



"Preserving Our Past, Enhancing Our Future"

June 22, 2020

To: All Consultants

Re: Request for Proposals (RFP)
Professional Engineering Services
Construction Inspection Services Task Order Agreement
DRJTBC Contract No. C-751A

The Delaware River Joint Toll Bridge Commission (the "Commission") invites proposals from Consultants for professional consulting services for various Construction Inspection services under a Task Order Agreement. As used in this RFP the term "Consultant" shall mean the Prime Consultant, the consulting firm with which a Consultant is affiliated (if any) and the respective sub-consultants of the foregoing that jointly comprise the team to be used for this Agreement as defined below.

This solicitation for a proposal ("RFP") is for work to be performed on various Task Order Assignments within the Commission's jurisdiction, from the Philadelphia-Bucks County line in the south to the New Jersey-New York State line in the north, a distance of approximately 140 miles.

The Contract will be for a twenty-four (24) month period with projects assigned on an as-needed basis. The not-to-exceed dollar amount for this Construction Inspection Services Task Order Agreement will be \$500,000.00. Nothing contained herein is intended to provide a guarantee to the Consultant that the specified not-to-exceed will be utilized during the term of this Agreement. The Commission reserves the option to extend/decrease the contract duration and/or increase/decrease the maximum dollar amount.

Individual task assignments will be assigned to the Prime Consultant on a task order basis after receipt and approval of a Proposal from the Prime Consultant for each task specifically requested and outlined in the Problem Statement provided by the Commission.

The intent of this RFP is for the Commission to select a Prime Consultant, based on their proposal submission and in accordance with the Task Order/Term Agreement process outlined in the [Procurement Process Guidelines for Professional Services Consultants for the Commission's Capital Program](http://www.drjtbc.org/wp-content/uploads/Procurement_Guidelines_July_2017.pdf). A copy of the guidelines is available at http://www.drjtbc.org/wp-content/uploads/Procurement_Guidelines_July_2017.pdf

To respond to this RFP, the Prime Consultant must have an office that is within a 2-hour drive of the Commission's Administration Building located in Yardley, PA. The Prime

Consultant's Project Manager must be assigned to the same office and must be a licensed Professional Engineer in the State of New Jersey and/or Pennsylvania.

The Prime Consultant submitting a proposal must submit documentation verifying that it is pre-qualified as of the date of the proposal submission to do business with the State of New Jersey and Pennsylvania and provide a minimum of five (5) Project Descriptions (client, fee, description of services) having a total aggregate Consultant's fee of no less than \$500,000.00 indicating project experience in the last three (3) years in Construction Inspection as described under the Scope of Services pages 6 - 8 of this RFP.

The Consultant responding to this RFP shall demonstrate in their proposal, as a minimum, collective previous project experience, including Project Descriptions (client, fee, description of service), meeting the requirements similar to that of the NJDOT prequalification categories of Construction Inspection – Roadway/Bridge, Claim/Litigation Support/Scheduling, Construction Inspection – Bridge Painting, Construction Inspection – Intelligent Transportation System (ITS) Facilities, Inspection of Structural Steel and Welding, or equivalent PENNDOT prequalification categories' experience. Also, all sub-consultants shall demonstrate, in the proposal, project experience in the areas of work they will be performing.

Consultants are not required to be prequalified by PENNDOT or NJDOT in the aforementioned disciplines, however are requested to submit current PENNDOT or NJDOT certificates in these technical disciplines if available.

The Consultant must possess background and experience in the areas of construction inspection; including but not limited to, providing programmatic / engineering cost estimating, scheduling, constructability / bidability review, claims assistance, value engineering, safety reviews, etc.; supervising construction inspection personnel on bridge and/or highway construction assignments and functioning as the owners direct on-site representative; CPM scheduling involving bridge and/or highway construction assignments and proficient in the use of Primavera Project Planner, and Microsoft Project scheduling software; providing inspection services involving lead abatement, cleaning / painting of structures, concrete formwork / placement, structural steel fabrication / erection / rehabilitation, roadway pavement, toll plazas, facilities, etc.

The Consultants responding to this RFP (must) which can provide a committed full-time staff as required to perform the services described herein are encouraged to submit a Proposal. Each Proposal submitted must meet the requirements stipulated herein, and the submitting Consultant must agree to the terms and conditions, set forth in Administrative and Contractual Information (Attachment I) of this RFP.

The **Consultant's** organization must include the following key personnel:

Resident Engineer – Resident Engineers (RE) shall be Licensed Professional Engineers in Pennsylvania and/or New Jersey or shall be NICET Level IV Certified and have fifteen (15) years of Bridge and Transportation Construction Inspection Supervision/Management experience. The RE must also be certified as a Traffic Control Coordinator (TCC) from the

Rutgers CAIT Traffic Control Coordinator Program, or an equivalent course as approved by the NJDOT Office of Capital Project Safety. The RE will serve as the Commission's direct on-site representative to the Contractor. RE duties include, but are not limited to, direct supervision of a construction project's field Inspection/Engineering staff; performing quality assurance oversight of items of work in progress; and ensuring that the project is constructed in accordance with the approved construction plans, schedule, specifications and approved submittals for the owner.

Assistant Resident Engineer – Assistant Resident Engineers (ARE) shall be Licensed Professional Engineers in Pennsylvania and/or New Jersey, or shall be NICET Level IV Certified, including a minimum of ten (10) years of Bridge and Transportation Construction Inspection Supervision/Management experience. Each ARE must also be certified as a Traffic Control Coordinator (TCC) from the Rutgers CAIT Traffic Control Coordinator Program, or an equivalent course as approved by the NJDOT Office of Capital Project Safety. The ARE reports directly to the RE. In the absence of the Resident Engineer, the ARE is the individual who is the Owner's direct on-site representative to the Contractor. ARE duties include, but are not limited to, direct supervision of a construction project's field Inspection/Engineering staff; performing quality assurance oversight of items of work in progress; and ensuring that the project is constructed in accordance with the approved construction plans, schedule, specifications and approved submittals for the owner.

Scheduler – Schedulers shall have a minimum of five (5) years of CPM scheduling experience gained while working on construction inspection assignments that include the inspection categories as listed below. Schedulers must be proficient in the use of Primavera Project Planner (Qualified in P6 as a minimum), Primavera Suretrak, and Microsoft Project scheduling software.

Construction Office Engineers – Construction Office Engineers must possess a Bachelor of Science degree in Civil Engineering or an Associates Degree in Civil Engineering Technology and have a minimum of three (3) years of practical experience providing CM/CI services.

Inspectors – Various types of Inspectors may be required during the contract term. The consultant's organization structure must include Inspectors qualified as a minimum in the following categories:

- Bridge construction and rehabilitation
- Concrete formwork and concrete placement
- Structural steel erection
- Cleaning and painting of bridges and other structures
- Lead abatement
- Roadway rehabilitation and paving
- Toll plazas, buildings and grounds
- Stormwater facilities and utilities

Inspectors must be available for the Commission's use when required. The Consultant must have available NACE Certified Coatings Inspectors with a minimum of NACE Coating Inspection Technician Level 2 with four (4) years minimum, experience in structural steel coating application inspection. In addition, have Structural, Pavement, Facilities and Toll Plaza Inspectors with a minimum of four (4) years' experience as a Transportation Construction Inspector, be a minimum of NICET Level III and possess ACI/PENNDOT and NECEPT field Technician Certifications. Inspector's experience and qualification will be evaluated based on requirements of proposed tasks. Additionally, have available a Traffic Control Coordinator (TCC). The TCC must be certified as having successfully completed the Rutgers CAIT Traffic Control Coordinator Program, or an equivalent course as approved by the NJDOT Office of Capital Project Safety. The TCC must also successfully complete an approved Traffic Coordinator refresher course every 2 years.

On November 29, 2004 the Commission adopted Guidelines on Conflict of Interest and Recusal. These can be found at http://www.drjtb.org/assets/delawareriver/Recusal_Guidelines.pdf. Consultants must include in their Proposal a certification in the form shown in **Attachment IV** indicating that they have read, understand and will be guided by these guidelines when performing work for the Commission.

Identified Business Enterprise (IBE) Participation

Firms submitting a proposal for this solicitation agree to abide by the Commission's Contract Compliance Program (CCP) Requirements. The Commission CCP is intended: (1) to promote and encourage minority, women, small, disadvantaged, disabled, and veteran owned businesses (referred to as "Identified Business Enterprises" or "IBEs") to participate in business opportunities with the Commission; (2) to afford IBEs an equal opportunity to compete for work on the Commission's contracts; and (3) to encourage consultants to provide subcontracting opportunities to certified IBEs. The Commission and its consultants shall not discriminate on the basis of race, color, religion, gender, national origin, ancestry, age, marital or veteran status, medical condition, disability, sexual orientation, citizenship, or any other classification protected by law in the award and performance of contracts.

Consultants are encouraged to meet or exceed the twenty-five percent (25%) IBE participation targets. However, Consultants may comply without achieving the participation targets so long as they make and document Good Faith Efforts (as that phrase is defined herein) that would allow IBE participation. Consultants that do not meet the project's targets are subject to the Contract Compliance Department's ("CCD") Good Faith Efforts review.

To comply with the Contract Compliance Program, a Consultant has **two (2)** options: (1) **Compliance Plan I** - the Consultant may "**Opt-In**" and complete **forms A and B** by agreeing to meet or exceed the 25% participation target, or (2) **Compliance Plan II** - the Consultant may provide its **Good Faith Efforts** documentation (**forms A through F**) detailing their attempt to meet the 25% participation target. The Contract Compliance Program's guidelines and forms are more fully explained and available directly from the Commission website (www.drjtb.org) in the Contract Compliance section under the Doing Business link.

IBE Payment/Payroll Reporting

Elation Systems Payment Verification System

The Delaware River Joint Toll Bridge Commission (Commission) uses the Elation Systems payment verification system as a tool to improve communication between Prime Consultants and Sub-consultants in the compliance, documentation and reporting of payments to Sub-consultants.

The Commission requires all Prime Consultants and sub-consultants to create a log-in and schedule an online training session to familiarize and use the Elation Systems in reporting monthly invoice payments to their Sub-consultants. The Consultant as required must also utilize the Elation Systems Certified Payroll and Workforce Utilization Reporting System training module. ***The Prime Consultant agrees as part of the contract award to fulfill the mandatory requirements of the Commission's Elation Systems Payment Verification System and registering through its website (www.elationsys.com).***

Any questions regarding preparation of the *Compliance Plan* should be directed to the CCD to the following:

Professional Services

Julio Guridy, Director
76 Broad Street
Phillipsburg, NJ 08865
(908) 859-6417, ext. 3063 (office)
jguridy@drjtbc.org

BACKGROUND

The Commission owns and operates 20 bridge crossings over the Delaware River and 33 approach structures from Morrisville, Pennsylvania on the south to Milford, Pennsylvania approximately 140 miles to the north. Of the main river crossings, seven (7) are Toll Bridges and the remaining 13 are "Toll Supported Bridges" (tolls are not collected on these bridges). Two (2) of the 13 toll supported bridges are pedestrian bridges. The Commission's responsibilities include the maintenance and operation of all non-railroad bridges over the Delaware River in its jurisdiction, with the following exceptions: - the Dingman's Ferry Bridge north of the Delaware Water Gap.

The eight (8) Toll Bridge (TB) facilities and corresponding number of structures are:

- 1) Trenton - Morrisville Toll Bridge and eleven (11) approach structures
- 2) Scudder Falls Toll Bridge and two (2) approach structures (*these structures are currently being constructed under Contract T-668A*)
- 3) New Hope - Lambertville Toll Bridge and two (2) approach structures
- 4) Interstate 78 Toll Bridge (twin structures) and eleven (11) approach structures
- 5) Easton - Phillipsburg Toll Bridge and four (4) approach structures plus a pedestrian tunnel

- 6) Portland - Columbia Toll Bridge and two (2) approach structures
- 7) Delaware Water Gap Toll Bridge (twin structures)
- 8) Milford - Montague Toll Bridge

The twelve (12) Toll-Supported Bridge (TSB) facilities and corresponding number of structures are:

- 1) Lower Trenton Toll-Supported Bridge
- 2) Calhoun Street Toll-Supported Bridge
- 3) Washington Crossing Toll-Supported Bridge
- 4) New Hope - Lambertville Toll-Supported Bridge
- 5) Centre Bridge - Stockton Toll-Supported Bridge and one (1) approach structure
- 6) Lumberville - Raven Rock Toll-Supported Pedestrian Bridge
- 7) Uhlerstown - Frenchtown Toll-Supported Bridge
- 8) Upper Black Eddy - Milford Toll-Supported Bridge
- 9) Riegelsville Toll-Supported Bridge
- 10) Easton - Phillipsburg (Northampton Street) Toll-Supported Bridge
- 11) Riverton - Belvidere Toll-Supported Bridge
- 12) Portland - Columbia Toll-Supported Pedestrian Bridge

In addition to the main river crossing bridges, there are approach spans and/or bridges and associated highway and ramp approaches as well as administration/operation buildings, maintenance shops and garages and tolling facilities.

Available for review at the Commission's Scudder Falls Toll Bridge Administration Building are internal documents containing general information of the Commission's facilities identified above, entitled "General Information on Non-Toll Bridges" and "General Information on Toll Bridges". These documents include general information on the bridges, buildings, shops, and garages at the respective facilities.

SCOPE OF SERVICES

The Commission has undertaken an ambitious Capital Program. During the next two (2) years the Commission has identified a need to retain a Consulting Engineering Firm to perform, in a timely manner, a variety of construction inspection services. In addition the Prime Consultant may be called upon to augment the Commission's staff on an as needed basis.

A. General Activities of the Prime Consultant

1. *Commission Coordination (These hours/costs shall be included in the Consultant's proposal for each individual Task Order Assignment)*

The Prime Consultant will coordinate its activities with Commission staff throughout the course of this agreement. Early on, the Prime Consultant will establish a means of coordinating and reporting its activities with the Commission's Chief Engineer to ensure an expeditious exchange of information. At a minimum, one (1) progress meeting, every other month, at the Commission's headquarters will be required if requested by the Commission.

The Commission shall be informed of all meetings with other agencies, government officials, and / or groups so that Commission staff can attend if necessary. The Prime Consultant's Project Manager will prepare Agendas prior to and minutes after all meetings and submit them to the Commission for review and comment within two (2) working days and five (5) working days respectively.

The Prime Consultant will be responsible to prepare and submit monthly progress reports indicating weighted percent complete per task and percent complete based on hours spent per task. These progress reports shall be submitted under separate cover at the same time that their monthly invoices are submitted. The Prime Consultant shall submit their monthly invoices within 15 business days after the end of each billing period.

The Prime Consultant shall designate a single point of contact for all matters relating to this contract. This person shall be authorized to submit proposals and negotiate the cost for any and all tasks requested of the Prime Consultant.

The Prime Consultant should anticipate meeting with the Chief Engineer or his/her designee monthly to discuss the scope and overall needs of each task. The Commission staff will review and evaluate each Task Order Assignment Proposal. The date of execution by the Commission's Executive Director of the Task Order Assignment Agreement shall be the date of the Task Order Assignment's Notice-to-Proceed.

The Prime Consultant shall immediately notify the Commission's Chief Engineer, if and when the percent of budget expended for any open Task Order Assignment exceeds the physical percent complete. The Prime Consultant shall implement at once, the necessary adjustments and/or make recommendations how to alleviate this condition. Failure to do so will put the Prime Consultant at risk of having to absorb any cost above and beyond the authorized Task Order Assignment not-to-exceed amount.

2. *Other Agency Coordination (It is noted that these costs shall be included in the individual task order assignments as may be required and as approved by the Commission)*

Selected task orders may require coordination with various Federal, State or Local agencies deemed to have jurisdiction over the specific work involved. The Consultant may be required to contact and meet with representatives of state and

/ or other agencies to review and determine all necessary project requirements and permits for any work developed under this Agreement. The Commission shall be informed of all meetings scheduled with other agencies, government officials, and / or groups in advance of the proposed meeting date so that Commission personnel can attend if necessary. The Prime Consultant's Project Manager will prepare minutes of all meetings and submit them to the Commission for review and comment within five (5) working days of the respective meeting.

B. Task Order Assignments

The services of the Prime Consultant will be on an as-needed basis, and be performed under the direction of the Commission's Executive Director and/or his/her designee. When the services of the Prime Consultant are desired, the Commission will provide the Prime Consultant with a letter-form Request for Task Order Assignment Proposal, with accompanying Task Order Assignment Agreement, Sample Key Project Milestone Deliverable Dates, Problem Statement, Sample Consultant's Scope of Services, Sample Project Schedule, and Sample Fee Summary. The Prime Consultant's complete Task Order Assignment Proposal shall consist of a cover letter and the following six (6) items in this order:

- a. Signed and Dated Task Order Assignment Agreement
- b. Key Project Milestone Deliverable Dates
- c. Problem Statement
- d. Consultant's Scope of Services
- e. Project Schedule (Microsoft Office Project)
- f. Fee Summary

Refer to **Attachment VIII** for a Sample Request for Task Order Assignment Proposal.

The Task Order Assignment Proposal should be concise, thorough and, if applicable, acknowledge a relationship of the proposed fee being a reasonable percentage of the estimated construction costs for the constructed project. The Task Order Assignment Proposal should be submitted to the Commission within five (5) working days of receipt by the Prime Consultant of the Request for Task Order Assignment Proposal.

The Prime Consultant should anticipate meeting with the Commission to discuss the scope and overall needs of each task. The Commission's staff will review and evaluate proposals for all tasks and negotiate a cost for performing the respective task based on hourly rates and multipliers specified in the agreement. Upon arriving at a mutually agreeable scope of work, schedule, and not-to-exceed cost, a Task Order Assignment Agreement will be executed after which the Commission will then issue Notice-to-Proceed.

The Commission is under no obligation to assign tasks to the Prime Consultant and no payment will be made to the Prime Consultant, except for those tasks assigned by an executed Task Order Assignment Agreement. The Commission has the right to decrease the scope or terminate any task at any time and for any reason upon written notice from the Commission. In such an event, the Task Order Assignment Agreement will be terminated in accordance with Article IX of the Task Order Agreement.

Tasks assigned to the Prime Consultant will primarily include, but not be limited to, the activities described below in Item 1. Task Order Assignments may also include those activities described in Items 2, 3 and 4 below. The Consultant must have available the services of individuals knowledgeable in the activities listed.

The Prime Consultant is encouraged to utilize sub-consultants in those areas listed below to augment and supplement the normal skills and capabilities of the Prime Consultant's staff.

Sub-consultants must demonstrate the required experience and expertise related to the work they intend to perform.

If the use of sub-consultants is intended for any portion of this work, indicate which firms will be utilized and the specialized area for each.

1. Construction Inspection

- a) Construction related services to include, but not limited to:
 - (1) Project monitoring and documentation
 - (2) Preparation of Payment Estimates
 - (3) Preparation of Change Orders
 - (4) Inspection Reports
 - (5) Shop Drawing review, if and when directed by the Commission
 - (6) Conduct / Document Progress Meetings
 - (7) Force Account tracking and documentation
 - (8) Issue Resolution
 - b) Cost Estimating and review – The Consultant shall have the capability of developing detailed construction cost estimates with a breakdown of all labor, material, equipment, general conditions, anticipated overhead and profit.
 - c) Code Review of Plans and Specifications
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- (1) International Code Council (ICC) experience
- (2) Construction Specification Institute (CSI) experience
- (3) American Institute of Architects (AIA) experience
- d) Change Order analysis
- e) Prepare a Lessons Learned Report
- f) Prepare As-built Drawings (CAD and Mylars)

2. Construction Management

- (1) The Consultant should understand that construction cost and staging estimates are the basis for budget programming and project-level decisions made by the Commission.
 - Preparation and Review of Programmatic Cost Estimates.
 - Preparation and Review of Engineering Cost Estimates and “construction durations” prepared by Consulting Engineers as part of the Commission’s stakeholder outreach program.
- (2) Construction Scheduling and schedule analysis (CPM) – The Consultant shall have the capability of developing detailed “contractor type” construction schedules using CPM methods, and of thoroughly evaluating the schedules developed by contractors engaged by the Commission, based on the Commission’s standard scheduling specification.
- (3) Constructability/Bidability Review- The Consultant shall have the capability of performing “contractor perspective” constructability reviews, with particular emphasis on equipment needs, access, inter-discipline reviews to identify and eliminate interferences or conflicts, site storage requirements, temporary loadings, construction sequencing, identification and elimination of hazards, environmental issues, noise impacts, etc.

The Consultant shall have the capability to mobilize/facilitate constructability/bidability review charrettes involving the Commission’s staff including its Capital Program Management Consultant (CPMC) staff, the design engineer, and other independent “subject experts”. The purpose of these constructability/bidability review charrettes normally conducted after the completion of the Concept Phase is to confirm the scope of the project prior to the Design Consultant proceeding with Preliminary and Final Design.

- (4) Claims assistance and litigation support.
- (5) Value Engineering.
- (6) Safety Reviews of on-going projects under construction.

- (7) Review of Commission's General Provision's to see if they align with the current version of PennDOT's 408.
- (8) Dispute Resolution

3. Other Work

- a) Technical Documents Preparation and Review
 - i. Requests for Proposals (RFP's) for Studies and Design Projects
 - ii. Contract Plans and Specifications for Construction Projects
 - iii. General Conditions and Insurance Requirements for Construction Projects
 - iv. Studies for Various Projects
 - v. Conduct Pier Review of Technical Document Submissions
 - b) Structural Engineering
 - (1) Bridge Design - All Types
 - (2) Foundation Design
 - (3) Structural Inspections, Evaluations and Load Ratings
 - (4) Structural Repair and Rehabilitation
 - (5) Substructure Evaluation
 - (6) Structural Steel Paint Preparation and Painting
 - Containment Design
 - Environmental Compliance
 - Waste Handling and Disposal
 - Air Monitoring
 - Lead Health Safety
 - (7) Oversized / Overweight Vehicles Permitting
 - (8) Geotechnical
 - (9) Shop Drawing Reviews
 - c) Civil Engineering
 - i. Site Work and Grading
 - ii. Surveying
 - iii. Foundation Design
 - iv. Drainage Design
 - v. Highway Design
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- Inspection and Evaluation
 - New and Rehabilitative Construction
 - Signing and Sign Structures
 - Highway and Overhead Sign Lighting
 - vi. Hydraulics / Hydrology
 - vii. Shop Drawing Reviews
 - d) Traffic Engineering
 - i. Traffic Studies
 - ii. Traffic Projections
 - iii. Toll Revenue Analysis
 - iv. Toll Plaza Design, Evaluation, Maintenance and Operation
 - v. Maintenance and Protection of Traffic
 - vi. Traffic Signing (fixed, variable message, fiber optics, LED)
 - vii. Traffic Controls and Signalization
 - e) Intelligent Transportation Systems (ITS) Engineering
 - i. Electronic Toll Collection Systems
 - ii. Electronic Security and Surveillance Systems
 - iii. Traffic / Incident Management Systems
 - iv. Automatic Vehicle Identification
 - v. Communications Systems
 - f) Facility Engineering
 - i. HVAC
 - ii. Fire Protection
 - iii. Electrical and Power Distribution
 - iv. Lighting Systems
 - v. Signal Systems
 - vi. Closed Circuit Television
 - vii. Radio and Fiber Optics
 - viii. ADA Compliance
 - ix. Data and Telecommunication Systems
 - x. Structural Building Design
 - xi. Architectural Design
 - g) Environmental Engineering
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- i. Site Assessment and Remediation
 - ii. Asbestos Abatement Surveys, Plans and Monitoring
 - iii. Underground and Aboveground Storage Tank Management
 - iv. Hazardous Material Identification, Management and Disposal
- h) Environmental Permitting
- i. Preparation and Review of Categorical Exclusion (CE)
 - ii. Preparation and Review of Environmental Assessment (EA)
 - iii. Preparation and Review of Environmental Impact Statement (EIS)
- i) Program Management
- i. Planning / Conceptual Phase
 - Feasibility Studies
 - Project Delivery Assessment
 - Cost Estimating & Financing Assessment
 - Project Program Definition
 - Initial Budget Establishment
 - Program Schedule
 - Permitting
 - ii. Design Phase
 - Designer Selection & Contracting
 - Community Meetings & Outreach
 - Budget Establishment
 - Construction Contracting Strategy
 - iii. Construction Bidding Phase
 - Claims & Dispute Avoidance Review
 - Constructability Review
 - Bid Analysis & Negotiation
 - iv. Construction Phase
 - Payment Verification
 - Schedule Control
 - Cost Forecasting
 - Document Control
 - Configuration Control
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- Dispute Avoidance
- v. Completion
 - Payment Reconciliation
 - Release of Liens
 - Contract Close Outs
- j) Transportation Planning
- k) Stormwater Management
- l) Public Involvement / Public Participation

4. Staff Augmentation

If requested provide full time specialized staff to be located at the Commission's facilities for the purpose of augmenting the Commission's Engineering staff engaged in managing and administering Capital Projects as well as efforts related to specific task order assignments. Staff augmentation assignments, if requested shall have a minimum duration of three (3) months.

C. Technical Documents and Plan Preparation

Under this Agreement the Consultant shall perform all work in compliance with all applicable federal, state, local, Commission, Building and Engineering laws, codes, regulations and specifications.

1. Facilities Task Order Assignments

Specifications for facilities type Task Order Assignments shall be developed in accordance with the latest version of the International Building Codes and all applicable Pennsylvania and/or New Jersey Uniform Construction Codes using Construction Specifications Institute (CSI) format.

2. Bridge and Highway Task Order Assignments

Plans and specifications for bridges and highway Task Order Assignments should be developed in accordance with the policy and procedures of the Pennsylvania Department of Transportation (PennDOT) including all applicable Design Manuals and Specifications, Standards, Publication 408-2016 plus all changes and strike off letters, and all their supplements and any applicable American Association of State Highway and Transportation Officials (AASHTO) design standards. Traffic Control and Staging will be in accordance with PennDOT Publication 213 Work Zone Traffic Control Manual – Supplementing FHWA MUTCD and PennDOT Publication 68, Regulations – Traffic, Signals and Markings dated 1975. Projects located entirely in New Jersey will be in accordance with the policies and procedures of the New Jersey

Department of Transportation (NJDOT), including all applicable Procedures Manual, Design Manuals, Standard Specifications, and all its supplements, and any applicable AASHTO design standards.

All plans will be prepared using the English measuring system, on a 22"x34" reproducible Mylar medium and be signed and sealed by a Professional Engineer. One (1) set of reproducible Mylar, along with two (2) discs containing: CADD drawing files compatible with MicroStation SE or AutoCAD (latest version), complete specifications including boilerplate in Microsoft Word, and spreadsheets in Microsoft Excel, including the Engineer's Estimate, are to be furnished to the Commission at the conclusion of each Task Order Assignment.

All deliverables (contract documents) must be accompanied by a completed copy of the Commission's Quality Assurance Form shown in Attachment VII.

D. Task Progress Schedule

Upon assignment of a specific Task Order Assignment, the Prime Consultant shall provide a cost estimate and a resource loaded bar chart indicating its proposed plan and schedule to complete the work for the task concurrently with other ongoing tasks. The schedule shall be comprised of sequentially numbered activities to monitor and assess the progress and completion status of all ongoing task order assignments. The Progress Schedule shall be updated on a monthly basis reflecting any changes that may have occurred. The Progress Schedule shall be prepared using Microsoft Project scheduling software.

SUBMISSION REQUIREMENTS

The Prime Consultant shall submit six (6) copies of the Proposal including the Rate Schedule along with one (1) USB thumb drive containing a PDF copy of their Proposal and Rate Schedule, which will include the following:

Proposal

1. Letter of Transmittal [not to exceed one (1) single-sided, letter-sized (8 1/2" x 11") page].

The Prime Consultant shall include an affirmative statement that it has read/understood and will accept the Terms and Conditions of the Sample Standard Commission Consultant Agreement (**Attachment V**) and indicate that it shall comply with the Insurance and Indemnification Requirements (**Attachment II**).

2. Proposal [not to exceed five (5) single-sided, letter-sized pages, using a minimum #11 font] shall include a narrative describing the Consultant's:

- a) *Understanding of the Task Order Process and Commission Needs:* This section shall include a commitment to meet or exceed the IBE goals specified in this RFP.
 - b) *Approach to Task Order Assignments:* The goal is to provide a timely response to the Commission's request for a Task Order Assignment Proposal and to maintain Scope, Schedule and Budget and deliver a quality finished Project.
 - c) *Experience of Prime Consultant on Similar Task Order Agreements:* Include name/address/telephone number for at least (3) client references.
 - d) *QA/QC Procedures:* Describe the Prime Consultant's proposed Quality Assurance / Quality Control approach with emphasis upon how it will be accomplished on multiple concurrent Task Order Assignments having different Task Managers.
 - e) *Credentials/Experience of the Project Team:* Include a "brief" biographical narrative and/or matrix to indicate experience and capabilities appropriate to the role and responsibility that key personnel will perform on this agreement. Sub-consultants must also demonstrate the required experience and capability related to the work they are to perform. Three (3) client references are required for each sub-consultant Project Manager.
 - f) *IBE Participation:* Completed IBE Participation Forms shall be submitted. The participation target for IBE certified firms is 25%. The Prime Consultant shall indicate in their Technical Proposal their commitment to the IBE utilization target for this contract. This information shall be submitted on the IBE forms available directly from the Commission website (www.drjtbc.org) in the Contract Compliance section under the Doing Business link. Copies of current certifications of all IBE firms shall also be submitted. (The completed IBE Participation Forms are not included in the five (5) page Proposal limitation cited above).
3. Prime Consultant's GSA Form 255 as well as an additional Form 255 for each sub-consultant. GSA Form 330 may be used in lieu of Form 255.

In Section 3 of Form 255, indicate the location of the office to which this work would be assigned.

In Section 4 of Form 255, provide the number of personnel of each of the various disciplines based at the local office where this work will be assigned (A) as well as total overall for each discipline within the entire firm (B).

In Section 7 provide resumes of the Project Manager and key personnel who will be assigned to this project. Individual resumes shall not exceed a single-sided letter-sized page in length. Furnish relevant experience including dates of assignments and professional qualifications as appropriate.

In Section 8 provide a minimum of five (5) Project Descriptions (client, fee, description of services) having a total aggregate Consultant's fee of no less than \$500,000.00 indicating project experience, relevant to the services being procured with this RFP, in the last three (3) years in Construction Inspection services.

In Section 10 provide the following specific information [not to exceed eight (8) single-sided letter-sized (8 ½" x 11") pages]:

- a) A brief history and statement describing specialized experience and technical competence of Prime Consultant and sub-consultants relating specifically to Construction Inspection services.
 - b) Provide a list of similar projects performed during the past five (5) years including both previously completed as well as currently active projects. Include the contact name/address/telephone numbers for at least three (3) client references among the example projects furnished.
 - c) Describe past performance for these particular projects with respect to cost control, work quality, and ability to meet schedules. The firm must clearly demonstrate an ability to analyze available data to make decisions and develop plans to complete the assigned projects in a timely and cost effective manner.
 - d) Discuss your proposed project management and control procedures.
 - e) State which services would need to come from another office and state the location of that office (or offices).
4. One (1) single-sided page Sample Certificate of Insurance indicating that it can meet all the insurance requirements as shown in **Attachment II** of the RFP.
 5. Completed Broker Letter (Sample single page Broker Letter as shown in **Attachment II** of this RFP).
 6. Completed Insurance and Indemnification Certification Form (**Attachment III**, single page form only).
 7. Completed Conflict of Interest and Recusal Certification Form (**Attachment IV**, single page form only).
 8. Rate Schedule
 - a) The Prime Consultant, and all sub-consultants, will provide a Rate Schedule in the form provided in **Attachment VI**. The Consultant shall provide an average and maximum (for the term of this agreement) direct hourly rate of compensation for the categories of personnel listed below for the term of this Agreement. The average rates specified will be the basis for computing the Prime Consultant's fee for each Task Order Assignment. The maximum direct hourly rate for each category of personnel shall not be exceeded during the term. All out-of-pocket expenses should be listed separately for the Prime consultant and sub-consultants.
 - b) Compensation for services will include payment for all direct professional and technical salaries, except Corporate Officers, Partners, Owners and routine secretarial and clerical services, times an approved multiplier not-to-exceed 2.75 based on a 10% allowance for profit and an overhead rate of 150%, or the firm's approved overhead rate as determined by NJDOT, whichever is less, plus approved out-of-pocket expenses, limited to: on-the-job mileage, printing and photographing, and specialized services performed by other firms at the Prime Consultant's direction. Payment for Corporate Officers, Partners, Owners will be made if they are performing specific technical tasks to the betterment of the project.
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- c) The approved multiplier will not be applied to the premium portion of overtime. The multiplier will cover all overhead and profit. Profit will not exceed 10% of the sum of direct salaries + overhead.
- d) No expenses or out-of-pocket expenses will be billed unless they are specifically included in the Fee Proposal for each Task Order Assignment. Air Fare and Per Diem Costs are not allowed.
- e) The Prime Consultant, and all sub-consultants, must submit documentation in the proposal of their "approved overhead rate" for both office and field rates with NJDOT and this rate shall remain in effect for the duration of this Agreement subject to the maximum allowable rates listed in the Consultants proposal Rate Schedule. The maximum overhead for field work will be the NJDOT approved *field* overhead rate or 110% whichever is lower. The maximum overhead for office work will be the NJDOT approved *office* overhead rate or 150% whichever is lower. The maximum staff augmentation overhead for this Agreement will be 110%.
- f) Mark-ups will not be permitted on sub-consultant costs.
- g) Payment of actual costs for each task will be made monthly. A sample invoice will be provided by the Commission. The invoice will include the following narrative sections: (1) Summary of Work Performed; (2) Short-term Work Plan; (3) Issues Needing Resolution by DRJTBC and (4) Potential Claims/Extra Work.

Note: Anything in excess of the page limitations specified above, or on other media, will not be read or considered. If the Proposal submitted is not in accordance with the specific provisions defined above, it may be considered incomplete and rejected.

PROPOSAL SCHEDULE

The Commission's Proposal Schedule is as follows:

<u>Proposal Schedule</u>	<u>Date</u>
Post RFP on website	June 22, 2020
Closing Date for Submittal of Inquiries	July 10, 2020
Response to Inquires	July 16, 2020
Closing Date for Submission of Proposal	July 28, 2020
Oral Interviews (if required)	August 26/27, 2020
Anticipated Notice of Award	September 29, 2020

ADMINISTRATIVE AND CONTRACTUAL INFORMATION

1. See **Attachment I** for additional Administrative and Contractual Information.

2. It is the intention of the Commission to evaluate each Proposal including the Rate Schedule in conjunction with those received from all other firms. This will lead to a selection, and an agreement to be executed with the successful Prime Consultant for this work.
3. Paper and electronic versions of the Prime Consultants Proposal, including the Rate Schedule, must be delivered to the Commission in a sealed envelope prior to the time and date specified.
4. The Proposal will be evaluated using the selection criteria below:
 - a. Understanding of the Task Order Process and Commission needs
 - b. Approach to Task Order Assignments and Rate Schedule
 - c. Experience of Prime Consultant on similar Task Order Agreements
 - d. QA/QC Procedures
 - e. Credentials/Experience of the Project Team
 - f. IBE Participation
5. One or more Prime Consultants may be required to participate in an Interview with the Technical Evaluation Committee (TEC). The Interview will be up to 40 minutes in length: Up to 20 minutes for the Prime Consultant's Presentation and Up to 20 minutes for Questions and Answers. The Interview will be held on the date indicated in the Proposal Schedule at the Commission's Administration Building Facility located in New Hope, Pennsylvania **or** Yardley, Pennsylvania. The time for each Prime Consultant's Interview will be announced after receipt of the Proposal.
6. On all projects of this nature, the Commission has certain standard requirements that will be incorporated into any Agreement that may be executed as a result of our evaluation of your Proposal. **Attachment V**, entitled Sample Standard Commission Consultant Agreement should be properly considered when preparing your final Proposal.
7. Proposals must be submitted by **2:00 PM** Local Time, on the date indicated in the **Proposal Schedule** and delivered to:

**Delaware River Joint Toll Bridge Commission
Administration Building
1199 Woodside Road
Yardley, PA 19067
Attention: Roy W. Little, P.E., Chief Engineer**

8. **A Pre-proposal meeting will not be held for this procurement.**
9. Inquiries concerning this RFP are to be directed, in writing, to Roy W. Little, P.E., Chief Engineer, Delaware River Joint Toll Bridge Commission, Administration Building, 1199 Woodside Road, Yardley, PA 19067, Attention: Chris T. Harney, Senior Project Manager. Inquiries by email are acceptable. Email inquiries are to be directed to the Senior Project Manager (ctharney@drjtbc.org) with copy to the Chief Engineer (rlittle@drjtbc.org). The inquiry deadline is **3:00 PM**, local time, on the date indicated in the **Proposal Schedule**.

10. The Consultants shall be fully responsible for the delivery of their proposal. Reliance upon US Mail or other carriers is at the Consultant's risk.

All Attachments, eight (8) to this RFP are hereby incorporated by reference and made a part of this RFP.

Very truly yours,

Roy W. Little, P.E.
Chief Engineer
RWL/cth

ATTACHMENTS

TO

REQUEST FOR PROPOSAL

FOR

CONTRACT NO. C-751A

CONSTRUCTION INSPECTION SERVICES TASK ORDER AGREEMENT

TABLE OF CONTENTS

<u>ATTACHMENT</u>	<u>DESCRIPTION</u>
I	ADMINISTRATIVE AND CONTRACTUAL INFORMATION
II	INSURANCE AND INDEMNIFICATION REQUIREMENTS
III	INSURANCE AND INDEMNIFICATION CERTIFICATION FORM
IV	CONFLICT OF INTEREST AND RECUSAL CERTIFICATION FORM
V	SAMPLE STANDARD COMMISSION CONSULTANT AGREEMENT
VI	RATE SCHEDULE
VII	QUALITY ASSURANCE FORM
VIII	SAMPLE REQUEST FOR TASK ORDER ASSIGNMENT PROPOSAL

ATTACHMENT I

ADMINISTRATIVE AND CONTRACTUAL INFORMATION

Signatures

An officer authorized to make a binding commitment must sign the Proposal and any fee proposals.

Incurring Costs

The Commission shall not be liable for any costs incurred by any Consultant in the preparation of its proposal for the services requested by this RFP.

News Releases

No news releases pertaining to this Project shall be made without the Commission's prior written approval, and then only in consultation with the issuing office and the Commission's Deputy Executive Director of Communication or his/her designated representative.

Addendum to RFPs

If at any time prior to receiving proposals it becomes necessary to revise any part of this RFP or if additional information is necessary to enable a firm to make an adequate interpretation of the provisions of this RFP solicitation, an addendum to the RFP will be posted on the Commission's web site. The Consultant shall acknowledge receipt of all such addendums to the RFP in their proposal submission.

Acceptance of proposals

The Commission may award a contract for these services to a firm that the Commission determines best satisfies the needs of the Commission. The solicitation for a proposal or Technical Proposal does not, in any manner or form, commit the Commission to award any contract. The contents of the proposals may become a contractual obligation, if, in fact, the proposal or Technical Proposal is accepted and a contract is entered into with the Commission. Failure of a firm to adhere to and/or honor any or all of the obligations of the proposal or Technical Proposal may result in the cancellation of any contract awarded by the Commission.

Rejection of proposal's

The Commission is not obligated to award a contract to any Prime Consultant.

Dissemination of Information

Information included in this RFP or in any way associated with this Project is intended for use only by the Consultant and the Commission and is to remain the property of the Commission. Under no circumstances shall any of said information be published, copied or used, except in replying to this RFP.

Debriefings

There will be no debriefings for unsuccessful responders to this RFP.

Insurance and Indemnification Requirements

Attachment II contains the Commission's Insurance and Indemnification Requirements that will be incorporated into any Agreement that may be executed in the future with respect to the Project. The requirements set forth in the Commission's Insurance and Indemnification Requirements shall be properly considered by the Consultant when preparing a response to this RFP and when submitting the completed certification required and in **Attachment III**.

Right to Audit

Consultants are advised that the Commission's agreement includes provisions which permit the commission to audit any records and books of account associated with this contract.

Sample Standard Commission Consultant Agreement

On all projects of this nature, the Commission has certain standard requirements that will be incorporated into any Agreement that may be executed as a result of our evaluation of your Proposal. **Attachment V**, entitled Sample Standard Commission Consultant Agreement should be properly considered when preparing your final Proposal.

ATTACHMENT II

**CAPITAL PROGRAM CONSULTANTS
DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION
INSURANCE REQUIREMENTS**

NOTE TO CAPITAL PROGRAM CONSULTANTS: CONSULTANTS ARE REQUIRED TO SUBMIT A SIGNED AND NOTARIZED LETTER FROM THEIR INSURANCE BROKER/AGENT STATING COMPLIANCE WITH THESE INSURANCE REQUIREMENTS AS NOTED UNDER THE “CERTIFICATE OF INSURANCE” HEADING OF THESE INSURANCE REQUIREMENTS.

INSURANCE:

Prior to commencement of any work under the Contract and until final payment is made for the work under the Contract (unless otherwise stated herein), Construction Consultant (hereinafter the “Covered Party”) shall, at its sole expense, maintain the following insurance on its own behalf, with an insurance company or companies having an A.M. Best Rating of A-: Class VII or better, and furnish to the Commission Certificates of Insurance evidencing same.

Notwithstanding anything herein to the contrary, if any part of the work under this Contract is to be performed by a subcontractor, sub-subcontractor and/or agent of the Covered Party, the Covered Party (as applicable) shall be responsible for each subcontractor, sub-subcontractor and/or agent maintaining insurance or, in the alternative, maintaining insurance on behalf of each subcontractor, sub-subcontractor and/or agent, as specified in, and in accordance with, the paragraphs below. The Contract that the Commission is entering is solely with the Covered Party and the Covered Party shall be solely responsible for all acts or failures to act of each of its subcontractors, sub-subcontractors and/or agents as if the actions or failures to act are the actions or failures to act of the Covered Party. The Covered Party expressly acknowledges and agrees that the Commission’s willingness to enter into the Contract is premised on the Covered Party taking responsibility for, and indemnifying, defending and holding harmless the Commission from and against, the acts and failures to act of each of their respective subcontractors, sub-subcontractors and/or agents. Nothing herein shall otherwise limit or alter the Covered Party’s obligation to seek prior approval of subcontractors, sub-subcontractors and/or agents from the Commission, as such requirement may be set forth in the Contract.

1. Workers Compensation and Employers Liability: in the state in which the work is to be performed and elsewhere as may be required and shall include:
 - a) Workers Compensation Coverage: In such amounts necessary to satisfy applicable statutory requirements
 - b) Employers Liability Limits not less than:

Bodily Injury by Accident:	\$100,000 each accident
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