

Township of North Bergen
4233 Kennedy Boulevard
North Bergen, NJ 07047
201-392-2027

Request For Qualifications/Criteria for Services
ON-CALL TRAFFIC ENGINEERING SERVICES
RFQ #NB2013-14

Sealed Proposals must be delivered to the address stated above, prior to the time and date listed as the public opening. **The RFQ # and Attn: Robert J. Pittfield must be clearly written on the outside of the envelope.** Please include 1 original and 1 copy of proposal.

Scope of Services:

The work shall consist of performing services related to Traffic Engineering as necessary to accomplish individual tasks ("task assignment") issued by the Township of North Bergen. The Traffic Engineering Consultant shall furnish all services and labor necessary to accomplish these tasks, and shall provide all materials, supplies, equipment, and incidentals, except as designated elsewhere by the Township, necessary to prepare and deliver to the Township of North Bergen the studies, plans, specifications, estimates, and other deliverable item(s) requested by the Township of North Bergen.

The Township of North Bergen may require the Traffic Engineering Consultant to perform all work on a project, or act as part of a team by performing only a portion of the project work. Task assignments may include, but are not limited to, the following types of work:

- Impact Studies and Traffic Plans for Township of North Bergen residents as a result of various road development projects;
- Legislature directed services, studies, and projects;
- PS&E services for low cost enhancements and "traffic design" project elements;
- Incident Response Team coordination and support services;
- Traffic design training (e.g. signing, work zones, signal systems, etc.);
- Performance measurement for traffic services – develop, refine and implement;
- Freeway modeling/simulation (e.g. ramp metering, Transit 7F, Passer, etc.);
- Data collection/accident analysis;
- Safety research/traffic studies/inventory based application reviews; Safety investment tracking and evaluation;
- Electrical/electronic inspection services;
- Policy development; Specification development; Software development;
- Outdoor Advertising Control/Motorist Information Signing support services;
- Inventories
- Safety Management System public information and training; HOV public information and coordination; Public surveys/information for operational changes; and
- Other related work as requested by the North Bergen.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to address, complete, and facilitate all items stated in the above scope of services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the Township;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

Payment Terms:

- The successful proposer shall be paid hourly rates for typical classification of personnel to work on special projects. **The rates to be paid shall be the rates set forth in Attachment A.** The Proposer shall provide with its statement of qualifications a list of all persons anticipated to provide work on the contract and their job classification;

This contract will be awarded for a period, beginning January 1, 2013 and ending December 31, 2013. The Township of North Bergen reserves the right to reject any or all responses.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
- 2) A Certificate of Employee Information Report Approval.
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, January 3, 2013, at 10:00am.

RFQ # NB2013-14

Robert J. Pittfield
Chief Financial Officer

Attachment A

The following rates for professional and technical services will apply to actual time devoted by staff employees to each engagement, computed to the nearest half hour:

| <u>STAFF</u> | <u>HOURLY RATE</u> |
|---|---------------------|
| Principal – Day Meetings / Technical Rate | \$180.00 |
| Principal – Court Deposition/Testimony | \$275.00 |
| Senior Project Engineer | \$150.00 |
| Project Engineer | \$100.00 - \$130.00 |
| Design Drafter / CADD Operator | \$75.00 |
| Engineering Aide | \$48.00 |
| Office Administration / Secretarial | \$56.00 |

EXPENSES

Firm personnel may incur reimbursable project expenses while engaged on a project. Such expenses will be billed at direct cost and are billed in addition to any quoted fee estimates for professional services. Other costs such as materials, lodging and sustenance, zoning ordinances, purchased items, equipment rental fees, photocopy and blueprint reproductions, and other applicable project expenses together with sales and use taxes thereon, will also be charged to the client at direct cost. The following summary of typical costs will be applicable to client projects:

| <u>MISCELLANEOUS REIMBURSABLE EXPENSES</u> | <u>COST</u> |
|---|--|
| Postage, Overnight Mail | Direct |
| Printing - Color Exhibits | \$3.50/Sheet |
| Printing - Blackline Plotting | \$2.75/Sheet |
| Printing - Mylars | \$18.00/Sheet |
| Printing - Per Sheet | \$0.15/Sheet |
| Printing - Report Reproduction less than 50 pages | \$10.00/Report |
| Printing - Report Reproduction more than 50 pages | \$20.00/Report |
| Automatic Traffic Recorder | \$30.00/Day |
| Computer Mylars/Plots | \$18.00 |
| Outside Services/Permit & Application Fees | Cost + 10% |
| Travel Expenses | Prevailing IRS rate/mile plus Tolls & Parking |