

March 2, 2021

**Clarifications for FY 2021 Burlington County Local Concept Development  
Intersection Study for CR 614, CR 603 and New Albany Road**

**Questions and Answers**

1. (a) Can an ESBE subconsultant can be used to meet the DBE requirement? (b) Can a firm certified by the State of New Jersey and the Federal Government as a "Service Disabled Veteran Owned Small Business" ("SDVOSB") satisfy the DBE requirement?

**Answer: The current DBE goal by NJDOT Civil Rights Unit is 13.23% for professional services contracts. According to New Jersey Department of Transportation Disadvantaged Business and Small Business Programs Unit Website, <https://www.state.nj.us/transportation/business/civilrights/dbe.shtm> only certified DBE firms may be used to satisfy DBE goals.**

2. DVRPC has detailed (PDF Page 3, Section A, Second Paragraph) that the intersection of CR 614 (Tom Brown Road) and New Albany Road is a 4-way stop and has previously been identified by DVRPC as a high crash location.

Is that crash information available to be reviewed for reference during the proposal phase, before a consultant is selected?

**Answer: Please utilize NJDOT's website for available raw crash data via the following link: <https://www.state.nj.us/transportation/refdata/accident/rawdata01-current.shtm>.**

3. Can the organization chart be 11 x17?

**Answer: All Technical Proposal documents must be provided in PDF format, in accordance with the RFP requirements.**

4. Due to the possibility of a Prime having numerous DBE subconsultants, please confirm which of the following items are to be counted towards the 15-page limit of the Technical Proposal and which items can be included that will not be counted towards the 15-page limit of the Technical Proposal:

- a. Cover sheet
- b. Cover letter
- c. Table of Contents
- d. Lead Sheets
- e. Project Team Description
- f. Detailed Summary of Experience
- g. Resumes
- h. Organization Chart

- i. Project Schedule
- j. Proposal Narrative
- k. Project Sheets

**Answer:**

- a. **Cover sheet:** Not counted towards 15-page limit
  - b. **Cover letter:** Counted towards 15-page limit
  - c. **Table of Contents:** Not counted towards 15-page limit
  - d. **Lead Sheets:** Not counted towards 15-page limit
  - e. **Project Team Description:** Counted towards 15-page limit
  - f. **Detailed Summary of Experience:** Counted towards 15-page limit
  - g. **Resumes:** Counted towards 15-page limit
  - h. **Organization Chart:** Counted towards 15-page limit
  - i. **Project Schedule:** Counted towards 15-page limit
  - j. **Proposal Narrative:** Counted towards 15-page limit
  - k. **Project Sheets:** Not counted towards 15-page limit
5. Does the DBE Participation Schedule form count toward the 20-page limit in the technical proposal?

**Answer: Please carefully review the RFP, as the submission of DBE-related documents pertains to the Administrative Proposal and not the Technical Proposal.**

6. Are resumes for key personnel encouraged or required under Section B – Project Team Description?

**Answer: Please be advised that the RFP does not require resumes to be submitted. However, Project Team Description should include qualifications, relevant experience, and contact information for each team member.**

7. Can you please clarify the definition of “Lead Sheets” and “Project Sheets” referenced in the Question No. 4 Response? We interpret that a “Project Sheet” presents previous work performed by the Respondent and a “Lead Sheet” as a divider page?

**Answer: While not required, Respondents may include Project Sheets and Lead Sheets in their proposal. A Project Sheet should be a brief synopsis, typically no more than one (1) page, summarizing previous, relevant work performed by the Respondent. Additionally, a Lead Sheet may serve as a divider page used to organize the information in accordance with the proposal submission requirements. Project Sheets and Lead Sheets will not be counted toward the maximum 15-page limit. For more information, please see Question 4 above.**

8. On the two previous proposals that were due on February 12th, the Cover Letter and Schedule were not included in the 15-page limit. The 15 pages consisted of 5 pages for the Project Team Description, 3 pages for the Detailed Summary of Experience, and 7 pages for the Proposal Narrative. Can we follow the previous format?

**Answer: Technical Proposal submissions must conform to the page requirements as established in Section IV of the RFP for FY 2021 Burlington County Local Concept Development Intersection Study for CR 614, CR 603 and New Albany Road.**