# PART 2

# TECHNICAL PROPOSAL ADMINISTRATIVE REQUIREMENTS

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

Project: **Survey Services – Highway & Traffic Design 3 – Year Term Agreement**

## 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  0 % 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.** |  |

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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

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

Project: **Survey Services – Highway & Traffic Design 3 – Year Term Agreement**

**Firm Name: Proposed Project Manager:**

**PROJECT MANAGER: Experience on Similar projects on projects of this Size & ComplexityLevel A. A Similar Project must include the following Experience: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**  **60** |
| **REQUIREMENTS** | QUALIFICATIONS |
| NJSPLS |  |  |
| Experience in NJDOT Surveying Manual & standard Article 44 |  |  |
| Manager of at least 5 Primary Control and GPS survey projects within the last 5 years that involved Aerial Photogrammetrics. |  |  |
| Establishment of existing baseline data for final basemaps. |  |  |
| Prepare and Develop ROW maps (ETM, GPPM, IPM) with parcel descriptions |  |  |

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 5 years. Enclosed a highlighted resume describing experience.** | TOTAL **SCORE** | MAX **SCORE**  **80** |
| **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. |  |  |
| 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/DESIGN/PLANNING/OTHER TERM AGREEMENT**

Project: **Survey Services – Highway & Traffic Design 3 – Year Term Agreement**

#### Similar Project

**Firm Name: Size and Complexity: S-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**  **60** |
| TEAM LEADER (S) PROJECT SPECIFIC QUALIFICATIONS | | | | | | | |
| **NAME** |  | | |  | |  | |  |
| **PRIMARY TASK** | **Survey Party Chief** | | | **CADD Technician** | | **Aerial Photogrammetrist** | |
| **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 |
| NJ PLS | |  | Experience in Microstation latest versions |  | Certified Aerial Photogrammetrist |  |  |
| Familiar with NJDOT Surveying Manual & Article 44. | |  | Familiar with NJDOT seed files for Microstation, cell library file naming, & file structure Knowledge of CADD Standards and Article 51 |  | Knowledge of NJDOT Photogrammetry Manual, NJDOT Survey Manual, Federal Geodetic Control |  |  |
| **NAME** |  | | |  | |  | |  |
| **PRIMARY TASK** | **Survey Party Chief** | | |  | |  | |
|  | QUALIFICATIONS |  | | QUALIFICATIONS |  | QUALIFICATIONS |  | TOTAL |
| Knowledge of NGS procedures for performing GPS surveys |  | |  |  |  |  |  |
| Working knowledge of grid and ground coordinates. |  | |  |  |  |  |  |
| Knowledge of NJ Map Filing Law |  | |  |  |  |  |  |
|  |

# PART 4

# TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

**PROJECT MANAGEMENT**

Project: **Survey Services – Highway & Traffic Design 3 – Year Term Agreement**

**Firm Name: Size and Complexity: S-1, 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** | **Survey Party Chief** | | **CADD Technician** | | Aerial Photogrammetrist | |
| YEARS OF EXPERIENCE1.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** | 5 Years |  | **5 Years** |  | 5 Years |  | TOTAL |
| TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X | TYPE OF EXPERIENCE | X |  |
| Topographic and Baseline Survey |  | Roadway and Bridge Design |  | Aerial Photogrammetry for Highway Projects |  |  |
| Profiles and Cross Sections for Highways |  | Plan Preparation Using Inroads and Microstation |  |  |  |  |
| Accelerated Projects |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

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

# PART 5

# PROJECT APPROACH

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

Project: **Survey Services – Highway & Traffic Design 3 – Year 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.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Section 12KEY ISSUES AND CRITICAL PROBLEMS | **INSTRUCTIONS: Enclose a 3 page narrative in Technical Proposal of project approach defining both key issues and potential problems with reliable solutions.** | TOTAL | MAX **SCORE**  140 |
| **Coordinates: Grid vs Ground** | |  |
| **Maintenance and Protection of Traffic** | |  |
| **Project Delivery on an Accelerated Schedule** | |  |
| **Survey Report** | |  |
| **CADD Standards** | |  |
|  | |  |  |

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