# PART 2

# TECHNICAL PROPOSAL ADMINISTRATIVE REQUIREMENTS

**ENVIRONMENTAL TERM AGREEMENT**

Project: **Environmental Multi-Discipline Term Agreement REVISED 3-5-14 Experience or Qualifications with a ~~strikethrough~~ do not apply**

## Firm Name:

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

|  |  |
| --- | --- |
| 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  25 % SBEs |  |
|  |
| 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. |
| **THE NJDOT CONSULTANT CONTRACT MANAGER WILL ASCERTAIN “ADDITIONAL RESOURCES” BASED ON SPECIFIC PROJECT NEEDS.** |  |

|  |  |  |
| --- | --- | --- |
| 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

**ENVIRONMENTAL TERM AGREEMENT**

Project: **Environmental Multi-Discipline Term Agreement REVISED 3-5-14 Experience or Qualifications with a ~~strikethrough~~ do not apply**

**Firm Name: Proposed Project Manager:**

**PROJECT MANAGER: Experience on Similar projects on projects of this Size & ComplexityE-3/Level A. A Similar Project must include the following Experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
| 1) Has led at least one NJDOT project within the last 6 years? |  |  |
| 2) Knowledge of state regulations and the like indicated by supervision of document production |  |  |
| 3) Knowledge of federal regulations and the like indicated by supervision of document production |  |  |
| 4) Has Bachelors degree |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 6 years. Enclosed a highlighted resume describing experience.** | TOTAL **SCORE** | MAX **SCORE**  **84** |
| **YEARS** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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. | **Not used in this section** |  |
| 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

**ENVIRONMENTAL TERM AGREEMENT**

Project: **Environmental Multi-Discipline Term Agreement REVISED 3-5-14 Experience or Qualifications with a ~~strikethrough~~ do not apply**

#### Similar Project

**Firm Name: Size and Complexity: E-3/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**  **60** |
| TEAM LEADER (S) PROJECT SPECIFIC QUALIFICATIONS | | | | | | | |
| **NAME** |  | | |  | |  | |  |
| **PRIMARY TASK** | **Ecology** | | | **Biology** | | **Archaeology/Architecture** | |
| **1.THE NJDOT PROJECT MANAGER MUST SELECT PROJECT SPECIFIC PRIMARY TASKS AND QUALIFICATIONS FROM THE DOCUMENT “ PROJECT MANAGER & KEY STAFF STANDARDS FOR TECHNICAL PROPOSALS “..** | QUALIFICATIONS | |  | **QUALIFICATIONS** |  | QUALIFICATIONS |  | TOTAL |
| 1) Bachelors degree in an ecology science (provide photocopy of degree). | |  | 1) Minimum of Bachelors degree in Biology (provide photocopy of degree). |  | 1) Minimum of Bachelors degree in: Archaeology, Anthropology, Architecture, Architectural History, History, or a related degree (provide photocopy of degree). |  |  |
| 2) Trained in wetland delineation. | |  | 2) Trained in wildlife biology and plants (provide photocopy of license or certificate). |  | 2) One year full-time professional experience or training in archaeological research. |  |  |
| 3) Knowledge of state and federal regulations indicated by preparation of environmental documents. | |  | 3) Knowledge of state and federal regulations indicated by preparation of environmental documents. |  | 3) Knowledge of state and federal regulations indicated by preparation of environmental documents. |  |  |
| 4) Prepared input for use on CED’s, EA’s, EO215’s & 4(f) documents. | |  | 4) Prepared input for use on CED’s, EA’s, EO215’s & 4(f) documents. |  | 4) Prepared input for use on CED’s, EA’s, EO215’s & 4(f) documents. |  |  |
| **NAME** |  | | |  | |  | |  |
| **PRIMARY TASK** | **Air/Noise** | | | **Hazardous Waste** | | Socioeconomics | |
|  | QUALIFICATIONS |  | | QUALIFICATIONS |  | QUALIFICATIONS |  | TOTAL |
| 1) BS or BA in any field (provide photocopy of degree). |  | | 1) BS in Chemical, Civil, Environmental Sciences, Hydrogeology, or Geology w/BS or BA (provide photocopy of degree). |  | 1) Bachelor degree in Planning or Economics (provide photocopy of degree). |  |  |
| 2) Attended EPA Air Quality Emission Models Training and EPA Highway air quality models for hot spot analyses training (include copies of certificate). |  | | 2) Training and Certificates (copies must be current and submitted for the below: a) a 40-hour OSHA Health & Safety refresher training b) Underground Storage Tank (UST) closure and subsurface and subsurface evaluator certified in NJ, ***OR*** a Licensed Site Remediation Professional certificate. |  | 2) Has attended training programs for Environmental Justice and/or Community Impact Assessments (include photocopies of classes taken or certificate stating subject matter taken). |  |  |

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

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**ENVIRONMENTAL TERM AGREEMENT**

Project: **Environmental Multi-Discipline Term Agreement REVISED 3-5-14 Experience or Qualifications with a ~~strikethrough~~ do not apply**

**Firm Name: Size and Complexity: E-3/Level A**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | **Ecology** | | **Biology** | | **Archaeology/Architecture** | |
| YEARS OF EXPERIENCE 1.THE NJDOT PROJECT MANAGER MUST SELECT PROJECT SPECIFIC PRIMARY TASKS AND EXPERIENCES FROM THE DOCUMENT “PROJECT MANAGER AND KEY STAFF STANDARDS FOR TECHNICAL PROPOSALS”. **2 NOTE FOR NJDOT AND DESIGN FIRMS-: .REQUESTED EXPERIENCE CAN BE SHOWN WITH LESSER # YEARS OF EXPERIENCE AND WILL BE ENTITLED TO FULL CREDIT** | Five (5) |  | Five (5) |  | Five (5) |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| 1) Has performed wetland delineation and has lead teams conducting delineations. |  | 1) Has conducted endangered species surveys and has led teams conducting such studies. |  | 1) Has led investigations and report writing for approved Phase 1 & 2 level surveys. |  |  |
| 2) Has prepared and successfully obtained permits (try to list five to ten permits related to projects~~). Experience in NJDOT/AASHTO Roadway Design Manual.~~ |  | 2) Has successfully conducted Section 7 coordination. ~~Performed Load Resistance Factor Design (LRFD) Methodology for Bridge Design~~. |  | ~~2) Performed Settlement, Stability Analysis.~~ |  |  |
| 3) Prepared input for use in environmental documents. |  | 3) Prepared input for use in environmental documents. |  | 3) Prepared input for use in environmental documents. |  |  |
|  |  |  |  |  |  |  |

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**ENVIRONMENTAL/DESIGN/PLANNING/OTHER TERM AGREEMENT**

Project: **Environmental Multi-Discipline Term Agreement REVISED 3-5-14 Experience or Qualifications with a ~~strikethrough~~ do not apply**

**Firm Name: Size and Complexity: E-3/Level A**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** |
| EXPERIENCE IN PRIMARY TASKS | | | | | | |
| **NAME** |  | |  | |  | |  |
| **PRIMARY TASK** | **Air/Noise** | | **Hazardous Waste** | | **Socioeconomics** | |
| YEARS OF EXPERIENCE 1.THE NJDOT PROJECT MANAGER MUST SELECT PROJECT SPECIFIC PRIMARY TASKS AND EXPERIENCES FROM THE DOCUMENT “PROJECT MANAGER AND KEY STAFF STANDARDS FOR TECHNICAL PROPOSALS”. **2 NOTE FOR NJDOT AND DESIGN FIRMS-: .REQUESTED EXPERIENCE CAN BE SHOWN WITH LESSER # YEARS OF EXPERIENCE AND WILL BE ENTITLED TO FULL CREDIT** | Five (5) |  | Five (5) |  | Five (5) |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| 1) Has conducted traffic noise studies as a team leader. |  | 1) Has experience with NJDEP TRSR 7:26. |  | 1) Conducted Demographic Studies. |  |  |
| 2) Has conducted air quality studies. |  | 2) Has successfully completed hazardous screening or site investigation and reporting. |  | 2) Conducted Community Impact Assessment Studies. |  |  |
| 3) Has experience with noise monitoring. |  | 3) Has prepared input for use in environmental documents. |  | 3) Has experience in identification of communities. |  |  |
| 4) Has prepared input for use in environmental documents. |  |  |  | 4) Has prepared input for use in environmental documents. |  |  |

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

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

# PART 5

# PROJECT APPROACH

**ENVIRONMENTAL TERM AGREEMENT**

Project: **Environmental Multi-Discipline Term Agreement REVISED 3-5-14 Experience or Qualifications with a ~~strikethrough~~ do not apply**

## 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| 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**  **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 12KEY ISSUES AND CRITICAL PROBLEMS | **INSTRUCTIONS: Enclose a Five (5) page narrative in Technical Proposal of project approach defining both key issues and potential problems with reliable solutions.** | TOTAL | MAX **SCORE**  140 |
| **1) Describe the purpose and/or uses for the following environmental documents, as required by state and federal regulatory agencies: a) CED’s, b) EA’s, c) EIS’s, d) Section 4(f), e) EO215** | |  |
|  | |  |
| **2) Identify and discuss the most commonly required state and federal permits, needed for NJDOT projects? (max 10)** | |  |
|  | |  |
| **3) Describe the processes for considering cultural resources in transportation projects?** | |  |
|  | |  |
| **4) Describe the different 4(f) determinations and their applications?** | |  |
|  | |  |
| **5) How do the words purpose and need serve as guidance for the environmental process?** | |  |
|  | |  |
| **6) Describe the role of MPO’s in advancing transportation projects?** | |  |
|  | |  |  |
|  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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**  **NR** |
| NA | |  |

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