# PART 2

# TECHNICAL PROPOSAL ADMINISTRATIVE REQUIREMENTS

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

## Firm Name:

## BE SURE TO INCLUDE YOUR BUSINESS REGISTRATION CERTIFICATE AND YOUR CHAPTER 51 PAY TO PLAY CERTIFICATION

|  |  |
| --- | --- |
| 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. |
| FEDERAL GOAL 12.13% ESBE |  |
|  |
| 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. |
| **N/A** |  |

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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

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

**Firm Name: Proposed Project Manager:**

**PROJECT MANAGER: Experience on Similar projects on projects of this Size & Complexity: H-1 Level A, T-1 Level A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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**  **30** |
| **REQUIREMENTS** | QUALIFICATIONS |
| 1. Bachelors Degree |  |  |
| 1. New Jersey P.E. License |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 6 **PROJECT MANAGEMENT EXPERIENCE ON SIMILAR PROJECTS** | **INSTRUCTIONS: Enclose a highlighted resume describing project management experience in the following Project Management knowledge areas listing up to (6) projects for the proposed Project Manager. NOTE: At a minimum, (3) project(s) should be of a similar size and complexity as described below, but are not required to be projects that completed the entire delivery process.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  1. Experience in NJDOT Project Delivery Process with the management of at least one transportation project with similar size and complexity from Preliminary Design/Engineering phase through the completion of Construction within last 15 years. Deputy Project Management experience can (can) be applied for (2) projects.  2. Experience with FHWA's NEPA process.  3. Experience in maintaining Project's Budget, Schedule, Scope and Quality Management and should have been directly responsible for budget, schedule and delivery of Design Submission/ Study Reports.  4. Experience in project(s) of similar size and complexity should have included  -Highway Design including Geometric Design and/or Drainage Design and/or Traffic Signal/Safety Engineering and/or Pavement Design and/or ROW Engineering and/or Access Design and/or Utility Relocation.  -Structural Design including Deck Replacement and/or Bridge Rehabilitation and/or Geotechnical and Foundation Design and/or Substructure Design and/or Retaining Wall Design and or Culvert Design.  5. Experience in Construction Engineering including Shop Drawing Reviews, Construction Schedule Reviews, and preparation of Change of Plans. | TOTAL **SCORE**  **\_\_\_\_\_\_\_\_\_\_** | MAX **SCORE**  **90** |

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

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| --- | --- | --- | --- |
| Section 7 **REFERENCE CHECKS FOR**  **PROJECT MANAGER** | INSTRUCTIONS: List below 3 similar projects with contact information, managed in the last 10 years. Project No. 1 (below) must be substantially complete through construction in the last 10 years. The maximum score assigned to this referenced project is 30 points. Projects No. 2 & 3 (below) must be completed (at a minimum) through preliminary or final design or equivalent phase in the last 10 years. The maximum score assigned to these referenced projects is 15 points for each. | | MAX **SCORE**  **20** |
| 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

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

#### Similar Project

**Firm Name: Size and Complexity: H-1 Level A, T-1 Level A**

|  |  |  |
| --- | --- | --- |
| 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 \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | | | | | | | | MAX **SCORE**  **30** |
| TEAM LEADER (S) PROJECT SPECIFIC QUALIFICATIONS | | | | | | | |
| **NAME** |  | | |  | |  | |  |
| **PRIMARY TASK** | **Roadway Design** | | | **Utility Engineering** | | **Geotechnical Engineering** | |
|  | QUALIFICATIONS | |  | **QUALIFICATIONS** |  | QUALIFICATIONS |  | TOTAL |
| BSCE | |  | BS in Engineering |  | BSCE |  |  |
| NJPE | |  |  |  | NJPE |  |  |
| **NAME** |  | | |  | |  | |  |
| **PRIMARY TASK** | **Pavement Design** | | | **Hydraulics and Hydrology** | | Surveying and Row Engineering | |
|  | QUALIFICATIONS |  | | QUALIFICATIONS |  | QUALIFICATIONS |  | TOTAL |
| BSCE |  | | BSCE |  | NJ PLS |  |  |
| NJPE |  | |  |  |  |  |  |

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

#### Similar Project

**Firm Name: Size and Complexity: H-1 Level A, T-1 Level A**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | | | | | | | MAX **SCORE** |
| TEAM LEADER (S) PROJECT SPECIFIC QUALIFICATIONS | | | | | | |
| **NAME** |  | |  | |  | |  |
| **PRIMARY TASK** | **Transportation Planning** | | **Traffic Engineering** | | Environmental Science | |
|  | QUALIFICATIONS |  | **QUALIFICATIONS** |  | QUALIFICATIONS |  | TOTAL |
| Bachelor’s degree and/or advanced degree in any transportation related field. |  | Experience with Highway Capacity Analysis Software HCM, Transit 7F, PASR2, Synchro |  | Bachelors or Masters Degree in Environmental Science, Ecology, Geology, Engineering, Biology, Chemical or Natural Resources |  |  |
| Knowledge of 2012 AASHTO Bicycle Design Guidelines and the 2012 AASHTO Pedestrian Design Guidelines. |  | Experience with Traffic Safety in Construction Zone, Highway Capacity Manual |  |  |  |  |
| Knowledge of traffic operations analysis, procedure, and methodology. |  | BSCE or BSEE |  |  |  |  |
| Knowledge of and ability to Plan and Design Complete Streets Projects. |  |  |  |  |  |  |
| Ability to drive public participation in bicycle and pedestrian projects. |  |  |  |  |  |  |
| **NAME** |  | |  | |  | |  |
| **PRIMARY TASK** | **Community Involvement** | |  | |  | |
|  | QUALIFICATIONS |  |  |  |  |  | TOTAL |
| Organized Community Outreach Events |  |  |  |  |  |  |

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

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

**Firm Name: Size and Complexity: H-1 Level A, T-1 Level A**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 10 **TEAM LEADER/KEY STAFF SIMILAR PROJECT EXPERIENCE** | **INSTRUCTIONS: Enclosed a highlighted resume describing experience listing up to 6 similar projects for the proposed Key Staff/Team Leader describing the experience as indicated below. NOTE: Only the first 6 similar projects for a Key Staff/Team Leader will be evaluated. Also check each requirement met.** | | | | | | | MAX **SCORE**  **90** |
| EXPERIENCE IN PRIMARY TASKS | | | | | | |
| **NAME** |  | |  | |  | |  |
| **PRIMARY TASK** | **Roadway Design** | | **Utility Engineering** | | **Geotechnical Engineering** | |
| NUMBER OF PROJECT(S) | Up to 6 Project(s) |  | **Up to 6** **Project(s)** |  | Up to 6 Project(s) |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| Responsible for the Development of Construction Plans, Engineering Estimate, and Specifications Using Trans-port and Primavera Schedule |  | Preparation of Utility Relocation Schemes and Design-Construction Plans |  | Performed Foundation, Retaining Wall, Sheet Pile, Noise Wall, Sign Structure Design |  |  |
| Experience in NJDOT/AASHTO Roadway Design Manual |  | Preparation of Utility Agreement Plans |  | Performed Settlement, Stability Analysis |  |  |
| Experience in NJ State Highway Access Management Code |  | Preparation of Specifications (Special Provisions) |  | Performed Wave Equation, Drivability, Pile Dynamic Analysis |  |  |
| Prepared Traffic Control and Staging Plans (MPT) |  | Experience With NJDOT Capital Project Delivery Process |  | Performed Pavement Design and Prepared Foundation Reports |  |  |
| Experience in NJDOT Standards Specifications for Road & Bridge Construction |  | Experience With State Utility & Railroad Accommodation Policy |  | Experience With NJDOT/AASHTO Bridge and Structure Design Manual |  |  |
| Experience in NJDOT Capital Project Delivery Process |  |  |  |  |  |  |
| Prepared Design Exception Report |  |  |  |  |  |  |
| Prepared Traffic Signage and Striping Plan |  |  |  |  |  |  |
| Performed Geometric Design of Highway and Streets |  |  |  |  |  |  |

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

**Firm Name: Size and Complexity: H-1 Level A, T-1 Level A**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 10 **TEAM LEADER/KEY STAFF SIMILAR PROJECT EXPERIENCE** | **INSTRUCTIONS: Enclosed a highlighted resume describing experience listing up to 6 similar projects for the proposed Key Staff/Team Leader describing the experience as indicated below. NOTE: Only the first 6 similar projects for a Key Staff/Team Leader will be evaluated. Also check each requirement met.** | | | | | | | MAX **SCORE** |
| EXPERIENCE IN PRIMARY TASKS | | | | | | |
| **NAME** |  | |  | |  | |  |
| **PRIMARY TASK** | **Pavement Design** | | **Hydraulics and Hydrology** | | **Surveying and Row Engineering** | |
| NUMBER OF PROJECT(S) | Up to 6 Project(s) |  | **Up to 6** **Project(s)** |  | Up to 6 Project(s) |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| Experience With AASHTO Guide For Design of Pavement Structures, 1993 or Later |  | Design of Retention and Detention Basin for Water Quality |  | Topographic Survey, Base Line Survey, Profile and Cross Sections For Highways |  |  |
| Soil Mechanics – Resilient Modulus and Subsurface Drainage |  | Experience in NJDEP Flood Hazard Control Act and Storm Water Management Regulations |  | Prepared Row Maps (ETM, GPPM, IPM) with Parcel Descriptions |  |  |
| Experience With SHRP LTTP Distress Identification Manual |  | Performed Scour Analysis and Flood Routing Calculations |  | Experience with NJ Map Filing Law for Row Mapping |  |  |
| Concrete Pavement Rehab Techniques |  | Performed Highway Drainage Design Using HEC-1, HEC-2, TR55, HEC-20 & HEC-RAS |  | Experience with NJDOT Surveying Manual & Standard Article 44 |  |  |
| Back Calculation of Fwd Deflection Data |  | Performed Highway Storm Water Drainage Spread Calculations and Developed Storm Water Management Plan |  | Experience with NJDOT Surveying Manual and Standard Article 51 |  |  |
| Life Cycle Cost Analysis |  |  |  |  |  |  |
| Superpave Level I |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

**Firm Name: Size and Complexity: H-1 Level A, T-1 Level A**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 10 **TEAM LEADER/KEY STAFF SIMILAR PROJECT EXPERIENCE** | **INSTRUCTIONS: Enclosed a highlighted resume describing experience listing up to 6 similar projects for the proposed Key Staff/Team Leader describing the experience as indicated below. NOTE: Only the first 6 similar projects for a Key Staff/Team Leader will be evaluated. Also check each requirement met.** | | | | | | | MAX **SCORE** |
| EXPERIENCE IN PRIMARY TASKS | | | | | | |
| **NAME** |  | |  | |  | |  |
| **PRIMARY TASK** | **Transportation Planning** | | **Traffic Engineering** | | Environmental Science | |
| NUMBER OF PROJECT(S) | Up to 6 Project(s) |  | **Up to 6** **Project(s)** |  | Up to 6 Project(s) |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| Development of planning documents to enhance safety for bicyclists and pedestrians. |  | Prepared Design Temporary Traffic Signal |  | Experience with NJDOT Capital Project Delivery Process |  |  |
| Local, county, and regional land use and transportation plans. |  | Performed Speed/Delay Studies and Queuing Analysis |  | Managed Preparation of NEPA Documents and Environmental Permits |  |  |
| Incorporation of Complete Streets Principles into Transportation Projects |  | Prepared Traffic Signal Design Plans |  | Managed Preparation of Section 4(F) Documents |  |  |
| Experience in policy and program development. |  | Performed Highway Capacity/Los Analysis, Using Highway Capacity Software, HCS |  | Experience with Procedures Involving SHOP and DEP Permits |  |  |
| Development of planning documents to enhance safety for bicyclists and pedestrians. |  | Experience in MUTCD, Standard Roadway Construction and Traffic Control Details |  | Experience with Secretary of Interior Standards for Rehabilitation |  |  |
|  |  |  |  | Experience with State & Federal Environmental Regulations |  |  |
|  |  |  |  | Managed Environmental Technical Studies For Air, Noise, Ecology, Hazardous Waste, Socioeconomic, EJ, Historic Architectural, and Archeology |  |  |

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

**Firm Name: Size and Complexity: H-1 Level A, T-1 Level A**

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| Section 10 **TEAM LEADER/KEY STAFF SIMILAR PROJECT EXPERIENCE** | **INSTRUCTIONS: Enclosed a highlighted resume describing experience listing up to 6 similar projects for the proposed Key Staff/Team Leader describing the experience as indicated below. NOTE: Only the first 6 similar projects for a Key Staff/Team Leader will be evaluated. Also check each requirement met.** | | | | | | | MAX **SCORE** |
| EXPERIENCE IN PRIMARY TASKS | | | | | | |
| **NAME** |  | |  | |  | |  |
| **PRIMARY TASK** | **Community Involvement** | |  | |  | |
| NUMBER OF PROJECT(S) | Up to 6 Project(s) |  | **Up to 6** **Project(s)** |  | Up to 6 Project(s) |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| Responsible for Public Information Centers |  |  |  |  |  |  |
| Community Outreach |  |  |  |  |  |  |
| Maintaining Mailing Lists & Records of Community Outreach Program |  |  |  |  |  |  |
| Context Sensitive Design (CSD) |  |  |  |  |  |  |
| Establishing Stakeholder Groups |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

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

# PART 5

# PROJECT APPROACH

**PROJECT MANAGEMENT**

Project: **Safe Routes to School Design Assistance Program**

## Firm Name:

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

**NOTE: YOUR FIRM MAY INCLUDE 2 EXTRA 8 ½”x 11” PAGES (OR UTILIZE THE INSIDE OF THE COVERS) FOR PICTURES, X-SECTIONS, SCHEMATICS, PLAN VIEWS, ETC. WHICH MAY ENHANCE OR BE REFERRED TO IN YOUR PROJECT APPROACH NARRATIVE WRITE-UP. NO ADDITIONAL NARRATIVE BEYOND THE (5) PAGE LIMIT WILL BE EVALUATED.**

|  |  |  |  |
| --- | --- | --- | --- |
| 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.** | TOTAL | MAX **SCORE**  **0** |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 12KEY ISSUES AND CRITICAL PROBLEMS | **INSTRUCTIONS: Enclose a (up to 5) page narrative in Technical Proposal of project approach defining both key issues and potential problems with reliable solutions.** The narrative for both **Key Issues and Critical Problems** shall be no more than (5)typed, single sided, 8-1/2" x 11" sheets in length, have a font text size of no less than 11 points, 1/2” border all around and no more than 60 lines per 10 inch of page height. The contents should be presented in a 2 column format and in portrait orientation. | TOTAL | MAX **SCORE**  140 |
| How will your firm advance NJDOT’s Complete Streets Policy principles through your work under this agreement? | |  |
| Keeping in mind funding limitations under MAP-21, discuss your strategies and ideas for reducing the number of pedestrian and bicyclist fatalities in New Jersey. | |  |
| Provide some examples of innovative ways of using maps and graphics to convey information cleanly, efficiently and understandably. | |  |
| Approach to federal regulations including 23 Code of Federal Regulation, 49 Code of Federal Regulations, Part 18-the Common Grant Rule on Local Public Agency (LPA) projects. | |  |
| Approach to development of Plan, Specification, and Estimate plans. | |  |
| Familiarity with NJDOT Project Delivery Process. | |  |  |
| Approach to Quality Assurance/Quality Control. | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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.** | TOTAL | MAX **SCORE**  **N/A** |
| NA | |  |

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