



**New Jersey Department of Transportation
Bureau of Research
RESEARCH PROJECT
Request for Proposal
2019/20 Program**

Project Title: NJDOT Bureau of Research Library Services
Posting No.: 2020-02
Date of RFP Announcement: 05/27/20
Closing Date: 07/06/2020

Proposals must be prepared in accordance with NJDOT's *Supplemental and Proposals guidelines*. Please visit <https://www.state.nj.us/transportation/business/research/guidelines.shtm> for the most current version.

1 - RESEARCH PROBLEM STATEMENT AND OBJECTIVES

1.1 Problem Statement

The New Jersey Department of Transportation Research Library's fundamental mission is to support the NJDOT Bureau of Research and the Department in its mission of "Improving Lives by Improving Transportation" by providing library, information, and knowledge services to the NJDOT staff and other stakeholders. The Bureau of Research is seeking support services for the Research Library and to manage its essential functions. The NJDOT Research Library provides knowledge resources to transportation professionals in New Jersey so that they can plan, design, construct, and maintain a high-quality transportation system.

1.2 Research Objectives

- Manage the NJDOT Transportation Research Library and provide on-site library services to the NJDOT staff and other stakeholders.
- Maintain the current library materials and acquire, process, and store, new materials including books, journals, articles, standards, and magazines related to transportation. These materials can be electronic and/or hard copies. The Library collection materials shall meet the unique and changing needs of its users.
- Develop and maintain a NJDOT Research Library website. The website's design, functionality, hosting and maintenance shall ensure users can easily access relevant library web content and view databases of paper formats available at the library for non-printable documents.
- Promote awareness of the library to the NJDOT staff. Periodically contact NJDOT divisions and evaluate their library needs. Prepare and present information session.
- Perform literature searches regarding problem statements and generate corresponding reports.
- Disseminate research findings, reports and new standards from NJDOT and other states, as well as AASHTO, Transportation Research Board (TRB), American Society for Testing and Materials (ASTM), etc. to the respective divisions.
- Digitize appropriate library materials and maintain corresponding databases.



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- Participation in ongoing research efforts in library services is also required. For example, participation in pooled fund studies and other NJDOT research projects, attendance at and participating in library-related activities at the TRB Annual Meeting.
- Shall play active role and implement the Bureau of Research's ongoing effort to move the current traditional Research Library to the 21st Century Library Services.
- Shall provide technical editing and writing services to the Bureau of Research's project reports, technical briefs and others related documents.
- All efforts must be reported to the Bureau of Research each quarter and a yearly Final Report must be submitted.

Note: All library services must be in compliance with Section 508, United States Workforce Rehabilitation Act. The Research library staff is required to be on-site during NJDOT core business hours, abide by NJDOT Policies & Procedures, and report directly to a Research Project Manager who will oversee the Library and monitor its performance to ensure contract compliance. At least one full time and maximum of two library staff can be budgeted. It is recommended that the full time library staff have a degree in library sciences and possess several years of work experience in providing library services.

1-3. Type of Contract.

It is proposed that if the Issuing Office enters into a contract because of this Request for Proposal (RFP), it will be a **Cost Reimbursement, Deliverable-Based** contract containing the Standard Contract Terms and Conditions.

2 - BUDGET and CONTRACT TIME

The **TOTAL** project budget shall not exceed **\$225,000 US Dollars per year**. The PI must provide the anticipated research study duration based on the proposed tasks. Consideration should be given to potential impediments so that adjustments are incorporated into the schedule minimizing the need for time extensions. Contract time shall include sufficient time for the procurement of subcontractors, as well as no less than three months for Final Report review and acceptance. Please be advised that going forward, new task orders having permissible justification will be allowed no more than one time extension with the advent of 2 CFR 200.

A 36 month total project duration is preferred.

Please provide a Gantt Chart schedule, utilizing the sample provided within this document.

3 - Oral Presentations. Oral presentations may be requested as part of this RFP. If required, you will be notified by the Bureau of Research to schedule your oral presentation. They will be held at NJDOT headquarters in Trenton, NJ, attended by the Technical Advisory Panel (TAP), and be limited to no more than an hour, including time for questions and answers.



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4 – DEADLINE

Proposals (5 single-bound copies) are due at the NJDOT Bureau of Research no later than **4:00 p.m. on July 06, 2020**

Approximate Start Date: 10/01/2020 The official start date is the date that the Bureau of Research obtains a signature from the Assistant Commissioner.

5 – CONTACTS

Interested parties shall send all questions related to this RFP to the Bureau Manager by sending an e-mail to Amanda.gendek@dot.nj.gov or by phone (609-963-2242). Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions must be received **on or before 06/06/2020 in order to be answered.**

PROPOSAL DELIVERY INSTRUCTIONS:

* During the COVID-19 pandemic, hand-carried deliveries will not be accepted.

For private, paid messenger services such as Federal Express, DHL, UPS, etc., or for hand-carried deliveries:

RFP No. 2020-02 PROPOSAL-NJDOT
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