**New Jersey**

Department of Transportation

SOLICITATION 052

# FOR TECHNICAL PROPOSALS

**ONE STEP PROCUREMENT PROCESS**

**Marine Transportation System Planning, Management/Beneficial Use/Sampling/Testing/Permitting of Dredged Material, and Maritime Engineering and Support Services Planning**

**Fixed Price Term Agreement**

 **Selection(s) will be made from Technical Proposals received.**

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| **DATE OF SOLICITATION:** | **4/7/15** | **CLOSING DATE:** | **5/14/15** |
|  |  |  |  |
| **LAST DATE TO REVIEW PROJECT MATERIALS:** | **N/A** | **LAST DATE TO SUBMIT QUESTIONS:** | **4/7/15** |

**PROJECT DESCRIPTION**:

The Office of Maritime Resources acts as the state expert relied upon to develop and present sensible policy direction as it relates to maritime commerce and navigation, economic development, and dredged material management and planning. OMR is responsible for management of the State Channel Dredging Program, including the maintenance and improvement of all State navigation channels. The Office manages two grant programs (the National Boating Infrastructure Grant Program and Ferry Boat Discretionary Funds) and five programmatic areas: Dredging and Dredged Material Management, a Marine Trades Program, Planning, Advocacy and Economic Development, and Technology and Demonstration Programs. The attached Scope of Work will enable the Office to address pertinent marine/maritime critical needs, conduct field assessments for dredging and dredged material management, provide plans and specifications for construction of dredging projects, plan for current and future marine transportation system development and manage the State Channel Dredging Program. The Scope of Work is purposefully broad as the Office requirements for technical support services are copious. The selected consultant team will work with the Manager of the Office to determine a priority order of projects that can be conducted with available funding.

### HARD COPY PROJECT MATERIALS

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| **[ ]  On Display**  | **[x]  None** |
| **Project materials (display boards, schematics, plans, studies, etc.) will be available for review from 8:00AM to 5:00PM on, Monday through Friday, in the Bureau of Professional Services, Procurement Division, until N/A** . Viewing of these documents will be by appointment only and is limited to a duration of **two** hours so that all interested firms may have an opportunity to view these documents. To make an appointment please call the Manager, Professional Services at 609-530-2452.  |

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| **ELECTRONIC PROJECT MATERIALS**  |
| **[ ]  Available Electronically**  | **[x]  Not Available Electronically**  | **[ ]  Partially Available Electronically**  |
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As an alternate to scheduling an appointment to review hard copy display materials at the Professional Services office, we have also included instructions for downloading electronic display materials. If you need assistance downloading the materials, please e-mail PSPD@dot.state.nj.us. The Department will NOT provide electronic or any other type of copies of project materials to consultants unless otherwise noted. |

### ELIGIBLE FIRMS

See the attached list of firms that are presently prequalified for this project. These firms are eligible to submit a Technical Proposal.If your firm is not on this list, your Technical Proposal will only be accepted if your firm becomes prequalified with the NJDOT **as of 3:00 PM on the closing date of this solicitation** in the following discipline(s) and level of service. Firms are urged to call the Manager, Bureau of Professional Services at 609-530-2452 if your firm is not on the attached eligible firm listing but intends to submit a Technical Proposal.

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| **DISCIPLINE(S)** | **LEVEL OF SERVICE** |
| **M-11** | **Level A** |
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Only **one (1)** technical proposal submission is allowed per firm (no teams) unless otherwise noted on page 1 of this solicitation. Subconsultants that plan to participate in this solicitation must be cost basis approved by the NJDOT as of 3:00 PM on the closing date of this solicitation. Failure to comply with this requirement may result in disqualification from the Project.

Firms wanting to Joint Venture may do so by returning a completed Statement of Joint Venture as part of their submission of a Technical Proposal. Each firm participating in the Joint Venture must be prequalified by the NJDOT. Each discipline and level of service requirement of a project must be satisfied by at least one member of the Joint Venture. Please refer to our website for the Statement of Joint Venture form.

### CONSULTANT’S QUESTIONS

E-mail question(s) to PSPD@dot.state.nj.us, attention Manager, Bureau of Professional Services. Specify "TP# **052** question" in subject line. If your firm does not have access to e-mail you may fax your questions to 609-530-2212. The Bureau of Professional Services will forward the question(s) to the Project Manager and post all questions and answers on the Professional Services Website.

### PROCUREMENT PROCESS

ONE STEP PROCUREMENT PROCESS. Recommendations to the Consultant Selection Committee will be based on the evaluation criteria listed in Table A. The Departmentanticipates a selection will be made during **June 2015.**

### CERTIFIED FIRM UTILIZATION

SELECT ONE, THEN DELETE THE ONE NOT USED

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| State Goal | **0% SBEs** | **Pursuant to NJAC 17:14-1.1 et seq., this technical proposal has been designated as a Small Business Enterprise (SBE) Opportunity. The proposal includes a goal of awarding 0% of the total contract value to NJ Commerce Commission registered SBE(s) (either at the prime or subconsultant level).****Proof of SBE prime or subconsultant Commerce registration will be required upon submission of the technical proposal. Firms can register as an SBE or can check if a firm is registered as an SBE at New Jersey Commerce website** [**http://www.newjerseycommerce.org/smbus\_savi.shtml**](http://www.newjerseycommerce.org/smbus_savi.shtml)**.** |
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An updated CERTIFIED FIRM list may be obtained from the Department’s Web Site at:

<http://www.state.nj.us/transportation/business/procurement/ProfServ/information.shtm> or by contacting the Office of Civil Rights/Affirmative Action at 609-530-3009. All firms to be utilized to meet the Goals should be listed under the Administrative Requirements in Section 2 of the solicitation. Failure to make a good faith effort to meet the established goal may be cause for canceling negotiations with a selected firm and selecting a new firm.

**SUBMITTAL DUE DATE / TIME**

Technical Proposals for this solicitation must be received by the Department of Transportation, 1035 Parkway Avenue, Trenton, New Jersey 08625-0600 and logged in at the receptionist/lobby area at the David J. Goldberg Building (Main Office Building - MOB) with the date and time.  TP's are to remain at the David J. Goldberg Building (Main Office Building - MOB) and Professional Services personnel will pick them up.  Technical Proposals will NOT be accepted at the Engineering and Operations (E&O) Building.  **The absolute deadline for TP's is 3:00pm on the closing date of the solicitation.**  All TP's must be addressed to the Manager, Professional Services with the project name and TP# clearly indicated, to ensure their proper destination. If mailing in the TP's, they must be logged in at the NJDOT Headquarters mailroom by 3:00pm on the closing date as well.  **NO EXCEPTIONS.** See the Professional Services website for the complete procedure. See the Professional Services website for the complete procedure. **Five (5)** copies of the Technical Proposal are required. Only **one (1)** technical proposal submission is allowed per firm (no teams) unless otherwise noted on page 1 of this solicitation.

**Note: The Submission must also include a CD with the full technical proposal package in Microsoft Word or Adobe Acrobat format with an Original signed Letter of Transmittal. Also, for 100% State Contracts only, include your Business Registration Certificate and your “Pay to Play” Certification.**

**AFFIRMATIVE ACTION**

The selected firm will be required to comply with the Affirmative Action requirements of P.L. 1975, c.127 (N.J.A.C. 17:27).

Prior to execution of an Agreement, the selected firm will be required to submit one of the following documents disclosing Affirmative Action evidence: Letter of Federal approval **or** Certificate of Employee Information Report **or** Completed Affirmative Action Employee Information Report (Form AA302).

POST EMPLOYMENT RESTRICTIONS of the nj conflicts of interest law

Firms are advised to be aware of Post Employment restrictions for ex-NJDOT employees who are utilized for work under this technical proposal. Failure to comply with this may result in disqualification from the Project. Refer to NJSA 52:13D-17 which states:

No State officer or employee or special State officer or employee, subsequent to the termination of his office or employment in any State agency, shall represent, appear for, negotiate on behalf of, or provide information not generally available to members of the public or services to, or agree to represent, appear for, negotiate on behalf of, or provide information not generally available to members of the public or services to, whether by himself or through any partnership, firm or corporation in which he has an interest or through any partner, officer or employee thereof, any person or party other than the State in connection with any cause, proceeding, application or other matter with respect to which such State officer or employee or special State officer or employee shall have made any investigation, rendered any ruling, given any opinion, or been otherwise substantially and directly involved at any time during the course of his office or employment. Any person who willfully violates the provisions of this section is a disorderly person, and shall be subject to a fine not to exceed $500.00 or imprisonment not to exceed six months, or both.

Business Registration for Providers of Goods and Services to the State

In accordance with N.J.S.A. 52:32-44, all New Jersey and out of State consultants must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business with the Department. The bidder must submit a copy of its BRC and that of any named subcontractor to the Department prior to the time a contract is awarded or authorized A bidder who fails to submit a copy of a valid BRC in accordance with the statute will be held liable for monetary penalties in accordance with N.J.S.A. 54-49-4.1

Questions regarding how to obtain a BRC can be directed to the Division of Revenue at (609) 292-1730. The business registration form (Form NJ-REG) can be found online at [The Department of Treasury - Business Registration](http://www.state.nj.us/treasury/purchase/busreg.htm) or [The Division of Revenue - Getting Registered](http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity) .

NOTICE CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN

**Pursuant to N.J.S.A. 52:32-58, the bidder must certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the 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).  If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities.**

**COMPLIANCE WITH PUBLIC LAW 2005, CHAPTER 51 “PAY TO PLAY” REQUIREMENTS**

**(FORMERLY EXECUTIVE ORDER 134), OWNERSHIP DISCLOSURE &**

**Investment Activities in Iran Forms**

**THIS REQUIREMENT IS FOR 100% STATE CONTRACTS ONLY.**

Pursuant to N.J.S.A. 52:24.2, in the event the Bidder is a corporation, partnership or sole proprietorship, the Bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the proposal. Failure to submit the form will preclude the award of a contract.

Effective October 26, 2005, pursuant to Public Law 2005, Chapter 51 (formerly Executive Order No. 134), all New Jersey and out of State consultants must provide a completed, signed PUBLIC LAW, CHAPTER 51 CERTIFICATION. Use this [link](http://www.state.nj.us/treasury/purchase/forms/eo134/c51_eo117_cd_02_10_09.pdf). The certification must be submitted by the firm with its technical proposal at the time of proposal closing. Failure by a firm to submit a certification with its proposal for any project will result in the proposal NOT being evaluated further by the Department. This applies to prime consultants only. The firm selected by the Department to perform this work will be required to file a DISCLOSURE OF POLITICAL CONTRIBUTIONS, OWNERSHIP DISCLOSURE and INVESTMENT ACTIVITIES IN IRAN FORMS.

**Use the following link to access the Ownership Disclosure Form and Investment Activities in Iran Form which can be found in the “standard RFP forms” section on the New Jersey division of purchase and property website**:

<http://www.state.nj.us/treasury/purchase/forms/StandardRFPForms.pdf>

**SCOPE OF WORK**

**BACKGROUND**

The New Jersey Department of Transportation's *Office of Maritime Resources* provides interagency support, program planning and policy recommendations, and serves as the primary advisory body and lead agency for support of New Jersey's $50 billion maritime industry. This includes ports and terminals, cargo movement, boat manufacturing and sales, ferry operations, government services, marine trades, recreational and commercial boating and maritime environmental resources. This task order contract will secure consulting, technical, engineering and/or professional services necessary to support the activities of the Office on an as-needed basis. While specific tasks are yet to be determined, the responding firm should demonstrate the individual and/or team ability to deliver the following range of services and products:

1. **ENVIRONMENTAL AND COASTAL ENGINEERING**

The consultant may be asked to perform and/or oversee a variety of technical and/or engineering services that may include, but not be limited to:

* + Design of navigation channels following USACE guidelines.
	+ Design of confined disposal facilities following USACE guidelines.
	+ Computer aided design (CADD).
	+ Support and oversight (inspection) for construction and maintenance of Confined Disposal Facilities following NJDOT policy and procedures as outlined in the 2007 construction specifications.
	+ Support and oversight (inspection) for construction and maintenance of navigation channels following NJDOT policy and procedures as outlined in the 2007 construction specifications.
	+ Support for highway construction projects using dredged material.
	+ Support for demonstration projects evaluating beneficial use of dredged material.
	+ Interpretation and use of hydrographic, sonar and LiDAR data for the calculation of sediment, soil and capacity volumes in support of dredging, construction and excavation projects.
	+ Design of coastal waterfront structures including bulkheads, piers and docks.
	+ Third party review of design drawings of coastal waterfront structures and associated facilities including access roadways and parking lots.
	+ Calculation of shoaling rates and/or sedimentation modeling.
	+ Development and/or review of bid specifications bid responses, and related work.
	+ Field work including field surveys, wetland surveys, condition surveys, and other work related to construction support related to maritime engineering and construction as directed.
1. **DREDGING AND DREDGED MATERIAL MANAGEMENT PLANNING AND ANALYSIS**

The consultant may be asked to perform a variety of dredged material management/beneficial use planning and analysis activities, including, but not limited to, those outlined below. The following potential work items are presented to assist the consultant in assembling a team with appropriate capabilities:

* + Dredging and Dredged Material Management Planning - Assist the Department in developing or enhancing statewide and/or regional dredging and dredged material management planning efforts. Assist in the revision of dredging and dredged material plans, policy and regulatory issues. Evaluation of the impacts resulting from existing or proposed policy, procedure, programmatic, or regulatory guidelines/laws.
* Dredged Material Sampling and Testing – Collect, ship and analyze non-hazardous sediment from waters of the State using both core and grab sampling equipment as per NJDEP/USACE/USEPA methods using floating sampling platforms (vessel or barge). Analysis of all sediment, elutriate and/or leachate must be performed by a NJDEP certified laboratory. NJ certified geologist required to prepare core logs.
* Sampling and Testing at Confined Disposal Facilities - Collect, ship and analyze non-hazardous soil using appropriate core and/or grab sampling equipment as per NJDEP/USEPA methods. Access to sites may difficult and/or require the use of a suitable vessel. Analysis of all soil and/or leachate must be performed by a NJDEP certified laboratory. NJ certified geologist required to prepare core logs.
	+ Dredged Material Acceptable Use Permitting – Develop land use permits on behalf of the NJDOT for the excavation and/or beneficial (acceptable) use of dredged material stored in upland CDFs. May include development of plans and specifications for the construction of loading/offloading facilities as well as plans for restoration of CDFs following excavation.
* Dredged Material Management Services, Transportation – Work specifically to identify NJDOT (and sister transportation agencies) transportation/construction needs as they relate to the use of dredged material.
* Sediment Quality and Regional Sediment Management – Work with NJDOT to further the understanding of all aspects of sediment quality and quantity as it relates to improved regional sediment management.
* Dredging and Dredged Material Management Techniques – Work with NJDOT to evaluate or perform research into innovative dredged material management or dredging techniques.
* Asset Management – Work with NJDOT in the implementation, maintenance and improvement of the Waterway Linear Segmentation System and Dredged Material Management System as part of its overall Waterway Asset Management program.
1. **FINANCIAL AND ECONOMIC ANALYSIS**

The consultant may be asked to a provide financial and economic analysis, including but not limited to, identifying, evaluating, and recommending economic aspects of maritime programs, projects, and policies. Work could range in scale from estimating individual project costs to broader impacts of statewide programs. Work could encompass the estimation of public benefits/costs, the identification of revenue resources and financial leveraging opportunities and market analysis. The following potential work items are presented to assist the consultant in assembling a team with appropriate capabilities:

* Evaluation of boating trends including, but not limited to, fuel taxes paid, State channel utilization, marine services utilization, and boat and boating license purchases by in-state and out-of-state boaters for the purposes of evaluating highest and best use of available funds to support NJ taxpayers.
* Evaluation of marine transportation system utilization, needs, and economic impact of water dependent New Jersey businesses including, but not limited to, commercial fishing, freight transportation and construction.
* Cost-benefit analysis and/or economic impact analysis of regulatory, maritime programs, projects, and boating policies.
1. **MARINE SURVEYING**

The consultant may be asked to perform a variety of surveying tasks, including, but not limited to, collecting, verifying, interpreting and presenting bathymetric, sampling and/or side scan sonar data for use in construction and/or maintenance of the State’s waterways. Additional upland coastal surveying may be required of confined disposal facilities and maritime infrastructure. The following potential work items are presented to assist the consultant in assembling a team with appropriate capabilities:

* Collect, interpret and report data from bathymetric surveys of State waterways and facilities using USACE methodology; or oversee such work effort. State of the art equipment and appropriately sized vessels required for navigating in as little as 1-2 feet of water or in open Bay waters along Jersey shore or Delaware River and Bay.
* Collect, interpret and report data from side scan sonar surveys of State waterways and facilities using USACE methodology; or oversee such work effort. State of the art equipment and appropriately sized vessels required for navigating in as little as 1-2 feet of water or in open Bay waters along Jersey shore or Delaware River and Bay.
* Collect, interpret and report data from topographic surveys of confined disposal facilities or placement locations for beneficial use of dredged material; or oversee such work effort.
1. **DATA COLLECTION/ANALYSIS**

The consultant may be asked to provide data collection/analysis work, including but not limited to, collecting, verifying, augmenting, and/or combining data related to marine/maritime infrastructure, facilities, or equipment. This work may involve the input and/or extraction of information from existing sources (databases, GIS, and other analysis tools), and the collection of new data. The following potential work items are presented to assist the consultant in assembling a team with appropriate capabilities:

* Enumeration and evaluation of existing marine/maritime uses on the marine transportation system in New Jersey. This may include both vessels and land-based services.
* Evaluation of existing state and condition of maritime infrastructure statewide. Make recommendations for improving infrastructure, improving maintenance and commercial/recreational use of our water resources.
* Perform statistical analysis of geochemical data including comparison to standards, hypothesis testing and descriptive statistics in support of NJDEP permits for the beneficial use of dredged material. Familiarization with the NJDEP Licensed Site Remediation Professional program required, LSRP on staff desired.
* Collection, summary and interpretation of vessel usage data on State navigation channels.
* Development, refinement and maintenance of GIS based mapping and tools for spatial analysis of marine/maritime data.
1. **BIOLOGICAL SURVEYING**

The consultant may be asked to perform biological surveys of remote sites in coastal areas to delineate wetlands or determine the presence/absence of threatened and endangered species in support of permits to excavate or redesign confined disposal facilities statewide. The following potential work items are provided to assist the consultant in assembling a team with appropriate capabilities:

* Delineation of freshwater wetlands according to USACE guidelines.
* Delineation of coastal wetlands according to USACE guidelines.
* Preliminary evaluation of potential for threatened and endangered species using NJDEP databases.
* Determination of presence/absence of threatened and endangered species at remote sites in coastal areas.
* Observation of presence/absence/behavior of target species in support of dredging permit requirements.
1. **PUBLIC & STAKEHOLDER INVOLVEMENT AND COORDINATION**

The consultant should have knowledge, expertise and a proof of relationships, interaction and coordination with the following types of stakeholders:

* Federal agencies, such as the Federal Emergency Management Agency, the US Coast Guard, US Army Corps of Engineers, US Environmental Protection Agency and the National Oceanic and Atmospheric Administration.
* State and bi-state agencies, such as the Port Authority of NY and NJ.
* Local government officials.
* Non-profit organizations.
* Private business and industry experts.
* Regional colleges and universities, academic experts.
* General public.

 The consultant may be asked to form, lead, support, or participate in a variety of coordination, administrative and/or outreach initiatives. The following potential work items are presented to assist the consultant in assembling a team with appropriate capabilities.

* Coordinate and/or lead the collection and provision of information to Federal agencies.
* Develop presentations, publications, handouts, Web pages, poster boards and other electronic/printed audio-visuals necessary to communicate information to audiences which may include the general public, elected officials, and professional transportation practitioners.
* Develop printed and/or electronic documents describing the use of maritime-related analysis tools or on the interpretation of outputs from those tools.
* Develop printed and/or electronic documents describing effective techniques for the incorporation of maritime programs, projects, or policies into existing maritime transportation planning processes. (Could encompass internal NJDOT and external audiences.)
* Conduct and sustain communications with elected officials, planning partners, internal and external stakeholder groups, and the general public via task forces, focus groups, interviews, and other techniques necessary to illicit facts and opinions. Produce documents summarizing comments/input for internal and external distribution.
1. **DELIVERABLES**

 Since the tasks to be completed under this contract have yet to be determined and agreed to, the content of specific deliverables cannot be explicitly described. However, the consultant can expect that completion of the above-mentioned potential work could encompass the development and delivery of electronic and hard copy versions of the following types of deliverables:

* Construction plans, specifications and special provisions in accordance with the NJDOT 2007 Specifications.
* Mylar and paper surveys, signed and sealed by NJ PLS and/or NJ PE.
* Preparation of reports, studies, maps, graphics, renderings and photographs for documentation.
* Clear and concise written and/or visual reports, technical memoranda, interim/final reports, executive summaries, and explanations of analytical results as requested for any and all activities, with all applicable backup.
* Data in versatile formats as applicable to the task.
* Preparation of presentations and other visuals.
* GIS data layers and corresponding metadata.
* Other documents, such as fact books and/or educational materials.
* Professional input and expertise to assist OMR in project development.
* Costs/benefits of alternative project solutions.
* Solutions and creative strategies.
* Policy and planning recommendations.
* Meeting scheduling, mailings, agendas, facilitation, and summaries.
* Web pages development.
* Databases maintenance and development.
* Survey and interview tools/guides.

There are no eligible firms as of the posting date.