s intent to engage the services of two (2) firms through this multi-project solicitation, one for OPS No. OPS No. P3930 and one for OPS No. P3931. **The Qualified Firms shall convey their understanding of the Authority’s needs, scope of work and express their approach and provide staffing estimates for both OPS assignments (see page 4 consultant selection).**

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
D280C	Bridges – NBIS Program, Complex

A Qualified Firm, eligible to submit an EOI for this multi-project 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 B, Subsection B4). *Joint Ventures (*Qualified Firms interested in submitting an EOI as a Joint Venture **must be**

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prequalified as a Joint Venture with the Authority) that meet all Profile Code requirements are also eligible to submit an EOI.

The Authority is seeking participation of Small Business Enterprises (SBEs) as subconsultants to the Qualified Firm that is awarded a contract under this RFEOI (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 Successful 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-20.13 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) will be requested from the Successful Qualified Firm only. The relevant forms will be transmitted to each 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 successful completion of effective scheduling for National Bridge Inspection Standard (NBIS) inspection of large groups of routine bridges and/or ancillary highways structures and report submittals. Project Managers, Team Leaders, Assistant Team Leaders, and Quality Control Engineers must meet the requirements outlined in the "Qualifications of Key Bridge Inspection Personnel" document on the Authority's website at <http://www.njta.com/doing-business/njta-bridge-inspect-program> under the heading "Bridge Inspection Program" and as summarized on the NJTA Bridge Inspection Qualification Summary Form QAF3 – Quality Assurance Audit: Technical Managers Qualifications Review Checklist (QAF3 Form). The QAF3 form is included within Appendix B of the NJTA Bridge Inspection Program Quality Management Plan. These factors will be critical elements in the selection process.

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.

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

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Multi-Project Description

The Bridge Inspection Program for the Garden State parkway (GSP) consists of the inspections for the 525 routine bridges and 11 major bridges. The routine bridges are divided into four (4) Groups. Bridges located in Groups 2 and 4 are to be inspected in every even year. Bridges located in Groups 1 and 3 are to be inspected in every odd year. This Request for Expression of Interest (RFEI) is for GSP Groups 2 and 4. A routine bridge is typically a mainline or local road structure with an average of four simple spans and a multi-stringer system which carries or spans over multi-lane/direction expressway traffic. The inspection and report format will follow the standard requirements for the New Jersey Turnpike Authority bridge inspection program and shall utilize proprietary software provided by Bentley "AssetWise Inspections" (AWI) to develop the reports.

These OPS' require the preparation of draft and final inspection reports, data collection and input by using Bentley's proprietary software for FHWA element level inspection, updating of FHWA Structure Inventory and Appraisal (SI&A) Forms, and other related work defined in the Scope of Services. See Attachment B, Subsection B2 for the lists and schedules of bridges to be inspected for each Group.

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 RFEI 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. The subject line should read "OPS Nos. P3930 and P3931, Kiteworks Information."

Submission Requirements for Expression of Interest

Qualified Firms that are interested in being considered to perform these services as specified in the RFEI must submit a total of **five (5)** copies of their Expression of Interest (EOI), no later than **10:00 AM on Thursday, September 28, 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. P3930-P3931_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. P3930 and P3931,**" no later than the date and time referenced above. **Late submissions will not be considered** and will be returned unopened.

Expressions of Interest received by the date and time specified above, will be publicly opened at the Authority's Headquarters and the names of the Qualified Firms who have submitted an Expression of Interest will be announced.

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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, Structures Section
Oleem O'Garro, P.E., Project Engineer

U.S. Mail

New Jersey Turnpike Authority
P.O. Box 5042
Woodbridge, NJ 07095-5042
Attn: Engineering Department, Structures Section
Oleem O'Garro, P.E., Project Engineer

Inquiries

Inquiries pertaining to this RFEOI are to be directed in writing to Oleem O'Garro, P.E. via e-mail to ogarro@njta.com. **The deadline for inquiries is Monday, September 18, 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 Wednesday, September 20, 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.

Professional services are required from two (2) eligible firms, one for Order for Professional Services No. P3930 and one for Order for Professional Services P3931.

Consultant Selection

Upon receipt of the EOIs for this multi-project solicitation, 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 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 and will request Fee Proposals from the top three (3) highest technically ranked firms in accordance with N.J.A.C. 19:9-2.8(e.7).

Negotiations will commence with the highest technically ranked firm for OPS No. P3930 and once complete, negotiations will commence with the second highest technically ranked firm for OPS No. P3931 in accordance with N.J.A.C. 19:9-2(g).

N.J.A.C. 19:9-2(g) 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*".

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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

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

1. Experience of the Qualified Firm and its Subconsultants

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

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

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

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 project and why the Authority is undertaking the assignment. This may include discussions providing background information on the need for the project, its effect on the Authority's facilities, and impact on the overall transportation network. Qualified Firms should demonstrate specific first-hand knowledge of the location affected by the project and the long-term effects the project has on the Authority, its patrons, or other relevant issues.

Understanding of the Authority's Needs

The 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 wage rate approvals and invoicing.

Reasonableness of Staffing Estimate

The Qualified Firm shall demonstrate through an attached Staffing Estimate the workhours required for this assignment, including any work anticipated to be performed by subconsultants. The staffing schedule 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 project 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 project's critical path. 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 schedule and demonstrate that the Qualified Firm can commit the required staff resources and management to perform the assignment. A listing of the Qualified Firm's facilities, including the address of the office where the project 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 this project 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.

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Order for Professional Services

(OPS)

The final OPS Agreement to be awarded and issued to the Successful Qualified Firms 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 under Doing Business, Engineering Professional Services, PS Supplemental Forms).

Very truly yours,

ORIGINAL SIGNED BY

Michael Garofalo
Chief Engineer

MG:OO:ms
Attachments

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

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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

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 in 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 EOI submission is limited to a total of twelve (12) pages. This page limitation does not apply to the documents listed in Items 2 and 4-11 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 ½ 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** 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. (a maximum of two (2) pages) – foldout sheets are permitted.
7. 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.
8. A completed **Certification of Staff Availability** form the Qualified Firm shall certify that the staff proposed in the EOI shall be used in the performance of the project. When proposing the same staffing in multiple EOIs, disclose one of the following:
 - A. A statement that all projects utilizing same staff will be completed on time and how this will be done, or
 - B. A statement that the 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.

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9. A completed **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. A completed **Recent Authority Project Experience Form** for the Prime Firm and for each subconsultant. This form is available at This form is available at www.njta.com/doing-business/ps-supplemental-forms.
10. Completed Standard Supplemental Forms as set forth in Attachment C, Subsection C13 "Standard Supplemental Forms to be Submitted."

*The aforementioned page limitation shall be increased to a maximum of eighteen (18) pages, if the Consultant must exercise option 8C above. The additional six (6) single-sided letter-sized pages shall include information for alternate staffing as follows:

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

The Qualified Firm shall not include alternate staffing in their EOI unless they are required to do so in accordance with Option *8C. 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.

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.

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Subsection A2 **Submission of Fee Proposal**

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

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to this RFEOI, provided such change is reflected in the Qualified Firms' 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 B, Subsection 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.

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.

Direct expenses shall include approved subconsultant services, mileage, test pits, vendor invoiced printing of phase submission documents, final documents, mylar's, final plans in .PDF format, meeting displays/exhibits, and permit application fees. Mileage will be paid at the prevailing federal mileage rates (www.irs.gov). Mileage will be reimbursed for travel between the Qualified Firm's local office and the work site, New Jersey Turnpike Authority offices, and meetings required by the Authority or its representatives, including the return trip. Any change to this rate is subject to the approval of the New Jersey Turnpike Authority. The Successful Qualified Firm will be responsible for paying all 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. 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 Firms' subconsultants and subcontractors.

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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

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Subsection B1

OPS Procurement and Project Schedule

Request for Expressions of Interest Posted	September 7, 2023
Deadline for Written Inquiries.....	September 18, 2023
Posted Responses to Inquiries	September 20, 2023
Deadline for Submittal of Expressions of Interest	September 28, 2023
Recommendation to Award OPS No. P3930 and OPS No. P3931	November 21, 2023
Notice to Proceed for OPS No. P3930 and OPS No. P3931	January 2024
Completion of Services OPS No. P3930.....	April 2025
Completion of Services OPS No. P3931.....	April 2025

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Subsection B2 **Scope of Services**

For the purpose of this RFEOI and subsequent Request for Proposal, the terms "Consultant" and/or "Firms" which are used throughout these documents shall mean Qualified Firm, and/or sub-consultants retained by the Qualified Firm for this assignment.

INTRODUCTION

The Garden State Parkway Bridge Inspection Program consists of the inspection of 525 routine bridges and 11 major bridges along the entire length of the roadway. The 525 routine bridges are divided into four (4) Groups, two in the southern region (Groups 1 and 2) and two in the northern region (Groups 3 and 4). Bridges in Groups 1 and 3 will be inspected in every odd year. Bridges in Groups 2 and 4 will be inspected in every even year. Groups 1, 2, 3 and 4 contain 139, 125, 139, and 122 bridges, respectively. **Only Groups 2 and 4 are scheduled for inspection in OPS Nos. P3930 and P3931.** However, the Consultant may be required to perform cursory inspections of bridges in Parkway Groups 1 and 3 with open Category A reports. The estimated hours for these cursory inspections shall be included in the Miscellaneous Work hours.

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.
2. The Successful Qualified Firm shall be responsible for the thorough understanding of the project requirements, including all applicable codes, environmental permits, and regulations for all aspects of this project. All design elements 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.

Regulations and Guidelines to be followed, not limited to:

- A. **New Jersey Turnpike Authority (NJTA)**
NJTA Standard Specifications 2016
Design Manual
Standard Drawings

Structural Repair Programs
Category A Repair Procedures
Authority Deficiency Category Definitions
Bridge Inspection Security Measures
AssetWise Inspections Help
Manual for Traffic Control in Work Zones
NJTA Parapet Stenciling Procedures (current version).
LRFR Load Rating Manual (current version)
NJTA Bridge Inspection Program Quality Management Plan (current version)

B. Structure Nomenclature/Inspection Methodology

Federal Highway Administration (FHWA)

Culvert Inspection Manual, 1986, FHWA-IP-86-2
Bridge Inspectors Reference Manual, December 2006
Guidelines for the Installation, Inspection, Maintenance and Repair of Structural Supports for Highway
Signs, Luminaries and Traffic Signals, March 2005
Inspection of Fracture Critical Bridge Members, 1986, FHWA-IP-86-26
National Bridge Inspection Standards, 23 CFR Part 650, January 2005
Specifications for the National Bridge Inventory, Publication No. FHWA-HIF-22-017, March 2022

American Association of State Highway/Transportation Officials (AASHTO)

Manual for Bridge Evaluation, 3rd Edition with 2019 Interims
Manual for Bridge Element Inspection
Roadside Design Guide, 1996

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

D. Steelwork/Paint Deficiencies

Steel Structures Painting Council (SSPC)

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

General Requirements and Conditions

- A. The Consultant shall defend, indemnify, and hold harmless the Authority, its Commissioners, Directors, officers, employees and agents from liability of any nature or kind arising out of any act or omission of the Consultant or any person, firm or corporation employed by the Consultant in connection with the work.
- B. The Consultant shall not assign this OPS, sublet, or transfer any part of the work or obligations hereunder, without the prior written approval of the Authority.
- C. The Consultant shall comply with all Federal and State laws applicable for the work to be performed under this OPS.
- D. The Consultant shall obtain a traffic permit prior to performing any work on the Authority's Right of Way.
- E. The Consultant shall provide traffic control in accordance with the current edition of the New Jersey Turnpike Authority Manual for Traffic Control in Work Zones, for bridge inspection work along the New Jersey Turnpike and Garden State Parkway. The Consultant shall also provide traffic control on local and state roads in accordance with the governing agency's requirements. **The Consultant shall not rely exclusively on State Police-assisted slowdowns, and instead shall assume that availability for slowdowns will be limited. Under the Approach to the Project Section of the Expression of Interest, the Consultant shall include an estimate for the duration and quantity of shoulder and lane closings for this OPS.** No shoulder or lane closings on the Garden State Parkway will be approved until the Consultant, its subconsultants, and its subcontractors view the Authority's Traffic Safety Training video on lane closing procedures. Reimbursement for furnishing traffic control devices and shoulder/lane closings will be made as a direct expense.

Traffic Control Coordinator (TCC) shall be required where lane and half ramp closings are to be installed by the Consultant, subconsultant or subcontractor as part of design or bridge inspection. A TCC will not be required for shoulder closings installed by the consultant or vendor. Refer to Specifications Subparagraph 801.03(A)(6) for TCC requirements and certification which shall apply to design and bridge inspection tasks involving lane and half ramp closings.

- F. For bridge inspection work over active railroad lines (NJ Transit, Amtrak, Conrail, CSX, Norfolk Southern, Shared Assets, etc.) the Consultant shall have their Team Leaders and Inspectors complete safety training as required by the respective outside agency. The Consultant shall obtain railroad permits, and flagging services necessary to access and perform inspections. For purposes of estimating the costs for permits, flagging, and inspection services, **the Consultant shall assume a value of \$30,000 for Group 2 and \$30,000 for Group 4**, unless upon review of all requirements it is expected to exceed these values. The estimated expense shall be listed separately in the Fee Proposal.
- G. Lane closings and daily shoulder closings necessary for the inspection work shall be provided and maintained by the Consultant, and shall conform to applicable Standard Drawings. Lane and shoulder closings may not be possible at all times due to conflicts with ongoing higher priority construction or maintenance work in certain areas. The Consultant shall utilize all available Maintenance and Contractor installed closings, where possible. This will require close coordination and contact with the Authority's Operations Department. Lane

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and shoulder closing requests, as well as slowdown requests, shall be submitted via the web-based application to the Authority (instructions will be provided to the consultants at the kick-off meeting) one week in advance of the desired closings (by Monday, 12:00 PM), and shall conform to the Authority's Lane and Shoulder Closure Tables in the Manual for Traffic Control in Work Zones.

- H. Short duration shoulder closings necessary for the inspection work shall be provided and maintained by the Consultant. **Short duration shoulder closings shall be installed for a maximum duration of 60 minutes within a two-hour window, and are restricted to cursory top of deck surveys and underdeck and pier top inspections requiring a TMA.** Short duration shoulder closings shall conform to Standard Drawing No. TP-7.
- I. All inspection work shall be performed behind guide rail or other existing roadside barriers, where feasible. Where work must be conducted in a closed lane or shoulder, a truck mounted attenuator (TMA) shall be provided and placed preceding the work area in accordance with the current AASHTO Roadside Design Guide. For moving inspection operations which do not require the setup of equipment (ladders, snoopers, etc.), TMAs will also be required. **The truck mounted attenuator shall be approved for Manual for Assessing Safety Hardware, Test Level 3 (MASH TL-3).** The truck shall be in excellent operating condition and have a minimum gross weight as required by its MASH TL-3 certification. The truck shall also be equipped with two large conspicuous overhead flashing lights. If supplied with an arrow board, only the "CAUTION" bar shall be illuminated. The top of the arrow board must be 13 feet 6 inches from the ground for either standalone arrow boards or TMA attached arrow boards. TMAs shall be provided by the Consultant. 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. For moving inspection operations, the TMA must be fitted with a "Shoulder Closed" sign that will not be obstructed or obstruct any oscillating lights or the arrow board panel. The Consultant will be required to provide a letter from the proposed rental company, which states that the TMAs supplied meet or exceed MASH TL-3 compliance to be qualified for reimbursement. In addition, the Consultant will be required to take photos of the TMA, specifically for review of the placement of the TMA mounted "Shoulder Closed" sign.
- J. The Consultant shall furnish specialized equipment as needed to perform bridge inspections. Reimbursement for special inspection equipment will be made as a direct expense.
- K. Reimbursement for any additional cost incurred by the Consultant due to circumstances beyond the control of the Consultant, such as down time for bad weather, shall be 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 Consultant.
- L. The Consultant shall retain legal responsibility for all 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.
- M. Miscellaneous Work

The Consultant shall provide in the EOI and Fee Proposal an **additional 800 hours for each OPS for unforeseen emergency inspection, load rating, repair design services and/or extra work as directed by the Authority (Miscellaneous Work).** In addition, **\$20,000.00 in direct expenses for each OPS for this work shall be included as a separate line item in the Fee Proposal.** 200 hours of the 800 hours shall be set aside specifically for load rating updates (not new load ratings) based on as-inspected conditions, primarily due to section loss. Section loss tables shall be created for bridges that exhibit substantial section

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loss as specified in the Authority's Section Loss Workbook (current version). As the biennial inspections are completed, the Consultant shall utilize the section loss table to assess the as-inspected conditions (if any) and submit a list of recommended bridges to be updated for Authority review and approval. The updates shall be made using existing load rating files, by key personnel meeting the requirements of the NJTA LRFR Load Rating Manual.

For routine bridges, initial LRFR load ratings or LRFR load rating updates shall utilize the most current version of AASHTOWare's Bridge Rating (BrR) software which has been approved for use in Appendix A1 of the Authority's current Load Rating Manual. For complex bridges that cannot be modeled in BrR, LRFR load ratings shall utilize other appropriate software specified in the NJTA LRFR Load Rating Manual. The load ratings shall also include Emergency Vehicles EV2 and EV3, as needed and in accordance with the NJTA LRFR Load Rating Manual.

Proposers are advised that since 2015, the costs associated with obtaining BrR and any other LRFR load rating software licenses will no longer be reimbursed by the Authority as a direct expense. Proposers are further advised that the Authority currently licenses the BrR Unlimited Option as a Member Agency, which allows consultants to obtain single copies of BrR at the current Special Consultant / Agency Option license fee of \$6,200 per workstation for use performing load ratings of the Authority's bridges.

The Authority's Liaison Engineer may require additional information with regard to a reported deficiency by the Consultant, the Authority's Maintenance Department and/or another party. The required information may consist of a survey or sketch with photographs and recommendations for corrective action. Depending on the deficiency, the Consultant may be required to provide design services. The design services may consist of preparing calculations, providing details and specifications, and developing cost estimates.

Another 100 hours of the 800 hours shall be set aside for reporting items using the Specifications for the National Bridge Inventory (SNBI) for select bridges. This task will serve as a pilot to test procedures, mechanisms, and effort to code the data items required by the SNBI.

Explicit written authorization must be received from the Authority's Liaison Engineer in order to charge time to each task, prior to commencement of the work. The Consultant will be requested to provide an estimate of hours and cost, in writing, related to each special assignment under consideration for prior approval.

- N. All team leaders shall notify the Authority and BIPTM of their location via email on a daily basis. Email template shall be provided to each consultant and subconsultant at the kick-off meeting.

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.

Bridge Inspection Scope

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

1. For each bridge listed in Attachment B, Subsection B2, the Consultant shall perform a routine biennial inspection on or prior to the previous inspection date. NBIS allows for inspections up to two months prior to the previous inspection date; Authority approval is required for inspections more than 7 days prior to the anniversary date.
2. Consultants who have been awarded the similar group of routine bridges for the last cycle inspection shall include a list of proposed team leaders assigned to each of the bridges. This will promote having a different set of eyes to look at the same bridges for two cycles in a row.
3. Fracture Critical Members (FCM) inspections are required for three (3) bridge in Group 2 (Bridge Nos. 96.5N, 96.5S, and 117.4SO) and eleven (11) bridges in Group 4 (Bridge Nos. 149.4A, 150.1, 152.2, 153.1A, 156.8, 158.1A, 159.0A, 159.7A, 163.0S, 163.2N, and 166.1). The Consultant shall perform an inspection of Fracture Critical Members (FCM). The inspection of FCMs shall be in accordance with the below and shall be performed at the time of the routine biennial inspections. The FCM inspections are in addition to the requirements of the routine biennial inspections (not in place of).

FCM inspections include but are not limited to bridges with box girders, plate girders, two or three-girder girder systems, or other non-redundant structural members. The FCM inspection requires full hands-on inspection of all surfaces and weldments of the box girders (interior and exterior) and plate girders in the tension zones, including their major bearings and critical uplift anchor bolt assemblies. Also included are bearing, joint, and structural steel conditions for span ends supported by the box girders or framed integral therewith. For welded construction, tension and stress reversal zones shall be examined for presence of tack welds; welded erection aids; groove weld backup bars; plug welded holes; and other weld details. Special attention shall be paid to any AASHTO Fatigue Category D, E, or E' weld details. Pin and hanger or hinge pin conditions, clearances, and positions shall also be documented. Paint shall be removed from areas if applicable (inside and outside the box) of suspected cracks to perform non-destructive testing if deemed necessary. The areas where paint has been removed and cleaned shall be spray coated by the inspector with a rust inhibitor. The locations and number of such details shall be identified, delineated and documented by the Consultant. Prior to any non-destructive testing, a recommended list of locations shall be submitted to the Authority's Liaison Engineer for approval. The estimated expense for non-destructive testing shall be listed separately in the Fee Proposal.

The team leader for FCM inspection shall have taken the NHI FCM inspection course (FHWA-NHI-130078) within the last 5 years.

Confined Space Entry Requirements:

- a. The Team Leader and Inspector 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.
- b. During the FCM inspection of the interior of the box girder, interior air shall be monitored from the outside by a person certified for first aid from a firm certified for the interior air monitoring.

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- c. A second inspector shall be at the entry opening with a two-way radio to stay in contact with the entrants inside the confined space.
4. The Consultant shall review and adhere to the Authority's Category A Repair Procedures, for the reporting of potential Category A deficiencies.
5. For bridges over waterways, the Consultant shall probe and check for possible scour and footing undermining conditions along the face of each abutment and pier. The Consultant shall also take soundings at ten (10) foot intervals along both fascias and along the longitudinal centerline of the bridge. Provide a streambed cross-section showing the streambed below both fascias and the longitudinal centerline of the bridge for structures carrying more than 4 lanes/shoulders. Water level, at the time of inspection, shall be shown on the cross-section relative to a reusable known reference elevation. Baseline streambed profiles shall be shown on the drawings to assess long term movement. If tidal flow is present, both mean high and low water level shall be shown. The consultant shall provide Sounding sketches using the template provided by the Authority; the sounding sketches are to be an update of the soundings from the last underwater inspection report. For bridges that require underwater inspections, a Diver may be used to perform the off-cycle soundings/fathometric surveys.
6. For each bridge listed in the Courtesy Bridges Tables in Attachment B, Subsection B2, the Consultant shall perform a cursory inspection for potential Category A conditions and notify the Authority's Liaison Engineer of such. The Consultant shall also verify existing LIDAR clearance files or take underclearance measurements where LIDAR is not available or incorrect for these bridges and update the underclearance data on the plan sketches and evaluation photos as described in Inspection Scope below.
7. For bridges that have stenciled barrier parapets, the Consultant shall notify the Authority if the paint needs reapplication. If the stenciling requires any update, it shall be performed at the time of the routine biennial inspections in accordance with the NJTA Parapet Stenciling Procedures (current version).
8. **For 6 bridges in Group 4 with MSE walls or abutments, the Consultant shall record limited field and inventory data in the new Substructure 3 form. The Technical Manager shall populate select inventory data fields for this form. This form is added to the provided Sample Bridge Inspection Report.**

Development of an Individual Inspection Report using Bentley Software "AssetWise Inspections" (AWI)

The Consultant shall provide a list of users that will require access to AWI software to the Authority at the kick off meeting. This includes all users that require email notifications regarding procedures and clarifications. All users are required to submit all questions and issues related to AWI via email to NJTABridgesHelp@njta.com. All latest directives and clarifications are available via <http://www.njta.com/doing-business/njta-bridge-inspect-program> under Bridge Inspection Program Notifications.

The Consultant will be responsible for becoming proficient with AWI, including updates. The Authority will provide training and assistance to all bridge inspection consultants. The Consultant shall include the costs associated with a full day training session for key staff and any other effort associated with using AWI in their Fee Proposal.

Inspection Scope

The inspections require full observation of each structure from the ground, supplemented where necessary by boat work or snooper platform for long, over water or high structures not adequately observed from available vantage points.

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In addition, a visual close up inspection of pier top areas via ladder, bucket truck, snooper, or boat access is required. This shall entail the inspection of all bearings (including cantilevered piggyback arrangements), underdeck joint assemblies, pier top and abutment bridge seat areas and bearing pads.

With the exception of first cycle inspections, the consultant shall use the latest bearing matrix coded with defects (uploaded to the 2021 report as “File” file type) during the current inspection. This file will be used to collect current defects and then uploaded as a working file for use in future inspections.

Consultants shall conduct nocturnal inspections of bridges spanning navigable waterways with span or fender mounted navigation lighting. This will be required as part of the NBIS inspections as well as the off-cycle inspections. When part of the NBIS biennial inspection, a sketch (plan) of the location of the lighting and its condition (functional/non-functional) shall be included in the report. For off-cycle inspections, the sketch shall be uploaded to AWI. Category A2 reports shall be created/updated as necessary for both current cycle and off-cycle inspections.

Estimates are made of visible surface spalls and underdeck checkerboard cracking areas (in square feet) and their above/below deck relationship for the purpose of monitoring deck conditions based on visible inspection only. Other deficiencies are noted with approximate measurements for the sole purpose of establishing degree of magnitude/importance. Bearings are observed at documented air and steel temperatures for position and function. Individual bearing measurements are not taken as part of this inspection; rather only those measurements deemed appropriate at abnormal or deficient bearings.

For any first cycle bridge inspection, the Consultant needs to provide measurements and photos for roadway clearances. Photos should be framed by both substructure units for each roadway crossing. Annotate photos (using photo software or MS Word) to include roadway names, structure milepost and name, date photo taken, and minimum vertical clearances at each shoulder and lane line citing near or far fascia (NF/FF). The consultant shall provide clearance sketches using the template provided by the Authority and should clearly denote SIA Items DJ, 10, 53, 54B, 55B and 56 as well as any vertical underclearance postings present.

For second cycle inspections and later, elevation photos are already available through AWI. The Consultant shall update the clearances as follows:

Structures over the Mainline and Ramps – Underclearance measurements obtained by Lidar shall be provided by the Technical Manager if available. The Consultant shall verify and update the clearance photographs and the SI&A data as necessary. The Consultant shall notify the Technical Manager if Lidar data is missing or incorrect.

GSP Mainline over Roads, Railroads, etc. – The Consultant shall field verify the elevations and update the clearance photographs, SI&A data, and clearance sketches as necessary using the working files saved under “Clearance” file type. Drawings shall clearly denote SIA Items DJ, 10, 53, 54B, 55B and 56 as well as any vertical underclearance postings present.

Starting in 2022 a new form has been added to the NJTA Bridge and NJTA Major Bridge report types to collect select clearances (NBI 10, 53 and 54 and state code DJ) as applicable for roadways/railroads. The new Clearance Summary form will be used to collect information for all roadway and railroad crossings.

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All bridge appurtenances are included as part of the inspection, including but not limited to: bridge/fascia mounted sign structures or noise barriers, right-of-way fencing, substructure protection, guide rail/barriers, utilities and supports attached to the structure, approaches and approach protection features within 50 feet of the bridge abutments.

Category A Deficiencies - The Consultant shall notify the Authority's Liaison Engineer and the Technical Manager whenever a new Category A deficiency is detected, via an email with photos. Upon confirmation of the new Category A deficiency, the Consultant shall create and submit the Category A notification through AWI. This includes new Category A deficiencies which are removed during the inspection. For previously reported Category A deficiencies to be monitored under this assignment, if the condition has worsened or if new defects of similar type have been found, the Consultant shall create a new Category A Report. However, if the condition has not worsened and no additional defects of that type have been found, the Consultant shall update the existing report description with the date of their inspection, firm name, and a note stating, "the condition remains unchanged." The Consultant shall attach supporting photos/sketches to the report. The procedure to issue or update Category A report is available on the Authority's website at <https://www.njta.com/inspecttech/bridge-inspection-program-notifications> under No. 2019-2.0 Category A Procedure Changes.

Courtesy Structures - Certain structures owned by other agencies that intersect the New Jersey Turnpike and Garden State Parkway are included in the biennial inspections, for the safety and convenience of the Authority and its patrons. For those structures spanning the Turnpike and Parkway roadways which are owned by other agencies, a courtesy inspection limited in scope to underdeck, fascia, substructure, protective guide rail, and utility items is undertaken to locate potential Category A deficiencies. For Structure No 147.1A which carries the Garden State Parkway the scope for the courtesy inspection shall include the top of deck and appurtenances, and underdeck only. Follow the Category A Deficiencies procedures stated in the above paragraph for reporting and filing of the condition. A visual close-up inspection of pier top areas via ladder, special equipment or boat access is not required for these courtesy structures. Element Level Inspection data and SI&A condition updates will not be necessary; however, the Consultant will be required to update SI&A Item 90 (Inspection Date), and verify Items AE (Alternate Agency) and AF (Alternate Structure Number) for each courtesy structure in this assignment (see Part E).

Bridge Inspection Reports

1. Report Format

The Consultant shall submit a draft report for each bridge to the Technical Manager. An initial group of five (5) format reports will be pre-selected for review based on the Consultant's submitted inspection schedule and shall cover all different types of bridges in each Group. In addition to the format reports, 25% of the draft reports from each Group (30 bridges for Group 2 and 30 bridges for Group 4) will be reviewed by the Technical Manager. The comments from the reviewed draft reports shall be incorporated to all reports as applicable, including the remaining 75% not reviewed.

Starting in 2017, the Authority began using a new bridge inspection report format, the format for the report has been subsequently updated each year. A sample report and sample input forms have been posted to the Authority's Secure File sharing site along with other project reference and materials. The majority of the document pages shall be generated in AWI through the standard forms and report sections. Other pages (Load Rating Summary Sheet, Section Loss Documentation, Clearance, Soundings, FCM Location Plan, Underwater Inspection Report) shall be generated outside the program or pulled from previous cycles and inserted as additional sections. Category A reports for Type A1, A2, A3, Inadequate Clearance, Guide Rail and Utility shall be included.

a) Report Sections

The report shall have the following sections. All are generated in IT unless otherwise noted*:

- Cover
- Table of Contents
- Contract History
- Load Rating Summary Sheets*
- Section Loss Workbook (SLW) Tables*
- General Information/Inspection Information
- Conclusions
- Approach/Roadway (Sheets 1 through 4)
- Deck 1 (General 1)
- Deck 1 (General 2)
- Deck 2 (Joints)
- Deck 3 (Top of Deck)
- Deck 4 (Underdeck)
- Superstructure 1 (General 1)
- Superstructure 1 (General 2)
- FCM Member Summary*
- Superstructure 2 (Superstructure)
- Section Loss Sheet*
- Bearing Matrix (Inventory Information Only)
- Superstructure 3 (Bearings)
- Substructure 1 (General)
- Substructure 2 (Abutment and Piers)
- **Substructure 3 (MSE Wall Data)**
- Underwater Inspection Report/Sounding Survey
- Waterway/Channel
- Fender/Navigation Lighting
- Navigation Lighting Status Sketch*
- Bridge Security Features
- Photographs
- Summary of Clearances Form
- Underclearance Sketches*
- Bridge Element Inspection Forms
- Structure Inventory and Appraisal Forms
- Category A Reports

Field notes are organized into checkbox groupings taken from the former bullet forms. For each grouping, there are up to six different defects. Each defect is classifiable as N/A, Category A, or B/C (Contract). Fields include notes, contract repair quantities and photo references for recommended repairs.

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Repeatable information such as spans and joints are collected in repeater groups which are limited to 200 rows.

b) Report Section Descriptions

A description of the information per report section is listed below:

Contract History – Type, Contract Number, Description of Work, Year. The Consultants will need to review card files, and existing available contract information to collect data for all contract work competed from construction to the most recent repair contract. This information will be entered into the Inventory Information form in AWI. Information will be obtained by the consultant through review of the contract information included in the prior individual reports through 2007 and review of As-Built plans after 2007. Hours should be included in the fee proposal for this task.)

Load Rating Summary Sheets – For any new structures or structures with rating updates based on changes to the structure or condition, the AWI form shall be used to generate this report section and shall include Emergency Vehicle Ratings. There is also an AWI form available for LFR ratings. For all other structures the existing/current PDF shall be included. Refer to the Load Rating Manual.

Section Loss Workbook Tables -This file shall be utilized to document primary structural steel member section loss and determine if associated LFR load rating updates are required and will generate this report section. Refer to the New Jersey Turnpike Authority Section Loss Workbook (current version).

General Information/Inspection Information – Bridge Date (NBI and other fields), Superstructure, Substructure and Inspection Information including Team Leader, Assistant Team Leader, Inspector(s), equipment, MPT, temperature.

Conclusions – Overall Condition, Upgrade/Downgrade, Load Rating, Scheduled/Ongoing/Completed Work, FCM (type and condition), Type 2 Underwater Inspection Statements. Description of Deck, Approaches, Superstructure, Substructure, Waterway, Safety Features, Other and Category E to supplement NBI ratings.

Approach/Roadway 1 – Roadway, Guide Rail, Embankment.

Approach/Roadway 2 – Sidewalk/Safetywalk/Curb, Barrier, Other, Noise Barriers.

Approach/Roadway 3 – Median, Parapet Protective Fencing, Drainage Inlets, Lighting Standards and Junction Boxes.

Approach/Roadway 4 – Safety Features.

Deck 1 (General 1) – Median, Sidewalk/Safetywalk/Curb, Bridge Rail, Parapet Protective Fencing, Drainage Inlets.

Deck 1 (General 2) – Noise Barriers, Lighting Standards and Junction boxes.

Deck 2 (Joints) – Repeater Group for Deck Joints per substructure unit.

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Deck 3 (Top of Deck) – Rideability, Overlay Type, Overlay Appraisal, Repeater Group for Top of Deck Defects per Span.

Deck 4 (Underdeck) – Deck Type, Percent SIP, Repeater Group for Underdeck/Fascia Defects per Span.

Superstructure 1 (General 1) – Coating Condition, Drainage Utility Lines / Support, Catwalks / Ladders / Hatches, Structural Connections (Read Only).

Superstructure 1 (General 2) – Underbridge Lighting, Bridge Mounted Sign Structures.

FCM Member Summary - Includes an FCM In-Depth Inspection Plan, Location Plan, Box Girder Inventory Forms, and Detail Plates. The Inspection Plan includes a description of the bridge and fracture critical members, inspection methods, and special inspection needs. The Location Plan is a framing plan highlighting the FCM members. The FCM location plan shall clearly identify all FCMs on each individual bridge. The Box Girder Inventory Forms are repeater field groups for each box girder and include data related to the box girder type, size, anchor bolts, bearings, connections, stiffeners and weldments. All notes regarding inspection findings shall be included on the Superstructure 2 (Superstructure) Form. Detail Plates include diagrams depicting the plan and elevation views and the cross section of the FCM members.

Superstructure 2 (Superstructure) – Repeater Group for Span to include all notes for FCM member inspection when considered superstructure element.

Bearing Matrix (Inventory Information Only) – The bearing deficiency matrix is included for inventory information only.

Superstructure 3 (Bearing) – Repeater Group for Bearing Lines.

Substructure 1 (General) – Abutment Slope, Substructure Protection Features, Right of Way Security, Drainage (Read Only).

Substructure 2 (Abutments and Piers) – Repeater group for Abutment/Wingwalls and Piers. **To include all notes for FCM member inspection when considered substructure element.**

Substructure 3 (MSE Wall Data) – General information specific to MSE Walls used as bridge abutments and wingwalls includes inventory and contract information and field measurements.

Underwater Inspection Report / Soundings Survey – For Structures crossing waterways where a Type 2 Underwater Inspection is performed during the NBIS inspection a PDF of the report in its entirety will be uploaded and added as a report section. For all other cases Soundings Surveys will be provided as described above.

Waterway/Channel – Countermeasures and Waterway/Channel.

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Fender/Navigation Lighting – Fender System, Navigation Lighting: Span Mounted, Navigation Lighting: Fender Mounted.

Navigation Lighting Status Sketch – plan view of the fender and span lighting documenting the findings from the nocturnal navigation lighting survey.

Bridge Security Features – Security Fencing, Box Girder Access, Major Bridge Security Features.

For Bridge Culverts only – A specific report type (NJTA Bridge Culvert) is used for these asset types. Many of the forms listed above are included in the culvert report type in addition to specific forms for Culvert Box and Culvert Pipes which are to be used as necessary.

Culvert Box – Roof Slab, Floor Slab, Sidewalls and Centerwalls, Wingwall/ Headwall.

Culvert Pipes Corrugated Metal Pipe, Concrete Pipe, Steel Pipe, CCFRPM Pipe, Headwall/Wingwall

c) Photographs

GENERAL: Elevation (2), Approach (All), Top of Deck (Each Type), Superstructure (Each Type), Waterway (2), FCM members.

UTILITY: (if not shown in General Photos). Specify type and location in description.

CATEGORY A: Defect Photos associated with Category A Reports (A1, A2, A3, Guide Rail, Inadequate Clearance, Utility).

DEFECT: Approach, Deck, Superstructure, Bearings, Substructure, Misc. (Utilities) in order of the field notes. Category D repairs are no longer be recommended in the reports, however, the corresponding defect photos should be included in the Photographs Section of the reports, and uploaded to the Pics/Files page as described below.

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

EQUIPMENT AND MPT: Special equipment or MPT in use during the inspection.

Photographs are required to be referenced in the field notes for all defects with Category A, or B/C repairs recommended; typical/worst photos shall be included in the report with reference to other similar locations in the description.

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.

Although not all photos will be included in the Report, the Consultant shall take photos of every repairable (A, B/C or D) defect and upload onto the AWI database. Photos not included in the Inspection Report will also be useful for scoping of bridge repair contracts and the description shall contain the element and defect shown at a minimum.

Utility Photos are required for all utilities on a bridge. Photographs shall be clear enough to identify utility lines, casing, and supports, and be at a distance that shows the relative location of the utilities on the

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structure. Captions shall include direction and orientation of the photo stating location and type of lines. Separate photo is not necessary if above criteria are met in an existing photo. If utility is not captured within existing general, work done or defect photos, include a separate photograph at the end.

Note that photo references are not linkable to fields. Photo number references should therefore be manually entered after the photographs are numbered.

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

When improvements are underway at a structure, the Consultant shall provide photos of the areas under construction. This will require early familiarization with the Authority's planned bridge repair contracts for 2022 and 2023.

The digital camera to be used shall have a minimum resolution of four (4) mega pixels.

d) Standard Inventory and Appraisal (SI&A)

FHWA SI&A forms are scheduled to be updated for all Garden State Parkway bridges in Groups 2 and 4. All SI&A data required by the Authority as described below will be submitted to NJDOT. It is noted that except for first cycle bridges, AWI is populated with SI&A data from the 2022 bridge inspection cycle. The consultant shall update the SI&A data, and run the error check and Sufficiency Rating calculation utilizing AWI. **Consultants should pay particular attention to fields highlighted RED which indicate that the input does not follow the defined format, causing the data transfer to fail for that asset. The Authority will transmit SI&A data directly to NJDOT's CombIS system within AWI.**

The tasks involved in updating the forms include:

- a. Addressing Federal Coding Items 1 to 116 (inclusive).
 - Code Item 100 (STRAHNET Route) in accordance with FHWA memo dated February 9, 2001. Item 6B shall no longer be coded as per FHWA errata sheet.
 - Code Items 11, 12 and 13 using NJDOT Straight Line Diagrams and Appraisal of New Jersey Bridges.
 - Code Items 10, 47 and 54 for all sheets (Sheet 2 or A through Z).
 - Code Item 21 as State Toll Agency (31).
 - The Authority will update all state and federal load rating fields. Consultant shall verify that the ratings on the Load Rating Summary sheet match the SIA data and will notify the Authority if they do not match.
- b. Completion of State Coding Items as follows:

Requirements for Sheet 1

<u>Item No.</u>	<u>Name</u>
(M84)	Degree latitude

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(M85)	Degree longitude
(A)	Town
(AA)	Route
(AB)	Structure Name
(AE)	Owner
(AE)	Owner 2
(AF)	Alt. Structure #
(AG)	Rail Type
(AK)	Abutment
(AL)	Pier
(AM)	Depth of Fill
(AV)	Widened Struct. - 1st Widened Design
(AV)	Widened Struct. - 1st Widened Mat.
(AV)	Widened Struct. - 2nd Widened Design
(AV)	Widened Struct. - 2nd Widened Mat.
(BA)	Approach Roadway Condition
(BC)	USRA Code
(BE)	Rail Milepost
(BR)	<i>Load Ratings: HS Tons</i>
(BV)	<i>Load Ratings: Military: RF</i>
(CB)	<i>Load Ratings: HS Tons</i>
(CF)	<i>Load Ratings: Military: RF</i>
(CG)	<i>Load Type- Load/Tons</i>
(CI)	Cycle Number
(CJ)	Inspection Type
(CM)	Consultant
(CP)	Federal Report
(FV)	Route Milepost
(BQ)	<i>Load Ratings – H</i>
(BS)	<i>Load Ratings - 3</i>
(BT)	<i>Load Ratings - 3S2</i>
(BU)	<i>Load Ratings - 3-3</i>
(CA)	<i>Load Ratings - H</i>
(CC)	<i>Load Ratings - 3</i>
(CD)	<i>Load Ratings - 3S2</i>
(CE)	<i>Load Ratings - 3-3</i>

All the State load rating fields indicated in italic above will be coded by the Authority. The Consultant shall verify the data.

Requirements for Sheet 2 or A through Z

<u>Item No.</u>	<u>Name</u>
DJ	Minimum Vertical Underclearance Including Shoulders
SRI	State Route Identification including Ramp Identifiers

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The Consultant shall notify the Authority of coding downgrades from above a four (4) or upgrades from less than or equal to a four (4) for Federal Codes 58, 59 and 60.

e) Bridge Element Level Inspection

In accordance with 23 CFR 650 Subpart C, the Authority will collect element level data for all of its NBIS bridges since the 2015 Bridge Inspection Program. Bentley has developed the Element Level Inspection Data Input module within the BridgeInspect software for the Authority. **Bridge Element Level inspection data will also be transmitted directly to NJDOT's COMBIS system within AWI.**

The Consultant shall perform the element level inspection concurrently with the routine NBIS inspection for each bridge within the scope of this assignment. The Consultant shall refer to the AASHTO Manual for Bridge Element Inspection and NJDOT Bridge Element Inspection Manual for element descriptions, quantity calculations, and condition state definitions.

The Consultant shall cross check inputs for condition states and quantities for a particular element with its corresponding input in the bridge inspection forms and SI&A item condition ratings to ensure consistent inputs.

2. Format Report Submission

The Bridge Inspection Program Technical Manager will select the first five bridges to serve as format reports and will provide the list to the Consultant at the kick-off meeting.

3. Draft Report Submission

The Consultant shall bundle draft report submission in groups of approximately 20. The submission groups shall be included in the consultant's first Submission Schedule for the Authority's approval. Draft reports shall be submitted in electronic format (pdf). The Bridge Inspection Program Technical Manager will establish FTP sites to upload the reports. The Authority will review a representative number of reports per group and will return red-lined comments to the Consultant. The consultant shall address all comments into all of the final reports including those that were not marked up.

4. Electronic Deliverables for Final Reports

Hard copies of reports are not required to be submitted. Bridge inspection report files shall be provided as PDF files on CDs, DVD, flash drive or other acceptable media. Each of the reports shall be named (GSP or TPK)_BridgeInspectionReport_Structure Number.file extension. Examples include "GSP_BridgeInspectionReport_28.0S.pdf", and "TPK_BridgeInspectionReport_W106.26AR.pdf". All reports shall be placed together in one folder or subfolder set up specifically for bridge inspection reports only. Working files for Underwater Inspection Reports, Section Loss Sheets, etc. shall also be included under a separate folder titled "Working Files".

5. 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 bridge and ancillary structure inspection reports shall be identified within one of the following Authority stipulated repair categories:

CATEGORY A “Priority Work”

Deficiencies that require prioritized attention with prompt notification given to the Authority. For such findings, a Category A report is prepared and issued with one of the below subcategories based on urgency and criticality.

A1 (Emergency)

Critical findings in the bridge deck, superstructure or substructure which, if not repaired immediately, may require closing the bridge, 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 load 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 including attachments to bridges, rail and posts at approach roadway or substructure protection runs, and end terminals at Turnpike and Parkway structures, which require repair in the near future are reported by the issuance of a Guide Rail Type Category A Report.

Utility

Damage or significant corrosion noted to Authority and outside agency utility supports, pipes/conduits and connections at Turnpike and Parkway structures, which require repair in the near future are reported by the issuance of a Utility Type Category A Report.

Inadequate Clearance

Vertical bridge under clearances which are incorrectly posted or measured to be less than the following minimum thresholds established for New Jersey Turnpike and Garden State Parkway crossings, are reported by the issuance of an Inadequate Clearance Type Category A Report.

Bridges over State Roads	14' - 9" minimum
Bridges over Non-State (County and Local) Roads	14' - 6" minimum
Bridges over New Jersey Turnpike and Garden State Parkway Roads	14' - 0" minimum

Through AWI, a Category A Report is issued for each item and distributed to Engineering and Maintenance as required. Further information can be found in the Category A Repair Procedures.

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For loose concrete found over traffic, the Consultant shall remove loose material if fractured areas are reachable and removable by hand tools. The Consultant shall mark the fractured area with spray paint and take two photos of the area, one close-up, and one backed up to indicate the location of fracture relative to span framing.

CATEGORY B / C “Contract / Deck Work”

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

CATEGORY D “Maintenance Work”

Deficiencies noted which can be repaired most expeditiously by the Authority’s Maintenance Department.

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 Deficiency Category Definitions on the Authority’s website at https://www.njta.com/media/4595/njta_deficiency_category_definitions_v61219.pdf.

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 without prior written approval from the Authority’s Chief Engineer or his representative.

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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. Submission Schedule – The Successful Qualified Firm shall submit a retaining wall / noise barrier inspection and report submission schedule which includes but may not be limited to the following fields: Inspection Date, Firm / Team Leader, Draft Report Submission, Final Report Submission, and Comments.
5. Invoicing Requirements – All invoices shall be consecutively numbered and shall contain the words, "Order for Professional Services No. P3930" or "Order for Professional Services No. P3931". 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 Attachment A, 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.

6. All correspondence, invoices and transmittals for the project shall be referenced by the Authority's Order for Professional Services Number.
7. 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 QAF3 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

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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.

8. Quality Management and Coordination with Bridge Inspection Program Technical Manager Consultant:

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 submittal shall include the forms used by the Consultant to document the QA/QC process for review and approval by the Authority. If the forms are not found acceptable or the Consultant does not have forms available, then use of the Authority's QCF-4 form detailed in the current New Jersey Turnpike Authority Structure Inspection Quality Management Plan shall be used. The completed forms should be retained by the Consultant and available for review upon the Authority's request. 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.

It is noted that general overview of the 2024 NJTA Bridge Inspection Program for Parkway – Group 2 Bridges and Parkway – Group 4 Bridges will be performed by the Authority's Bridge Inspection Program Technical Manager Consultant (Technical Manager) to ensure accuracy, consistency and completeness in inspection data collection and entry, SI&A and FHWA Element Level bridge inspection coding interpretation, inspection report format and content. The Technical Manager will be responsible for unscheduled field audits for compliance of inspection personnel and procedures, independent inspections comparing consultant inspection report findings to field findings, review of sample draft inspection reports and limited audits of Bentley AssetWise Inspections (AWI) data entry, SI&A updates and FHWA Element Level bridge inspection coding. 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, schedule and submittals.

The Authority's Liaison Engineer and the Technical Manager will arrange coordination meetings with all 2024 NJTA Bridge Inspection Consultants to establish consistent inspection procedures, coding guidelines, and report format. The Consultant shall include two (2) half day coordination meetings at the Authority's Administration Building in the estimate of work hours in the EOI and Fee Proposal.

9. Other Agency/Entity Coordination

The Consultant will be required to contact and/or meet with representatives of state and/or other agencies/entities (e.g., New Jersey Department of Transportation, Conrail, Norfolk Southern, CSX, NJ Transit, Amtrak, etc.), to review and determine all necessary project requirements and permits. It is noted that other agencies/entities may have security requirements such as obtaining of TWIC (Transportation Worker Identification Credentials) cards or supervision of inspection work by a security firm. The Consultant shall notify the Authority immediately if it is revealed during initial contact that the railroad ownership has changed. The Authority's Liaison Engineer will establish correct channel of communication with the new railroad company for the Consultant in this case. Various

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regional agencies will be affected by this project and should be kept informed as to the status of this project. US Coast Guard shall be notified at least 30 days prior to the inspection of any bridge over a navigable waterway.

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 Consultants via e-mail as part of the RFEI notification process. If there are any questions or issues related to the Secure File Sharing Site, please contact Oleem O'Garro, P.E. via e-mail at ogarro@njta.com. The subject line should read, "OPS No. P3930 and OPS No. P3931 Secure File Sharing Site Information". The Following reference material is available for review:

- a) Group 2 Inspection Reports
- b) Group 4 Inspection Reports
- c) Sample Bridge Inspection Report

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OPS NO. P3920 BRIDGE LIST – GROUP 2

Group 2 Bridge List							
No.	Bridge No.	Bridge Description	Length (ft.)	Span	FCM	UW	Inspection Date
1	MP 96.5N	PEDESTRIAN BRIDGE OVER PARKWAY N	140	1	Y		4/27/2024
2	MP 96.5S	PEDESTRIAN BRIDGE OVER PARKWAY S	140	1	Y		4/27/2024
3	MP 96.7N	ATLANTIC AVE. (CR 524) OVER GSP NB	156	1			4/27/2024
4	MP 96.8S	ATLANTIC AVE (CR 524) OVER GSP SB	156	1			4/27/2024
5	MP 97.5NR	GSP NB / INT. 98 SB EXIT RAMP A	74	1			5/5/2024
6	MP 97.6N	GSP NB OVER NJ 34	237	2			5/10/2024
7	MP 97.6S	GSP SB OVER INT 98 SB EXIT RAMP A	90	1			5/3/2024
8	MP 97.7A	Parkway Ramp 98SBX A over NJ Route 34	224	2			5/10/2024
9	MP 97.7S	GSP SB OVER NJ 34	257	2			5/3/2024
10	MP 98.2N	NJ 138 WB / GSP NB & INT. 98 NB RAMP	190	2			5/5/2024
11	MP 98.2S	NJ 138 WB OVER GSP SB & INT.98 SB RAMP	180	2			5/3/2024
12	MP 98.7S	Parkway S over W. Hurley Pond Road	102	3			5/2/2024
13	MP 98.8N	Parkway N over W. Hurley Pond Road	102	3			5/2/2024
14	MP 99.9N	PARKWAY N OVER BELMAR BLVD. (CR 18)	123	3			5/4/2024
15	MP 99.9S	GSP SB OVER BELMAR BLVD (CR 18)	141	3			5/4/2024
16	MP 100.5S	SCHOOLHOUSE ROAD OVER GSP SB	167	1			5/11/2024
17	MP 100.6N	SCHOOLHOUSE ROAD OVER GSP NB	167	1			5/11/2024
18	MP 100.8N	GSP NB OVER SHARK RIVER	148	3			5/24/2024
19	MP 100.9S	GSP SB OVER SHARK RIVER	110	3			5/24/2024
20	MP 101.3N	NJ ROUTE 33 OVER PARKWAY N	183	1			5/24/2024
21	MP 101.3S	NJ ROUTE 33 OVER GARDEN STATE PARKWAY SB	198	1			5/24/2024
22	MP 101.5S	NJ ROUTE 66 over GSP SB	175	1			5/11/2024
23	MP 101.6N	NJ ROUTE 66 OVER GSP NB	178	1			5/11/2024
24	MP 103.2N	PARKWAY N OVER ASBURY AVENUE (CR 16)	85	1			6/2/2024
25	MP 103.2S	PARKWAY S OVER ASBURY AVENUE (CR 16)	85	1			6/2/2024
26	MP 104.5NI	GSP NBI OVER WEST PARK AVENUE	106	3			6/8/2024
27	MP 104.5NO	PARKWAY NBO OVER WEST PARK AVENUE	106	3			6/6/2024
28	MP 104.5SI	PARKWAY SBI OVER WEST PARK AVENUE	107	3			5/31/2024
29	MP 104.5SO	Parkway SBO over West Park Avenue	110	3			5/31/2024
30	MP 105.4SI	GSP SBI OVER SHAFTO RD (CR 547)	117	3			5/17/2024
31	MP 105.4SO	Parkway SBO Over Shafto Rd (CR 547)	53	1			5/17/2024
32	MP 105.5NI	PARKWAY NBI OVER SHAFTO ROAD (CR 547)	120	3			5/20/2024
33	MP 105.5NO	PARKWAY NBO OVER SHAFTO ROAD (CR 547)	53	1			5/20/2024
34	MP 106.3I	INT.105 SB ENTR RAMP E1 OVER NBI & SBI	363	6			6/14/2024
35	MP 106.4A	GSP SB ENTR RAMP E1 OVER INT.105 NB EXIT RAMP E6	220	3			5/23/2024
36	MP 106.4I	INT.105 SBO RAMP E2 & SBI RAMP E3 OVER NBI & SBI	317	6			5/11/2024
37	MP 106.4NO	INT. 105 SBO ENTR RMP E1& SBO EXIT RMP E2 OVER NBO	46	1			6/15/2024

Request for Expressions of Interest

Multi-Project Solicitation

OPS No. P3930, 2024 New Jersey Turnpike Authority Bridge Inspection Program

Garden State Parkway – Group 2, Milepost 96 to 123; and

OPS No. P3931, 2024 New Jersey Turnpike Authority Bridge Inspection Program,

Garden State Parkway – Group 4, Milepost 149 to 172

Group 2 Bridge List							
No.	Bridge No.	Bridge Description	Length (ft.)	Span	FCM	UW	Inspection Date
38	MP 106.4SO	Parkway Ramp 105SBOX E2 over Parkway SBO	233	3			5/17/2024
39	MP 106.5NO	Parkway Ramp 105NBIE E7 over Parkway NBO	162	3			5/23/2024
40	MP 106.7A	Parkway Ramp 105SBOX I over Pine Brook Road and CRR-NJ	222	2			8/9/2024
41	MP 106.7SI	GSP SBI OVER PINE BROOK RD & CENTRAL RR-NJ	209	4			6/20/2024
42	MP 106.7SO	GSP SBO OVER PINE BROOK RD & CENTRAL RR-NJ	218	4			6/20/2024
43	MP 106.8NI	PARKESY NBI OVER PINE BROOK RD & CENTRAL RR-NJ	211	4			6/28/2024
44	MP 106.8NO	PARKWAY NBO OVER PINE BROOK RD.& CENTRAL RR-NJ	210	4			6/28/2024
45	MP 107.5	TINTON AVENUE (CR 537) OVER GSP	447	6			8/8/2024
46	MP 108.3	SYCAMORE AVENUE (CR 13A) OVER GSP	482	6			8/8/2024
47	MP 108.7NI	GSP NBI OVER PINE BROOK	207	3			7/6/2024
48	MP 108.7NO	GSP NBO OVER PINE BROOK	206	3			7/6/2024
49	MP 108.7SI	GSP SBI OVER PINE BROOK	213	3			8/3/2024
50	MP 108.7SO	GSP SBO OVER PINE BROOK	212	3			8/3/2024
51	MP 109.3NI	GSP NBI OVER SWIMMING RIVER	253	4			8/24/2024
52	MP 109.3NO	GSP NBO OVER SWIMMING RIVER	253	4			8/3/2024
53	MP 109.3SI	GSP SBI OVER SWIMMING RIVER	253	4			8/24/2024
54	MP 109.3SO	GSP SBO OVER SWIMMING RIVER	254	4			8/25/2024
55	MP 110.1A	PARKWAY RAMP 109NBE A OVER NEWMAN SPRINGS RD (CR 520)	148	1			3/10/2024
56	MP 110.1NI	GSP NBI OVER NEWMAN SPRINGS RD (CR 520)	134	3			6/7/2024
57	MP 110.1NO	PARKWAY NBO OVER NEWMAN SPRINGS RD (CR520)	138	3			6/6/2024
58	MP 110.1SI	PARKWAY SBI OVER NEWMAN SPRINGS RD (CR 520)	129	3			6/7/2024
59	MP 110.1SO	GSP SBO OVER NEWMAN SPRINGS RD (CR 520)	129	3			6/6/2024
60	MP 110.9SI	PARKWAY SBI OVER NORMANDY RD & NAD EARLE RR	268	4			8/1/2024
61	MP 110.9SO	PARKWAY SBO OVER NORMANDY RD & NAD EARLE RR	270	4			8/1/2024
62	MP 111.0NI	GSP NBI OVER NORMANDY RD & NAD EARLE RR	273	4			8/1/2024
63	MP 111.0NO	GSP NBO OVER NORMANDY RD & NAD EARLE RR	271	4			8/1/2024
64	MP 111.1NI	GSP NBI OVER WEST FRONT STREET	130	3			7/15/2024
65	MP 111.1NO	Parkway NBO over West Front Street	134	3			7/15/2024
66	MP 111.1SI	GSP SBI OVER WEST FRONT STREET	129	3			7/15/2024
67	MP 111.1SO	Parkway SBO over West Front Street	130	3			7/15/2024
68	MP 112.1NI	GSP NBI OVER MIDDLETOWN-LINCROFT RD (CR 50)	84	1			8/4/2024
69	MP 112.1NO	GSP NBO OVER MIDDLETOWN-LINCROFT ROAD (CR 50)	107	3			8/4/2024
70	MP 112.1SI	GSP SBI OVER MIDDLETOWN-LINCROFT ROAD (CR 50)	84	1			8/4/2024
71	MP 112.1SO	GSP SBO OVER MIDDLETOWN-LINCROFT ROAD (CR 50)	107	3			8/4/2024
72	MP 113.9	Red Hill Rd (CR 52) over Parkway NBI/NBO/SBI/SBO	449	8			7/7/2024
73	MP 114.4NO	GSP NBO OVER RAMP A (NBI EXIT TUNNEL TO NBO)	102	1			7/7/2024
74	MP 115.2NI	GSP NBI OVER S. HOLLAND ROAD	132	3			5/25/2024
75	MP 115.2NO	Parkway NBO over South Holland Road	134	3			5/25/2024

Request for Expressions of Interest

Multi-Project Solicitation

OPS No. P3930, 2024 New Jersey Turnpike Authority Bridge Inspection Program

Garden State Parkway – Group 2, Milepost 96 to 123; and

OPS No. P3931, 2024 New Jersey Turnpike Authority Bridge Inspection Program,

Garden State Parkway – Group 4, Milepost 149 to 172

Group 2 Bridge List							
No.	Bridge No.	Bridge Description	Length (ft.)	Span	FCM	UW	Inspection Date
76	MP 115.2SI	GSP SBI OVER S. HOLLAND ROAD	137	3			5/25/2024
77	MP 115.2SO	Parkway SBO over South Holland Road	134	3			5/25/2024
78	MP 115.8SI	GSP SBI OVER TELEGRAPH HILL ROAD	94	1			5/25/2024
79	MP 115.8SO	GSP SBO OVER TELEGRAPH HILL ROAD	114	3			5/25/2024
80	MP 115.9NI	GSP NBI OVER TELEGRAPH HILL ROAD	90	1			5/25/2024
81	MP 115.9NO	GSP NBO OVER TELEGRAPH HILL ROAD	108	3			5/25/2024
82	MP 116.7S	Holmdel Road (CR 4) over Parkway SBI / SBO	281	4			7/12/2024
83	MP 116.9N	HOLMDEL ROAD (CR 4) OVER GSP NBI & NBO	322	5			7/12/2024
84	MP 117.4SO	Parkway Ramp 117 SBIX to SBOE OVER Parkway SBO	509	4	Y		7/15/2024
85	MP 117.6N	BETHANY ROAD OVER GSP NBI & NBO	193	4			9/14/2024
86	MP 117.6S	BETHANY ROAD OVER GSP SBI & SBO	238	5			9/14/2024
87	MP 118.2NO	PARKWAY NBO OVER NJ TRANSIT "NJ COAST LINE"	219	3			7/18/2024
88	MP 118.3NI	Parkway NBI over NJ Transit "NJ Coast Line"	250	3			7/19/2024
89	MP 118.3SI	PARKWAY SBI OVER NJ TRANSIT "NJ COAST LINE"	248	3			7/18/2024
90	MP 118.4A	Parkway Ramp 118SBE over NJ Transit "NJ Coast Line"	352	3			7/18/2024
91	MP 118.4SO	GSP SBO OVER NJ TRANSIT "NJ COAST LINE"	300	3			7/18/2024
92	MP 118.55N	GSP NBI & SBI & Ramps A & E over Luppaccong Creek	35	2			7/26/2024
93	MP 118.57NO	Int. 117 NJ 35 & 36 Rps & GSP NBO / Luppaccong Ck.	27	2			7/26/2024
94	MP 118.5A	GSP INT.117 EXIT RAMP A OVER NJ RTE 35 SB	140	3			7/13/2024
95	MP 118.5NI	PARKWAY NBI OVER PARKWAY RAMP 117SBIX	130	3			8/8/2024
96	MP 118.5NO	NBO OVER INT.117 SB EXIT RAMP A & NBI ENTR RAMP E	138	3			8/8/2024
97	MP 118.5SI	PARKWAY SBI OVER PARKWAY RAMP 117SBX A	135	3			7/12/2024
98	MP 118.5SO	PARKWAY SBO OVER PARKWAY RAMP 117SBOX A	203	3			7/12/2024
99	MP 118.6SO	LLOYD RD (CR 3) OVER SBO & INT.117 SB RAMPS A1 & E	254	5			9/1/2024
100	MP 118.8	LLOYD ROAD (CR 3) OVER GSP NBO, NBI, & SBI	335	5			9/14/2024
101	MP 118.9	CENTRAL RR OF NJ OVER GSP	300	5			7/12/2024
102	MP 118.9A	CENTRAL RR OF NJ OVER INT.117A EXIT RAMP F	131	3			7/12/2024
103	MP 119.1	LOWER MAIN STREET (CR 516) OVER GSP	347	6			7/12/2024
104	MP 119.2SI	GSP SBI OVER MATAWAN CREEK	144	3			9/14/2024
105	MP 119.2SO	GSP SBO OVER MATAWAN CREEK	145	3			9/14/2024
106	MP 119.3NI	GSP NBI OVER MATAWAN CREEK	144	3			9/14/2024
107	MP 119.3NO	GSP NBO OVER MATAWAN CREEK	144	3			9/14/2024
108	MP 119.9	MATAWAN ROAD OVER GSP	375	7			7/28/2024
109	MP 119.9A	MATAWAN AVENUE OVER NJ TRANSIT RR	156	3			8/17/2024
110	MP 120.0	NJ TRANSIT RR OVER PARKWAY NBI/NBO/SBI/SBO	307	5			7/28/2024
111	MP 120.7	CLIFFWOOD AVENUE (CR 6A) OVER GSP	457	8			8/11/2024
112	MP 121.0S	MATAWAN RD (CR 626) OVER GSP SBI & SBO	243	4			9/1/2024
113	MP 121.1N	MATAWAN RD (CR 626) OVER GSP NBI & NBO	296	5			8/10/2024

Request for Expressions of Interest

Multi-Project Solicitation

OPS No. P3930, 2024 New Jersey Turnpike Authority Bridge Inspection Program
 Garden State Parkway – Group 2, Milepost 96 to 123; and
 OPS No. P3931, 2024 New Jersey Turnpike Authority Bridge Inspection Program,
 Garden State Parkway – Group 4, Milepost 149 to 172

Group 2 Bridge List							
No.	Bridge No.	Bridge Description	Length (ft.)	Span	FCM	UW	Inspection Date
114	MP 121.5SI	GSP SBI OVER CHEESEQUAKE PARK ROAD	85	1			8/31/2024
115	MP 121.5SO	GSP SBO OVER CHEESEQUAKE PARK ROAD	108	3			8/31/2024
116	MP 121.7NI	GSP NBI OVER CHEESEQUAKE PARK ROAD	84	1			8/31/2024
117	MP 121.7NO	GSP NBO OVER CHEESEQUAKE PARK ROAD	107	3			8/31/2024
118	MP 122.8SI	GSP SBI OVER CHEESEQUAKE CREEK	197	3			8/23/2024
119	MP 122.8SO	GSP SBO OVER CHEESEQUAKE CREEK	198	3			8/23/2024
120	MP 122.9NI	GSP NBI OVER CHEESEQUAKE CREEK	198	3			8/23/2024
121	MP 122.9NO	GSP NBO OVER CHEESEQUAKE CREEK	198	3			8/23/2024

Group 2 COURTESY Bridges				
No.	Bridge No.	Bridge Description	Inspection Date	Owner
1	MP 98.2C	NJ Route 138 EB over Parkway N and Int. 98 Service Road N	5/5/2024	NJDOT
2	MP 98.2D	NJ Route 138 EB over Parkway S and Int. 98 Service Road S	5/3/2024	NJDOT
3	MP 106.1	NJ Route 18 SB over Parkway NBI/NBO/SBI/SBO	8/3/2024	NJDOT
4	MP 106.2	NJ Route 18 NB over Parkway NBI/NBO/SBI/SBO	8/3/2024	NJDOT

Request for Expressions of Interest

Multi-Project Solicitation

OPS No. P3930, 2024 New Jersey Turnpike Authority Bridge Inspection Program
Garden State Parkway – Group 2, Milepost 96 to 123; and
OPS No. P3931, 2024 New Jersey Turnpike Authority Bridge Inspection Program,
Garden State Parkway – Group 4, Milepost 149 to 172

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OPS NO. P3931 BRIDGE LIST – GROUP 4

Group 4 Bridge List							
No.	Bridge No.	Bridge Description	Length (ft.)	Span	FCM	UW	Inspection Date
1	MP 149.1A	GSP SB ENT RAMP/JFK Drive SB & NJ TRANSIT	730	11	N	N	2/15/2024
2	MP 149.2	GSP OVER NJ TRANSIT MONTCLAIR BRANCH	140	1	N	N	2/15/2024
3	MP 149.2A	JFK DRIVE NB OVER NJ TRANSIT	140	1	N	N	2/15/2024
4	MP 149.4	GSP/BLOOMFIELD AVE, FRANKLIN ST & SECOND RVR	560	7	N	N	2/25/2024
5	MP 149.4A	JFK DRIVE SB OVER SECOND RIVER	96	1	Y	N	2/15/2024
6	MP 149.5A	JFK DRIVE NB OVER SECOND RIVER	80	1	N	N	2/25/2024
7	MP 149.7	MONTGOMERY STREET OVER GSP	127	2	N	N	2/25/2024
8	MP 149.9	LIBERTY STREET OVER GARDEN STATE PARKWAY	119	2	N	N	2/25/2024
9	MP 150.1	NORFOLK SOUTHERN RR OVER GSP	119	2	Y	N	2/8/2024
10	MP 150.2	BELLEVILLE AVE (RT 506) OVER GSP	135	2	N	N	2/8/2024
11	MP 150.3	GARDEN STATE PARKWAY OVER THIRD RIVER	62	1	N	N	2/10/2024
12	MP 150.3A	INT. 150 NB ENTRANCE RAMP OVER THIRD RIVER	58	1	N	N	2/10/2024
13	MP 150.4	GARDEN STATE PARKWAY OVER TAIL RACE	21	1	N	N	2/10/2024
14	MP 151.1	GARDEN STATE PARKWAY OVER HOOVER AVE (CR 651)	115	3	N	N	2/10/2024
15	MP 151.4	MILTON AVENUE OVER PARKWAY N/S	142	2	N	N	2/10/2024
16	MP 151.6	E PASSAIC AVE (CR 652) OVER GARDEN STATE PARKWAY	178	2	N	N	2/9/2024
17	MP 152.2	PEDESTRIAN BRIDGE OVER GARDEN STATE PARKWAY	260	6	Y	N	2/9/2024
18	MP 152.4	WATCHUNG AVE (CR 655) OVER GSP	282	2	N	N	2/8/2024
19	MP 152.8	WEST PASSAIC AVE (CR 622) OVER GSP	220	3	N	N	2/8/2024
20	MP 152.9A	SB ENT RAMP FROM SERVICE AREA/THIRD RIVER	77	1	N	N	2/9/2024
21	MP 153.0S	GARDEN STATE PARKWAY SB OVER THIRD RIVER	55	1	N	N	2/9/2024
22	MP 153.1A	GSP NB ENT RAMP FROM SERV AREA / THIRD RIVER	63	1	Y	N	3/2/2024
23	MP 153.1N	GARDEN STATE PARKWAY NB OVER THIRD RIVER	55	1	N	N	3/3/2024
24	MP 153.7S	GARDEN STATE PARKWAY SB OVER THIRD RIVER	52	1	N	N	3/2/2024
25	MP 153.8N	GARDEN STATE PARKWAY NB OVER THIRD RIVER	52	1	N	N	3/3/2024
26	MP 153.9S	GARDEN STATE PARKWAY SB OVER 72" WATER MAIN	48	1	N	N	3/2/2024
27	MP 154.0A	INT. 153 NB EXIT RAMP A OVER 72" WATER MAIN	53	1	N	N	3/3/2024
28	MP 154.0N	GARDEN STATE PARKWAY NB OVER 72" WATER MAIN	48	1	N	N	3/3/2024
29	MP 154.1N	GSP NB OVER INT. 153 SB EXIT RAMP B	96	3	N	N	2/25/2024
30	MP 154.1S	ROUTE NJ 3 OVER GARDEN STATE PARKWAY SB	141	3	N	N	3/11/2024
31	MP 154.2N	GARDEN STATE PARKWAY NB OVER NJ 3	222	4	N	N	3/15/2024
32	MP 154.2S	ALLWOOD RD (CR 602) OVER GSP SB	130	3	N	N	3/15/2024
33	MP 154.3N	GSP NB OVER ALLWOOD ROAD (CR 602)	71	1	N	N	3/15/2024
34	MP 154.4A	INT 153B NB EX RMP E&SB EN RMP G/BROADST(CR509)	68	1	N	N	2/25/2024
35	MP 154.4S	INT 153B NB EXIT RAMP E OVER GSP SB	136	3	N	N	2/11/2024
36	MP 155.4	VAN HOUTEN AVE (CR 614) OVER GSP	204	4	N	N	2/24/2024
37	MP 155.7	COLFAX AVE. (CR 609) OVER GSP	189	4	N	N	2/24/2024

Request for Expressions of Interest

Multi-Project Solicitation

OPS No. P3930, 2024 New Jersey Turnpike Authority Bridge Inspection Program
 Garden State Parkway – Group 2, Milepost 96 to 123; and
 OPS No. P3931, 2024 New Jersey Turnpike Authority Bridge Inspection Program,
 Garden State Parkway – Group 4, Milepost 149 to 172

Group 4 Bridge List							
No.	Bridge No.	Bridge Description	Length (ft.)	Span	FCM	UW	Inspection Date
38	MP 155.8	NB ENTRANCE RAMP F OVER GSP & ROUTE US 46	1221	17	N	N	3/25/2024
39	MP 155.9	US 46 OVER GARDEN STATE PARKWAY	247	4	N	N	2/24/2024
40	MP 156.0A	GSP SERVICE ROAD OVER WEASEL BROOK	26	1	N	N	2/24/2024
41	MP 156.1A	INT. 154 SB RAMP OVER SB SPUR AND NJ 19	815	13	N	N	2/24/2024
42	MP 156.1S	GSP SB OVER NB SPUR (ROUTE NJ 19)	182	3	N	N	2/25/2024
43	MP 156.2S	GSP SB OVER NJ TRANSIT	184	3	N	N	3/4/2024
44	MP 156.3N	GSP NB OVER NJ TRANSIT	195	3	N	N	3/21/2024
45	MP 156.3S	GARDEN STATE PARKWAY SB OVER KULLER ROAD	195	3	N	N	3/4/2024
46	MP 156.4N	GARDEN STATE PARKWAY NB OVER KULLER ROAD	292	5	N	N	3/25/2024
47	MP 156.7	HAZEL ST (CR 702) OVER GARDEN STATE PARKWAY	134	2	N	N	3/4/2024
48	MP 156.8	6TH AVENUE PEDESTRIAN BRIDGE OVER GSP	128	2	Y	N	3/4/2024
49	MP 157.0S	GARDEN STATE PKWY SB OVER MAIN AVE (CR 601)	77	1	N	N	3/4/2024
50	MP 157.1N	GARDEN ST PKWY NB OVER MAIN AVENUE (CR 601)	77	1	N	N	3/4/2024
51	MP 157.1S	GARDEN STATE PARKWAY SB OVER GETTY AVENUE	81	1	N	N	3/4/2024
52	MP 157.2N	GARDEN STATE PARKWAY NB OVER GETTY AVENUE	81	1	N	N	3/4/2024
53	MP 157.2S	GSP SB OVER NORFOLK SOUTHERN	157	3	N	N	3/4/2024
54	MP 157.3N	GSP NB OVER NORFOLK SOUTHERN	157	3	N	N	3/21/2024
55	MP 157.3S	GARDEN STATE PARKWAY SB OVER CURIE AVENUE	57	1	N	N	3/4/2024
56	MP 157.4N	GARDEN STATE PARKWAY NB OVER CURIE AVENUE	58	1	N	N	3/21/2024
57	MP 157.8	LAKEVIEW AVE (CR 624) OVER GARDEN ST PARKWA	168	4	N	N	1/21/2024
58	MP 158.1A	GSP INT. 156 RAMP B OVER US 46	419	9	Y	N	1/27/2024
59	MP 158.6	MILES STREET OVER GARDEN STATE PARKWAY	159	4	N	N	1/26/2024
60	MP 158.8S	GARDEN STATE PARKWAY SB OVER US 46	229	4	N	N	1/26/2024
61	MP 158.9N	GARDEN STATE PARKWAY NB OVER US 46	229	4	N	N	1/26/2024
62	MP 159.0	GARDEN STATE PARKWAY OVER FLEISHER BROOK	30	1	N	N	1/27/2024
63	MP 159.0A	PEDESTRIAN BRIDGE OVER FLEISHER BROOK	50	1	Y	N	1/27/2024
64	MP 159.2S	GARDEN STATE PARKWAY SB OVER BOULEVARD	140	3	N	N	1/26/2024
65	MP 159.3N	GARDEN STATE PARKWAY NB OVER MOLA BOULEVARD	140	3	N	N	1/26/2024
66	MP 159.3S	GARDEN STATE PKWY SB OVER MARKET ST (CR 56 I)	137	3	N	N	1/26/2024
67	MP 159.4N	GARDEN ST PARKWAY NB OVER MARKET ST (CR 56 I)	137	3	N	N	1/26/2024
68	MP 159.5S	GSP SB OVER NYS&W RR AND WALLACE STREET	218	3	N	N	1/21/2024
69	MP 159.6N	GSP NB OVER NYS&W RR AND WALLACE STREET	221	3	N	N	1/21/2024
70	MP 159.7A	INT 159 SB EXIT RAMP J/WALLACE ST& S VAN RIPER AVE	834	8	Y	N	1/21/2024
71	MP 159.9	NJ Transit over GSP NB & SB	114	2	N	N	1/26/2024
72	MP 159.9A	ERIE LACKAWANNA RR OVER Parkway Ramp 159SBX	45	1	N	N	1/26/2024
73	MP 160.0	MIDLAND AVE (CR 67) OVER GSP & INT. 159 RAMP J	228	5	N	N	1/26/2024
74	MP 160.2	INT. 159 SB ENTRANCE RAMP A OVER GSP	214	4	N	N	1/26/2024
75	MP 160.2A	PEHLE AVENUE (IN PLAZA) OVER GSP INT. 159 RAMPS	246	5	N	N	1/27/2024
76	MP 160.2B	INT. 159 RAMPS B&C / ENT. RAMP X (OUTSIDE PLAZA)	105	2	N	N	1/27/2024

Request for Expressions of Interest

Multi-Project Solicitation

OPS No. P3930, 2024 New Jersey Turnpike Authority Bridge Inspection Program
 Garden State Parkway – Group 2, Milepost 96 to 123; and
 OPS No. P3931, 2024 New Jersey Turnpike Authority Bridge Inspection Program,
 Garden State Parkway – Group 4, Milepost 149 to 172

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Group 4 Bridge List							
No.	Bridge No.	Bridge Description	Length (ft.)	Span	FCM	UW	Inspection Date
77	MP 160.6S	GSP SB OVER SADDLE RIVER ROAD (CR 79)	110	3	N	N	4/22/2024
78	MP 160.7N	GSP NB OVER SADDLE RIVER ROAD (CR 79)	110	3	N	N	4/22/2024
79	MP 160.8S	GARDEN STATE PARKWAY SB OVER SADDLE RIVER	172	2	N	N	4/8/2024
80	MP 160.9N	GARDEN STATE PARKWAY NB OVER SADDLE RIVER	172	2	N	N	4/8/2024
81	MP 161.5N	GARDEN STATE PARKWAY NB/PARAMUS RD (CR 62)	136	3	N	N	4/8/2024
82	MP 161.5S	GARDEN STATE PARKWAY SB / PARAMUS RD (CR 62)	139	3	N	N	4/8/2024
83	MP 161.6S	GARDEN STATE PARKWAY SB OVER BRIDLE WAY	108	3	N	N	4/8/2024
84	MP 161.7N	GARDEN STATE PARKWAY NB OVER BRIDLE WAY	108	3	N	N	4/8/2024
85	MP 161.8S	GARDEN STATE PARKWAY SB OVER NJ 4	264	4	N	N	4/1/2024
86	MP 161.9N	GARDEN STATE PARKWAY NB OVER NJ 4	276	4	N	N	4/1/2024
87	MP 162.1S	GARDEN STATE PARKWAY SB OVER SPROUT BROOK	56	1	N	N	4/8/2024
88	MP 162.2N	GARDEN STATE PARKWAY NB OVER SPROUT BROOK	56	1	N	N	4/15/2024
89	MP 162.4S	GARDEN STATE PARKWAY SB / CENTURY RD	107	3	N	N	4/21/2024
90	MP 162.5N	GARDEN STATE PARKWAY NB / CENTURY ROAD	106	3	N	N	4/21/2024
91	MP 163.0D	GSP INT 163 RAMP NBX OVER RAMP SBX	126	3	N	N	3/30/2024
92	MP 163.0NR	GARDEN ST PARKWAY NB / INT. 163 RAMP SBX	154	1	N	N	4/20/2024
93	MP 163.0S	GARDEN ST PARKWAY SB / INT. 163 RAMP SBX	247	2	Y	N	4/20/2024
94	MP 163.1B	GSP INT. 163 RAMP SBX OVER NJ 17	308	4	N	N	3/30/2024
95	MP 163.1D	GSP INT. 163 RAMP NBX OVER NJ 17	353	4	N	N	3/30/2024
96	MP 163.1NR	GARDEN STATE PARKWAY NB OVER NJ 17	247	1	N	N	4/20/2024
97	MP 163.2B	GSP INT 163 RAMP SBX OVER RAMP NBX	114	3	N	N	3/30/2024
98	MP 163.2N	GARDEN ST PARKWAY NB / INT. 163 RAMP NBX	210	2	Y	N	4/21/2024
99	MP 163.2SR	GARDEN STATE PARKWAY SB OVER NJ 17	243	1	N	N	4/20/2024
100	MP 163.3SR	GARDEN ST PARKWAY SB / INT. 163 RAMP NBX	131	1	N	N	3/30/2024
101	MP 163.8S	GARDEN STATE PARKWAY SB OVER E. MIDLAND AVE	113	3	N	N	4/8/2024
102	MP 163.9N	GARDEN STATE PARKWAY NB OVER E. MIDLAND AVE	135	3	N	N	4/8/2024
103	MP 164.0A	FROM ROAD OVER SPROUT BROOK	45	1	N	N	5/18/2024
104	MP 164.9	EAST RIDGEWOOD AVENUE (CR 80) OVER GSP	401	6	N	N	5/6/2024
105	MP 164.9A	PEDESTRIAN BRIDGE OVER INT. 165 SB RAMPS K & L	211	3	N	N	5/13/2024
106	MP 164.9B	PEDESTRIAN BRIDGE OVER INT 165 NB RAMPS B & C	212	3	N	N	5/13/2024
107	MP 165.9	LINWOOD AVENUE (CR 110) OVER GSP	224	4	N	N	5/19/2024
108	MP 166.1	TOLL PLAZA PEDESTRIAN BRIDGE OVER GSP	90	1	Y	N	5/6/2024
109	MP 166.3	EAST GLEN AVENUE (CR 82) OVER GSP	313	5	N	N	5/11/2024
110	MP 167.4S	WASHINGTON AVENUE (CR 502) OVER GSP SB	121	3	N	N	5/25/2024
111	MP 167.5N	WASHINGTON AVENUE (CR 502) OVER GSP NB	105	3	N	N	5/25/2024
112	MP 168.0	HILLSDALE AVENUE (CR 112) OVER GSP	251	5	N	N	5/11/2024
113	MP 168.4	WIERIMUS ROAD (CR 71) OVER GARDEN ST PARKWAY	222	4	N	N	5/18/2024
114	MP 169.2S	GSP SB OVER SADDLE RIVER ROAD (CR 90)	67	1	N	N	5/25/2024
115	MP 169.3N	GSP NB OVER SADDLE RIVER ROAD (CR 90)	67	1	N	N	5/25/2024

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Group 4 Bridge List							
No.	Bridge No.	Bridge Description	Length (ft.)	Span	FCM	UW	Inspection Date
116	MP 170.1N	GSP NB OVER GLEN ROAD (CR 92)	69	1	N	N	5/3/2024
117	MP 170.1S	GSP SB OVER GLEN ROAD (CR 92)	67	1	N	N	5/3/2024
118	MP 171.4S	GSP SB OVER GRAND AVENUE (CR 94)	64	1	N	N	5/13/2024
119	MP 171.5N	GSP NB OVER GRAND AVENUE (CR 94)	71	1	N	N	5/13/2024
120	MP 171.6S	GSP SB OVER SUMMIT AVENUE (CR 96)	65	1	N	N	5/3/2024
121	MP 171.7N	GSP NB OVER SUMMIT AVENUE (CR 96)	66	1	N	N	5/3/2024

Group 4 COURTESY Bridges				
No.	Bridge No.	Bridge Description	Inspection Date	Owner
1	MP 159.8	I-80 over Parkway N/S	6/20/2024	NJDOT

Subsection B3

Staffing Estimate

2024 New Jersey Turnpike Authority Bridge Inspection Program

OPS No. P3930

Garden State Parkway – Group 2

Milepost 96 to 123

Classification (ASCE-Grade)	Task 1 Mobilization	Task 2 Bridge Inspection	Task 3 Bridge Reports	Task 4 SI&A/Element Level Inspection	Task 5 Miscellaneous Work	Total Hours
Project Manager ()						
Team Leader ()						
Inspector/ Engineer ()						
Junior Engineer ()						
CADD Technician ()						
Other-Specify ()						
Total Hours						

Note: The above chart is intended to act as a guide. The Consultant shall modify and expand Classifications and tasks as required to meet project needs.

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 OPS No. P3931, 2024 New Jersey Turnpike Authority Bridge Inspection Program,
 Garden State Parkway – Group 4, Milepost 149 to 172

Subsection B3
Staffing Estimate
2024 New Jersey Turnpike Authority Bridge Inspection Program
OPS No. P3931
Garden State Parkway – Group 4
Milepost 149 to 172

Classification (ASCE-Grade)	Task 1 Mobilization	Task 2 Bridge Inspection	Task 3 Bridge Reports	Task 4 SI&A/Element Level Inspection	Task 5 Miscellaneous Work	Total Hours
Project Manager ()						
Team Leader ()						
Inspector/ Engineer ()						
Junior Engineer ()						
CADD Technician ()						
Other-Specify ()						
Total Hours						

Note: The above chart is intended to act as a guide. The Consultant shall modify and expand Classifications and tasks as required to meet project needs.

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Subsection B4
Qualified and Eligible Firms

1. AECOM Technical Services
2. AI Engineers, Inc.
3. Arora and Associates, P.C.
4. ATANE Engineers, Architects and Land Surveyors, P.C.
5. Boswell Engineering
6. Buchart-Horn, Inc.
7. CDM Smith Inc.
8. CME Associates
9. Gannett Fleming, Inc.
10. Greenman-Pedersen, Inc.
11. Hardesty & Hanover, LLC
12. IH Engineers, P.C.
13. Johnson, Mirmiran & Thompson, Inc.
14. KS Engineers, P.C.
15. LS Engineering Associates Corporation
16. MAK S Engineers, PC
17. Michael Baker International, Inc.
18. Modjeski & Masters, Inc.
19. Mott MacDonald LLC
20. MP Engineers, P.C.
21. Naik Consulting Group PC and KS Engineers, PC
22. Pennoni Associates, Inc.
23. Pickering, Corts & Summerson, Inc.
24. PKB Engineering Corporation
25. SJH Engineering, P.C.
26. Stantec Consulting Services, Inc.
27. STV Incorporated
28. T.Y. Lin International
29. Traffic Planning and Design, Inc.
30. TranSystems Corporation
31. Van Cleef Engineering Associates, LLC
32. W.J. Castle P.E. and Associates P.C.
33. 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 made available on the Authority's web-site, www.njta.com, as described herein.

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 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

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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 Director of Law deem certain information contained in its response to be personal, financial, or proprietary information that is exempt from disclosure under OPRA.

The Authority reserves the right to make the determination regarding what is proprietary or confidential and will advise the winning bidder/proposer accordingly. The Authority will not honor any attempt by a winning bidder/proposer to designate its entire proposal as proprietary or confidential and will not honor a claim of copyright protection for an entire proposal. In the event of any challenge to the winning bidder's/proposer's assertion of confidentiality with which the Authority does not concur, the bidder /proposer shall be solely responsible for defending its designation.

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.

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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, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The 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).

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)**

Election Transparency Act, P.L. 2023, c. 30; Fair and Open Exception

In accordance with the Elections Transparency Act, P.L. 2023, c. 30 (the "Act"), effective January 1, 2023, all contracts awarded by the Authority pursuant to a fair and open process as defined in the Act are no longer subject to the political contributions proscription that prohibited a contract award if certain reportable contributions were solicited or made by a potential contract awardee. The Authority has determined that this procurement meets the requirements of a fair and open process and, accordingly, any such solicited or reportable contributions made by any proposer submitting a proposal will not prohibit any contract award thereto if such proposer is deemed the successful proposer.

Annual Report of Contributions to the Election Law Enforcement Commission

All Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000.00 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us

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.

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) 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:

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- 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

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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 contact 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

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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 RFEOI 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.

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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.

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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.

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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 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.

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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**

N.J.S.A. 52:32-60.1 et seq. (P.L. 2022, c.3) states that prior to contract award, the awardee must certify that neither the awardee, nor any of its parents, subsidiaries, or affiliates, have engaged in prohibited activities in Russia or Belarus. However, the enforceability of N.J.S.A. 52:32-60.1 et seq. has recently been challenged in the United States District Court for the District of New Jersey. While the State of New Jersey continues to defend the law in court, the certification requirement has been voluntarily suspended pending the outcome of the legal challenge. If the legal challenge is resolved in the State's favor prior to the deadline for submission of EOIs under this procurement, the Authority may issue an addendum requiring submission of a form entitled "Certification of Non-Involvement in Prohibited Activities in Russia or Belarus."

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:

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- 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 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.

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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.

Subsection C13(j)
Disclosure of Outstanding Work

Firms shall complete and submit the Disclosure Forms for the prime and all subconsultants indicating outstanding work with the Authority with their Expression of Interest.

Subsection C13(k)
Recent Authority Project Experience

Firms shall complete and submit with their Expression of Interest, the Recent Authority Experience form for the prime Firm and for each subconsultant.

ATTACHMENT D

**N.J.A.C. 19:9-2.8 Procedures 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, or through other electronic means. Such advertisements shall be published not less than seven calendar days preceding the date upon which the EOIs are

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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;

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- 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

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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.