# PART 2

# TECHNICAL PROPOSAL ADMINISTRATIVE REQUIREMENTS

**Project: Marine Transportation System Planning, Management/Beneficial Use/Sampling/Testing/Permitting of Dredged Material, and Maritime Engineering and Support Services Planning - Fixed Price Term Agreement**

## Firm Name:

## BE SURE TO INCLUDE YOUR BUSINESS CERTIFICATE AND YOUR CHAPTER 51 PAY TO PLAY CERTIFICATION ( STATE PROJECTS ONLY.)

|  |  |
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| Section 2**CERTIFIED FIRM UTILIZATION** | INSTRUCTIONS: DESCRIBE YOUR PLAN TO MEET GOALS BY IDENTIFING THE PROPERLY CERTIFIED FIRMS AND THE WORK DISCIPLINES THESE FIRM(S) WILL PERFORM. |
|    STATE GOAL  0% SBEs  |  |
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|  See the Solicitation form for this project’s participation. |
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| Section 3ADDITIONAL RESOURCES REQUIRED | INSTRUCTIONS: LIST BELOW RESOURCES AVAILABLE TO MEET EACH REQUIREMENT. |
| **Geographic Information System (GIS) /CADD personnel****Bathymetric survey and side scan sonar equipment, vessels and personnel****Soil and sediment sampling equipment and personnel?****Vessels suitable for transportation of personnel, equipment and sampling in NJ coastal waters****Project Management Software – Microsoft Project or Equivalent**  |  |

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| Section 4TEAM COMMITMENT/CERTIFICATION | INSTRUCTIONS: SIGN AND DATE |
| I certify on the behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the firm), that the staff proposed in this Technical Proposal will be used in the performance of this project, and will be available for assignment to this project as of the anticipated start date. I also certify all projects utilizing same team “Project Manager and Key Staff” will be completed on time. I further certify that the information set forth and statements made in the foregoing Technical Proposal are true, accurate and consistent with the records maintained by the individual, partnership or corporation submitting this Technical Proposal and will be available for the completion of this project. I also certify, to the best of my knowledge, that the firm and its employees have not had access to any confidential information of the New Jersey Department of Transportation, which was not made available to all firms. |
| **SIGNATURE, PRINCIPAL OF FIRM** | **DATE** |

# PART 3

#  PROJECT MANAGER’S PROJECT SPECIFIC REQUIREMENTS

**DESIGN TERM AGREEMENT**

 **Project: Marine Transportation System Planning, Management/Beneficial Use/Sampling/Testing/Permitting of Dredged Material, and Maritime Engineering and Support Services Planning - Fixed Price Term Agreement**

**Firm Name: Proposed Project Manager:**

**PROJECT MANAGER: Experience on Similar projects - directing or managing projects as outlined in the Scope of Work.**

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| Section 5PROJECT SPECIFIC**QUALIFICATIONS** | **INSTRUCTIONS: List below next to each requirement the Project Manager’s qualifications.** **Enclose resume describing experience for each requirement indicated.** | TOTAL**SCORE** | **MAX****SCORE****56** |
| **REQUIREMENTS** | QUALIFICATIONS |
| Masters or PhD degree in Environmental Science, Environmental Planning, Transportation Planning, Environmental /Civil/Marine Engineering, or related field. |  |  |
| Served as Project Manager or Project Director for at least five projects similar to those outlined in the Scope of Work. |  |  |
| Demonstrated familiarity with New Jersey’s Marine Transportation System; both commercial and recreational uses. |  |  |
| Relevant experience with coastal engineering, dredging and beneficial use of dredged material in the New Jersey region.  |  |

 SUB TOTAL \_\_\_\_\_\_\_\_\_

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| Section 6**PROJECT MANAGEMENT EXPERIENCE ON SIMILAR PROJECTS** | **INSTRUCTIONS: List below years of experience for the proposed Project Manager for projects of similar size and complexity as described above up to a maximum of 10 years. Enclosed a highlighted resume describing experience.**  | TOTAL **SCORE** | MAX**SCORE****84** |
|   **YEARS**   |  |

 SUB TOTAL \_\_\_\_\_\_\_\_\_

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| Section 7**REFERENCE CHECKS FOR****PROJECT MANAGER** | INSTRUCTIONS: List below three similar projects that have been completed in the last five years or are at least 50% complete. Enclose resume highlighting similar project details. **Per Project Scoring: 10 Points Outstanding, 5 Points Satisfactory, 0 Points Unsatisfactory** | MAX**SCORE****NR** |
| SIMILAR PROJECT | BRIEF DESCRIPTION | TOTAL**SCORE** |
| 1. |  |  |
| 2. |  |  |
| 3.  |  |  |

 SUB TOTAL \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| TOTAL FOR SECTION 5, 6 & 7 |  |
| X WEIGHT % | **15%** |
| FINAL SCORE FOR PROJECT MANAGER |  |

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**DESIGN TERM AGREEMENT**

**Project: Marine Transportation System Planning, Management/Beneficial Use/Sampling/Testing/Permitting of Dredged Material, and Maritime Engineering and Support Services Planning - Fixed Price Term Agreement**

####  Similar Project

**Firm Name: Size and Complexity:**

|  |  |  |
| --- | --- | --- |
| Section 8ORGANIZATION CHART | **INSTRUCTIONS: Enclose Organization Chart identifying team reporting relationships for all primary** **tasks**  **including sub consultants when utilized.**  | MAX**SCORE****20** |

 SUB TOTALS \_\_\_\_\_\_\_\_\_

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| Section 9TEAM LEADER/KEY STAFF**QUALIFICATIONS** | INSTRUCTIONS: List Team Leaders/Key Staff Members for each primary task(s) and enclose resume highlighting  **qualifications noted below (Only one Team Leader will be rated for each Primary Task).** **Check each requirement met. Training Certificates will be required only upon request by the**  **NJDOT Check each requirement met.**  | MAX**SCORE****60** |
|  TEAM LEADER (S) PROJECT SPECIFIC QUALIFICATIONS |
| **NAME** |  |  |  |  |
|  **PRIMARY TASK** | **Coastal/Environmental Engineering** | **Dredging and Dredged Material Management Planning/Analysis** | **Marine and Coastal Surveying** |
| **SECTION 9**  **(Continued)** | QUALIFICATIONS |  | **QUALIFICATIONS** |  | QUALIFICATIONS |  | TOTAL |
| BS degree in Civil, Environmental or Maritime Engineering or related field. Professional Engineer licensed in NJ.  |  | Bachelors degree in Environmental/ Civil Engineering, Oceanography, Geology, Environmental Science or related field. |  | Bachelors Degree, any field (or equivalent combination of experience and education above the minimum of five years.) NJ Professional Licensed Surveyor. |  |  |
| Served as a task leader for a min. of three projects that involve coastal or waterfront engineering, maritime structures, dredging or marine surveying. |  | Served as task leader for a min. of three projects involving dredging and the beneficial use of dredged materials. |  | At least five years demonstrated experience with the operation and maintenance of bathymetric and side scan sonar equipment in coastal Atlantic waters. |  |  |
| Demonstrated ability to design and construct waterfront or marine structures, navigation channels, prepare and/or review engineering drawings and surveys, prepare and review contract specifications. |  | Demonstrated ability to design, permit and construct dredging and dredged material management projects and research.  |  | Demonstrated familiarization with USACE/NOAA field survey procedures. |  |  |
| Demonstrated experience with marine/maritime engineering in coastal Atlantic waters. |  | Demonstrated familiarity with dredging and dredged material regulations, policies and guidelines in New Jersey including the NJDEP Technical Dredging Manual and the LSRP program. |  | Demonstrated experience with HYPACK or other similar dredging software. |  |  |
|  |  | Experience performing sampling, testing and interpretation of physical/chemical analytical data of dredged material from the New Jersey region. |  | Demonstrated ability to collect, analyze and prepare drawings detailing results of marine and land based survey data. |  |  |
| **NAME v** |  |  |  |  |
|  **PRIMARY TASK** | **Data Collection/Analysis** | **Maritime Economic Analysis** | Stakeholder Involvement/Coordination |
|  | QUALIFICATIONS |  | QUALIFICATIONS |  | QUALIFICATIONS |  | TOTAL |
| Bachelors Degree, any field |  | Bachelors Degree in Economics, Public policy, transportation planning, or related field |  | Bachelors Degree, any field |  |  |
| Demonstrated ability to collect and analyze marine/maritime transportation data and to create/use models to predict performance or maintenance needs for maritime infrastructure. |  | Served as task leader for a minimum of three projects related to economic impact analysis or cost:benefit analysis of transportation projects/ infrastructure. |  | Served as task leader for at least three projects that required coordination of stakeholders and/or development of outreach programs for transportation construction projects.  |  |  |
| Demonstrated familiarization with geo-physical and/or geo-chemical data. |  | Familiarization with New Jersey’s marine transportation system. |  | Familiarization with web-based communication tools. |  |  |
| Demonstrated ability to use Geographical Information Systems to spatially analyze data. |  | Demonstrated understanding of the commercial fishing, marine recreation and freight transportation sectors in NJ. |  | Familiarization with regional agency stakeholders which are responsible for the marine transportation system, regulation and resources. |  |  |
| Demonstrated ability to present data in a user-friendly, clear and understandable format. |  | Familiarization with New Jersey’s taxation and funding policies for State programs. |  | Demonstrated ability to develop complex and controversial presentations for both verbal and graphic formats. |  |  |

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| **NAME** |  |  |  |  |  |
|  **PRIMARY TASK** | **Biologist** |  |  |
|  | QUALIFICATIONS |  |  |  |  |  | TOTAL |
| BS degree in Biology, Zoology, Environmental Engineering or related field.  |  |  |  |  |  |  |
| Served as a task leader for a min. of three projects that involve freshwater or coastal wetland mapping and threatened and endangered species habitat evaluations and impact assessments in support of NJ waterfront development permits. |  |  |  |  |  |  |
| Certified by USACE to delineate coastal and freshwater wetlands in support of permits for dredging, beneficial use and/or excavation of CDFs.  |  |  |  |  |  |  |
|  | Familiarization with NJDEP and USEPA procedures for the determination of the presence/absence of threatened and endangered species in support of permits for dredging, beneficial use and/or excavation of CDFs. |  |  |  |  |  |  |

 AVERAGE SUB TOTAL \_\_\_\_\_\_\_\_\_\_\_

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| Section 10 **TEAM LEADER/KEY STAFF SIMILAR PROJECT EXPERIENCE**  | **INSTRUCTIONS: List below years of experience and enclose resume describing type of experience as indicated below.**  **Check each requirement met.** | MAX**SCORE****60** |
| EXPERIENCE IN PRIMARY TASKS |
| **NAME** |  |  |  |  |
|  **PRIMARY TASK** | **Coastal/Environmental Engineering** | **Dredging and Dredged Material Management Planning/Analysis** | **Marine and Coastal** **Surveying** |
| Ceiling – Years of Experience  | 10 |  | **10** |  | 5 |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| Marine/Maritime transportation infrastructure operations, construction or maintenance. |  | Dredging projects with beneficial use of dredged materials in NY/NJ/PA area. |  | Bathymetric and side scan surveys of coastal rivers, bays, inlets, channels, and berths. |  |  |
| Development and review of design specifications for the construction of maritime infrastructure including channels and shore structures. |  | Dredged material management planning at local, state or regional level. |  | Upland surveys in coastal areas for use in construction of maritime structures and for dredged material management. |  |  |
| Use of models to predict performance or maintenance of maritime infrastructure in coastal waters. |  | Permitting of dredging or dredged material management projects in NY/NJ area. |  | Interpretation of surveys to determine volumes, isopach analysis, capacity analysis. |  |  |
| Design and oversight of projects which beneficially use dredged material for remediation or construction. |  | Collection and analysis of data related to sediment quantity, quality and/or engineering properties. |  | Production of CAD drawings and sonar images. |  |  |
|  |
| **NAME** |  |  |  | TOTAL |
|  **PRIMARY TASK** | **Data Collection/Analysis** | **Maritime Economic** **Analysis** | **Stakeholder Involvement/Coordination** |  |
| Ceiling – Years of Experience | 5 |  | 5 |  | 5 |  |  |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  | X |  |
| Working with geo-chemical and geo-physical and environmental data in large format databases.  |  | Financial analysis of transportation data or cost /benefit analysis of transportation infrastructure projects. |  | Working with public and private stakeholder groups, committees and organizations at all levels of government. |  |  |  |
| Working with spatial analysis software; Geographical Information Systems, or similar software. |  | Financial or economic implications of transportation policies or regulations. |  | Designing and implementing public outreach programs, including interviews, questionnaires, surveys, presentations and facilitated discussions. |  |  |
| Designing and implementing data collection programs for marine/ maritime transportation systems. |  | Familiarization with economic aspects of recreational boating, coastal tourism, or marine trades. |  |  |
| Familiarization with recreational boating, coastal tourism, and/or marine trades. |  |  |  | Working with environmental and business advocacy groups. |  |  |
| Creating and using models to predict sedimentation or erosion rates. |  |  |  |  |  |  |
| **NAME** |  |  |  | TOTAL |
|  **PRIMARY TASK** | **Biologist** |  |  |  |
| Ceiling – Years of Experience | 5 |  |  |  |  |  |  |
| TYPE OF EXPERIENCE | X |  |  |  |  |  |
| Delineation of freshwater wetlands using USACE methods |  |  |  |  |  |  |
| Delineation of coastal wetlands using USACE methods |  |  |  |  |  |  |
| Evaluation and impact assessment of threatened and endangered species habitat in New Jersey. |  |  |  |  |  |  |
|  | Observation of target species presence/absence/behavior before and during construction projects. |  |  |  |  |  |  |  |

 **AVERAGE SUB TOTAL\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| TOTAL FOR SECTION 8,9 & 10 |  |
| X WEIGHT % | **20%** |
| FINAL SCORE FOR KEY STAFF |  |

# PART 5

# PROJECT APPROACH

**DESIGN TERM AGREEMENT**

**Project: Marine Transportation System Planning, Management/Beneficial Use/Sampling/Testing/Permitting of Dredged Material, and Maritime Engineering and Support Services Planning - Fixed Price Term Agreement**

## Firm Name:

**PROJECT APPROACH: The Firms ability to complete critical path model with key milestones, start and completion dates also identify both key issues and potential problems with solutions. Include innovative concepts with cost benefits and/or accelerated project delivery.**

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| Section 11CRITICAL PATH MODEL | **INSTRUCTIONS: Enclose a critical path model utilizing Primavera Software or equivalent to indicate Start/Complete dates and Key milestones. A detailed schedule for Preliminary Engineering phase and milestones for FD are required.** | TOTALNR | MAX**SCORE****0** |

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| --- | --- | --- | --- |
| Section 12KEY ISSUES AND CRITICAL PROBLEMS | **INSTRUCTIONS: Enclose (one) 1 page narrative in Technical Proposal of project approach defining both key issues and potential problems with reliable solutions.** | TOTAL | MAX**SCORE****140** |
| Describe the process of preparing a plan and specification package for maintenance dredging of a navigational channel in the NJDOT State Dredging Program that includes construction and use of a Confined Disposal Facility and a beach fill. Include a numbered list and brief description of all appropriate steps including, but not limited to, data collection and analysis, surveying, preliminary and final engineering, plan development and approval, permit application, schedule and estimate development, specifications and special provision development, public outreach and bid support. Point out areas where problems are likely to occur and your firm’s approach to minimization and resolution of problems/delays.  |  |

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| Section 13INNOVATIVE PROJECT DELIVERY TECHNIQUES | **INSTRUCTIONS:** **Enclose a narrative in Technical Proposal describing innovative project delivery techniques. This is not the intent to revise the IPA.** | TOTALNR | MAX**SCORE****0** |

|  |  |
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| TOTAL FOR SECTIONS 11, 12 & 13 |  |
| X WEIGHT % | **35%** |
| FINAL SCORE FOR PROJECT APPROACH |  |