



**New Jersey Department of Transportation  
Bureau of Research, Innovation and Information  
Transfer (BRIIT)  
RESEARCH PROJECT  
Request for Proposal  
2025- 2026 SPR Program**

**Project Title: Construction Projects Claims Analysis**

**Posting No.: 2025-04**

**Date of RFP Announcement: 01/23/2025**

**Closing Date: 03/03/2025**

**NOTE:** Due to P.L. 2019, c. 196, the New Jersey Department of Transportation cannot award research grants to PRIVATE and/or OUT OF STATE institutes of higher education.

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.

All proposals must also have a corresponding online PreAward Risk Assessment form completed and submitted by the Principal Investigator (PIs) prior to the RFP closing date and time. This online form can be found at:  
[https://www.state.nj.us/transportation/business/research/risk\\_assessment\\_forms.shtm](https://www.state.nj.us/transportation/business/research/risk_assessment_forms.shtm)

## **1 - RESEARCH PROBLEM STATEMENT AND OBJECTIVES**

### **1.1 Problem Statement**

The New Jersey Department of Transportation (NJDOT) seeks to proactively address construction-related claims by identifying their root causes and implementing strategies to prevent future occurrences. There is an opportunity to enhance processes related to data collection, documentation, and training to reduce the occurrence of claims. By improving these processes, NJDOT aims to streamline project management and increase overall efficiency. NJDOT intends to bolster its project management practices and minimize disruptions caused by claims through this research.

### **1.2 Research Objectives**

The objective of this project is to conduct comprehensive research to identify the root causes of construction-related claims within NJDOT projects and develop strategies to prevent their future occurrences.

At minimum, the proposed research shall include:

Phase 1: Initial Research and Data Gathering

#### **1. Conduct a Literature Review and Survey:**

- Perform a thorough literature review to gather existing knowledge on construction-related claims.



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- Survey other state Departments of Transportation (DOTs) to identify current trends and best practices in claim management and prevention.

**2. Establish Confidentiality Protocols:**

- Develop and implement confidentiality protocols to ensure the secure handling of sensitive and confidential financial information throughout the research process.

**Phase 2: Data Collection and Analysis**

**1. Interview Key NJDOT Staff:**

- Conduct structured interviews with key NJDOT staff to gain insights into current challenges and potential improvements in claims administration and management.
- Identify key areas of attention for claims avoidance based on staff feedback and experiences.

**2. Analyze Past Claims:**

- Select a representative sample of past claims for detailed analysis.
- Uncover common patterns and factors that lead to claims, using data-driven methods to identify root causes.

**Phase 3: Synthesis, Reporting, and Dissemination**

**1. Prepare and Deliver Final Report:**

- Compile an in-depth report summarizing the research findings and providing actionable recommendations for preventative measures and best management practices.

**2. Develop a Training and Dissemination Plan:**

- Outline a plan for conducting webinars and training sessions based on the report's findings.
- Ensure effective dissemination of knowledge to NJDOT staff and stakeholders before project completion.

***Note: Must include a technical editor for the development of the project deliverables.***

**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 **\$300,000 US Dollars**. The overhead rate for this RFP shall not exceed 15%.



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Note:

1. Clarification that the 15% overhead rate is applicable to the prime awardee only and does not apply to consultants or subcontractors (if applicable), they may charge their normal overhead rate.
2. Modified Total Direct Cost includes all costs except equipment (>\$10,000) and subcontracts (>\$50,000).

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 note that new task orders with valid justification will be permitted only a one-time extension under 2 CFR 200.

**18-24 month total project duration is preferred.**

Please provide a Gantt Chart schedule, by month number (e.g., 1-24), showing tasks start/end, and deliverables. List corresponding deliverables below the chart.

**3 - Oral Presentations**

Oral online presentations may be requested as part of this RFP. If required, you will be notified by the BRIIT 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.

**4 – Deadline**

Proposals (no hard copies required) are due at the NJDOT BRIIT no later than **4:00 p.m. on March 3, 2025**. Electronic proposal documents (preferred pdf) shall be emailed to

[DOT-Research.Proposals@dot.nj.gov](mailto:DOT-Research.Proposals@dot.nj.gov) with the subject: **RFP-2025-04 University – PI's name**.

**Approximate Start Date: 05/01/2025.** The official start date is the date that the BRIIT obtains a signature from the Assistant Commissioner.

**5 – CONTACTS**

Interested parties shall send all questions related to this RFP to the BRIIT Manager by sending an e-mail to [Pragna.Shah@dot.nj.gov](mailto:Pragna.Shah@dot.nj.gov) or by phone (609-963-2232). 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 02/07/2025 in order to be answered**.

**PROPOSAL DELIVERY INSTRUCTIONS:**

Electronic proposal documents (preferred pdf) shall be emailed to [DOT-Research.Proposals@dot.nj.gov](mailto:DOT-Research.Proposals@dot.nj.gov) with the subject: **RFP-2025-04 University – PI's name**. A confirmation of receipt will be sent via email.