RIGHT OF WAY TERM AGREEMENT

INSTRUCTIONS FOR COMPLETING FORMS

**Part 1 LETTER OF TRANSMITTAL**

**Section 1** The Firm shall submit a Letter of Transmittal that includes a statement of interest in performing the work described and the address of the office in which the work would be performed. When multiple selections are to be made from one Technical Proposal, the Firm shall also indicate in the Letter of Transmittal the order of Project preference**. Also, include a list of Technical Proposal preparers and contributors. Please limit letter to one page.**

**Prime Consultant must include a copy of their Business Registration Certificate and a completed signed Chapter 51 certification (for 100% State projects only) in their Technical Proposal submittal. Please insert after the Letter of Transmittal.**

**Part 2 ADMINISTRATIVE REQUIREMENTS**

**Section 2 Certified Firm Utilization**

The Office of Civil Rights/Affirmative Action has determined the appropriate Federal or State goals for the project. The firm should describe their plan to meet the goals by identifying the properly certified firm(s) and the work disciplines these firm(s) will perform.

**NOT REQUIRED FOR THIS TECHNICAL PROPOSAL**

**Section 3 Additional Resources Required For the Project**

The NJDOT Consultant Contract Manager has listed additional resources that the firm should have to complete the project. List separately each resource of the firm available to meet the requirements.

NOT REQUIRED.

**Section 4 Team Commitment/Certification Statement**

Requires the signature of a Principal of the firm and the date.

**Part 3 PROJECT MANAGER’S PROJECT SPECIFIC REQUIREMENTS**

The NJDOT Consultant Contract Manager has listed areas of Project Management experience that will be utilized for evaluation. A similar project must include ALL of the Project Management experience as listed in Section 5.

**Section 5 Project Manager Project Specific Qualifications**

The NJDOT Consultant Contract Manager has listed project specific qualifications that are relevant to the project and calculated the number of points for each criteria. The firm shall list the proposed Project Manager’s other project specific qualifications that are required, and describe each requirement in a highlighted resume.

The Project Manager’s resume may utilize as many pages as necessary to cover the required number of years. The resume font text size shall not be less than 11 points. See sample resume for format.

**Section 6 Project Manager’s Project Management Experience on Similar Projects**

The NJDOT Consultant Contract Manager has indicated the maximum number of years of Project Management experience that will be evaluated for the consultant’s Project Manager and has calculated the number of points assigned for each project listed in this section.

The Firm’s Project Manager shall enter the total number of years of Project Management experience in the box provided, and describe that experience in His/Her resume.

## Section 7 Reference Checks for the Project Manager

Use two right of way projects which are federally funded and include contacts for reference checks.

**Part 4 TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS**

The NJDOT Consultant Contract Manager has listed ALL of the Primary Tasks that will require a Team Leader/Key Staff member and the qualifications required for each task for the project. A similar project will include ALL of the Primary Tasks listed by the NJDOT Consultant Contract Manager.

**Section 8 Organization Chart**

The Firm shall submit an organization chart identifying team reporting relationships for ALL primary tasks including subconsultants when utilized.

**Section 9 Team Leader/Key Staff Qualifications**

The NJDOT Consultant Contract Manager has listed all of the Primary Tasks that will require a Team Leader/Key Staff member and other project specific qualifications are relevant to each project task. The NJDOT Project Manager has calculated the number of points for each criteria.

The consultant shall enter the Team Leader/Key Staff member for each Primary Task listed, check that the project specific qualifications have been met, and highlight the qualifications in each Team Leader/Key Staff member’s resume accordingly. Be sure to include any appropriate training/certificates that are required for the project.

* The Firm may propose the same person for a Task Leader for more than one primary task provided that person has the credentials required for both tasks. For questions regarding this option, email [PSPD@dot.state.nj.us](mailto:PSPD@dot.state.nj.us). The question will be answered by the NJDOT PM and posted on the Professional Services web page.
* Only one Team Leader can be proposed per primary task. A task cannot be divided amongst two or more staff members to fulfill the project requirements.
* The Project Manager may also be a Team Leader.

**Section 10 Team Leader/Key Staff - Similar Project Experience**

The NJDOT Consultant Contract Manager has listed all of the Primary Tasks that will require a Team Leader/Key Staff member (same as in section 9) and the specific type of experience required for each task. He or she has also determined the maximum number of years of experience to be evaluated and calculated the number of points to be assigned for each year of experience listed for this section. The type of experience may be different for each Team Leader/Key Staff member listed.

The consultant shall list each Team Leader/Key Staff member, the years of experience for the each and highlighted in the resume both years and type of experience. The Team Leader/Key Staff resume may utilize as many pages as necessary to cover the required years of experience. The resume font text size shall not be less than 11 points. See sample resume for format.

**Part 5 PROJECT APPROACH**

The NJDOT Consultant Contract Manager has determined the Key Issues, Critical Problems and the number of Innovative concepts that will be utilized to evaluate this section. He or she has also calculated the number of points assigned for each issue, problem or concept offered by the consultant.

**Section 11 Critical Path Model**

The consultant shall enclose a critical path model utilizing Primavera, Microsoft Schedule or equivalent software to indicate Start/Completion dates and Key milestones for a typical right of way project operating under NJ Eminent Domain law. This shall include steps from preliminary map review, estimates, preliminary relocation work, valuation through to agreement/condemnation.

## Section 12 Key Issues and Critical Problems

The NJDOT Consultant Contract Manager has compiled a list of Key Issues and Critical Problems that may be encountered on a typical right of way project. The NJDOT Consultant Contract Manger has also assigned a specific number of points to each Key Issue and Critical Problem listed for a maximum point score for this section.

The consultant firm shall expand upon the shared list of Key Issues and Critical Problems including viable solutions for these problems/issues that may be encountered for work in this solicitation. The firm will enclose a narrative defining each Key Issue and Critical Problem identified and a viable solution for each.

**The Consultant should consider a typical project for the purpose of addressing the topics provided.**

**Notes:**

* The narrative for **Key Issues and Critical Problems** shall be no more eight (8) pages of single sided, 8-1/2" x 11" sheets and have a font text size of no less than 11.
* Video and/or electronic media will not be allowed as an attachment.

**Section 13 Innovative Project Delivery Techniques**

Not Required for this proposal.

**Part 6 FIRM’S CAPABILITY/PERFORMANCE ON NJDOT PROJECTS**

#### Note: This page has been deleted from the Technical Proposal Response format since no action was required by consultants. CES ratings continue to apply as noted below.

## Section 14 Your Firm’s Experience on NJDOT Projects

**Not Required**

**Part 7 STATEMENT OF JOINT VENTURE**

**Only include if a Joint Venture proposal is submitted.**

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 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.

**Part 8 LETTER OF COMMITMENT**

**Only include if required.**

If you list key person or persons that is (are) not currently employed by your firm on your Technical Proposal, you shall enclose a Letter of Commitment from the individual indicating that the individual or individuals will be available at the start of the project and throughout the duration of the project.