

FY 2021 Camden County Local Concept Development Project for County Road 551 Broadway

The Delaware Valley Regional Planning Commission (DVRPC) on behalf of Camden County, New Jersey is seeking consultant support for the preparation of a Local Concept Development (LCD) study being advanced through its Local Capital Project Delivery (LCPD) Program. This program is consistent with the Project Delivery Process (PDP) recently implemented by the New Jersey Department of Transportation (NJDOT). Through this Request for Proposals (RFP), DVRPC is seeking to engage one firm to provide professional consultant services to study two project areas along County Road (CR.) 551 Broadway, in the Borough of Brooklawn, in Camden County, New Jersey and develop a Concept Development Report.

DVRPC Timeline for RFP Process and Completion of Project:

Posting of Request for Proposals:	Friday, January 15, 2021
Submission of Inquiries by Email:	Friday, January 22, 2021 at 3 PM EDT
Posting of Responses to Inquiries:	Rolling basis
Technical Proposal Deadline:	Friday, February 5, 2021 at 10:00 AM EDT
Administrative Proposal Deadline:	Friday, February 5, 2021 at 10:00 AM EDT
Anticipated Award of Project:	March 2021

DVRPC's vision for the Greater Philadelphia Region is a prosperous, innovative, equitable, resilient, and sustainable region that increases mobility choices by investing in a safe and modern transportation system; that protects and preserves our natural resources while creating healthy communities; and that fosters greater opportunities for all.

DVRPC's mission is to achieve this vision by convening the widest array of partners to inform and facilitate data-driven decision-making. We are engaged across the region, and strive to be leaders and innovators, exploring new ideas and creating best practices.

DVRPC fully complies with Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes in all activities. For more information, visit www.dvrpc.org/GetInvolved/TitleVI.

DVRPC is funded through a variety of funding sources including federal grants from the U.S. Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the Pennsylvania and New Jersey departments of transportation, as well as by DVRPC's state and local member governments.

DVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

I. Project Background

Serving the Greater Philadelphia area since 1965, DVRPC works to foster regional collaboration in creating and maintaining a livable, sustainable, and economically competitive region covering our nine counties: Bucks, Chester, Delaware, Montgomery, and Philadelphia counties in Pennsylvania, and Burlington, Camden, Gloucester, and Mercer counties in New Jersey. These nine counties together comprise over 3,800 square miles with land use that varies from the dense urban core of Center City Philadelphia to the open rural areas of the New Jersey Pinelands. DVRPC staff works with municipal, city, county and state representatives and many other partners to improve transportation, promote smart growth, protect the environment, and build the economy.

DVRPC is the federally designated Metropolitan Planning Organization (MPO) for the greater Philadelphia region. DVRPC sponsors and conducts studies, assists member planning agencies, and provides a forum for interagency cooperation and public input into funding decisions.

DVRPC assists its member counties and cities in carrying out specific transportation planning activities that help advance the goals, objectives, principles, policies, plans, and projects as set forth in Connections 2045 Plan for Greater Philadelphia (Plan). The Plan identifies principles that govern DVRPC's approach to regional transportation planning, including giving the highest funding priority to maintaining and repairing existing infrastructure and system preservation.

As stated in the Plan, DVRPC long range goals are to:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for all motorized and nonmotorized users;
- Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and nonmotorized users;
- Increase accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing system.

DVRPC's LCPD Program strives to ensure that these goals are met starting with its LCD Phase, which identifies proposed projects for further development and implementation. The major objective of the LCD Phase is to identify and compare reasonable alternatives and strategies that address the requirements of the initial stages of the PDP. The LCD Phase will provide the information necessary to determine whether the project can successfully be advanced through the Local Preliminary Engineering (LPE), Final Design (FD), and Construction (CON) Phases. Moreover, the LCD Phase provides the framework for advancing the project to the LPE Phase, the next phase of the PDP. For its New Jersey counties, DVRPC's LCPD parallels that of NJDOT, about which more information may be found at: <http://www.state.nj.us/transportation/capital/pd/phase.shtm>

Through this RFP, DVRPC is seeking to engage one firm to provide professional consultant services to study two project areas along CR. 551 Broadway, in the Borough of Brooklawn, in Camden County, New Jersey and develop a Concept Development Report.

CR. 551 Broadway has a functional class of Minor Arterial and consists of one lane in each direction and has a 25-mph speed limit. CR. 551 provides direct access to SR. 130 and has a south bound Annual Average Daily Traffic (AADT) of 8,134 and north bound 4,614 as of February 2019.

Currently, there are two locations along CR 551 Broadway within $\frac{3}{4}$ of a mile of each other that suffer from chronic flooding. (Pictures of the locations are provided in the Appendix A .) These areas are bound to the north by a freight rail line and to the south by the traffic circle at SR. 130. Flooding is directly related to storm events and occurs more than eight times a year. The flooding directly impacts nearby residents trapping them between the flooded areas. The Borough of Brooklawn has constructed an emergency access route that crosses a freight rail line so that residents can access and leave their neighborhood during flooding events.

As a part of its LCPD Program, DVRPC is seeking to study the alternatives to address chronic flooding at two project areas along CR. 551 Broadway located in the Brooklawn Borough, Camden County. The study shall be developed in coordination with DVRPC and the Project Sponsor (Camden County) and reviewed by NJDOT Bureau of Local Aid (NJDOT-LA), Bureau of Environmental Program Resources (NJDOT-BEPR) and will culminate in a Concept Development Report, further outlined below.

The goal of this study is to 1) develop alternatives to eliminate flooding in both of these locations and 2) prevent future flooding events from trapping residents. The study will result in a Concept Development Report evaluating the ability to phase construction and determine if each project location could be designed and constructed independently.

II. Scope of Work and Deliverables

For the LCD Phase, the Consultant shall be responsible for achieving the following major deliverables: 1) conducting an LCD study and 2) producing a Concept Development Report for CR. 551 Broadway.

LCD Phase

For the LCD Phase, DVRPC will be responsible for administering the Consultant contracts for professional services. However, the Consultant work for this study will be co-managed by both DVRPC and Project Sponsor. Collectively, DVRPC, Project Sponsor, the Consultant, and NJDOT-LA will hereafter be referred to as the Project Team.

The LCD Phase shall involve developing a well-defined and justified Purpose and Need Statement focusing on the primary transportation needs to be addressed, which will 1) support the advancement of the project to the LPE Phase or 2) will lead to a No-Build Alternative resulting in the termination of the project.

1) LCD Study

The LCD study shall include: 1) community outreach; 2) data collection; 3) development of a reasonable number of prudent and feasible conceptual alternatives; 4) development of a Purpose and Need Statement; 5) selection of a Preliminary Preferred Alternative (PPA); 6) determination of the National Environmental Policy Act (NEPA) classification; and 7)

preparation of numerous reports including the a) Concept Development Report and b) Preliminary Engineering Scope Statement.

Primary tasks of the LCD Study to be performed by the Consultant shall include, but are not limited to: 1) data collection; 2) development of a purpose and need statement; 3) development of alternatives; 4) community outreach; 5) selection of PPA; and 6) NEPA classification.

2) Concept Development Report (CDR)

The Consultant shall prepare and submit a CDR to the Interagency Review Committee for their review and approval. The report will incorporate all documentation prepared under the LCD Phase and be organized in the manner further identified in Task 5 below.

Project Tasks Overview

For the overall project, the below is a list of the generic tasks with an approximate percentage of the entire contract for each task. These tasks and percentages may be considered as a starting point for configuring tasks and corresponding resources, but Respondents are encouraged to prepare proposals they consider to be the most appropriate to effectively and efficiently accomplish the stated goals of the project, produce quality deliverables and to consult the NJDOT Concept Development Activity Descriptions.¹ Note that although these tasks are presented below in sequential order, the Consultant might find it beneficial to conduct work on different tasks in parallel, and may need to conduct work in a different order than presented below.

Task 1: Project Management (15%)

This task of the work shall include performing project management duties and responsibilities necessary to advance the project through the LCD phase, in accordance with the NJDOT's [Capital Project Delivery Guide for Concept Development](#) and interactive [Concept Development Top Down Flowchart](#). Work efforts associated with this task shall include budgeting, scheduling, reporting, meetings, coordination, and reviews.

The Consultant shall establish an effective means of coordinating and reporting its activities with Camden County throughout the course of the project to ensure an expeditious exchange of information. A detailed project schedule shall be submitted at the kick-off meeting for review and approval. The detailed project schedule will be reviewed regularly and updated as needed during the course of the study. The Consultant's project manager shall be responsible for the preparation of meeting agendas, including handouts and/or electronic slideshow presentations if applicable, and meeting minutes. Representatives from Project Sponsor and DVRPC shall be informed by email a minimum of one (1) week prior to all meetings with outside agencies, state and local government officials, and/or groups so that personnel may attend, as desired.

¹ See: <http://www.state.nj.us/transportation/capital/pd/documents/CDPhaseActivityDescriptions.pdf>

A. Reporting and Invoicing

Reporting and invoicing requirements shall be in accordance with the terms of DVRPC's standard contract agreement. The Consultant shall be responsible for preparing and submitting monthly progress reports and quarterly progress schedules to DVRPC indicating percent of work complete that corresponds to the reporting period of the monthly invoice.

The progress reports shall include: 1) all active and completed tasks; 2) indicate the percent of work complete (total and by task); 3) work and submittals completed in the last month and expected to be performed in the next billing period; 4) meetings actions/decisions required by DVRPC; and 5) the status of the schedule and budget.

B. Project Controls

The Consultant shall be responsible for implementing and managing the following project controls:

- Preparation and filing of all project correspondences, memorandums, meeting minutes, transmittals, etc., in both hard and electronic media;
- Developing and maintaining a project schedule for the project duration which shall identify all project milestones; and
- Monthly invoicing/progress reports.

For the project schedule, task durations shall be shown in numbers of weeks. An updated project schedule shall be distributed to the Project Team on a quarterly basis. The Consultant shall identify and provide justification for deviations from the standing project schedule or budget.

C. Meetings and Coordination

The Consultant shall be responsible for coordinating all project meetings, and prepare and distribute all meeting agendas, including handouts if applicable, and meeting minutes. All design related and decision making actions shall be noted in the Design Communication Report (DCR), as further described below. The number of meetings will vary by project and shall be reflected in the Consultant's technical proposal, for review and approval by the Project Team. These meetings may include the following:

- Local officials meetings;
- Status meetings;
- Monthly conference calls;
- In person meetings as needed (assume one every two months);
- Stakeholders meetings with Regulatory Agencies, Interest Groups, etc. (anticipated 2 per study);
- Public meetings with local town Councils and Commissions; and
- NJDOT SME (Subject Matter Expert) meetings.

D. Interagency Review Meetings

The Interagency Review Committee (IRC) is comprised of representatives from DVRPC, NJDOT NJDOT-LA, NJDOT-BEPR, NJDOT-Railroad Engineering, FHWA, and Subject Matter Experts (SMEs) to determine whether or not the project's purpose and need has been fully justified and documented. An IRC meeting will be scheduled by NJDOT-LA at the conclusion of the study. The Consultant and Project Sponsor will be required to make a PowerPoint presentation with appropriate handouts before the IRC. The Consultant shall coordinate with DVRPC and NJDOT-LA with IRC regarding the meeting agenda topics and objectives. The Consultant should anticipate one IRC meeting per study.

E. Major Deliverables for Task 1

The major deliverables for Task 1 are listed below and should be included in a detailed project schedule to be submitted at the kick-off meeting for DVRPC's and the Project Sponsor's review and approval. The project schedule shall contain:

- Interim project schedule updates provided on a quarterly basis;
- Once a month conference calls with the Project Team;
- Once every two months in person meetings with the Project Team;
- Anticipate three local officials meetings;
- One SME meeting;
- One IRC meeting;
- Meeting agendas (including necessary handouts/presentations) and minutes, including written summaries of all project management meetings;
- Monthly progress reports, corresponding to the invoices; and
- A final progress report and invoice with release clause, to be submitted within 30 days from the close of the project.

Task 2: Public Outreach (15%)

A. Public Action Plan (PAP)

The Consultant shall develop a Public Action Plan (PAP) which will include strategies for communicating project information to stakeholders and the Public to solicit project feedback. The PAP should explicitly explain how it will reach out to Environmental Justice (EJ) communities and disadvantaged communities to receive their feedback. The PAP should be relevant to the project and developed in consultation with the Project Team and other appropriate parties. This plan should investigate alternate means of outreach to effectively solicit input from all users. The purpose of the plan is to solicit public involvement, as early as possible, within the LCD phase and to continue throughout LPE, FD, and CON, although the selected Consultant will only be responsible for implementing the PAP during the LCD phase of work.

The PAP shall include developing a contact database of known stakeholders, determining the number of anticipated meetings with local officials, citizens groups, external public and private agencies, and any others impacted by the proposed project. The PAP should outline in a memorandum all anticipated outreach efforts from LCD through CON.

It should be noted that the PAP is a “living” document that shall be amended in consultation with the Project Team as the project advances through LCD. The Consultant shall submit the PAP to the Project Team for their review, records, and distribution. The final deliverable including number of copies and media type shall be as directed by the Project Team. The PAP will identify the stakeholders and outline the number of public information sessions required.

B. Stakeholder Coordination

The Consultant shall coordinate with the various stakeholders to obtain input on the developed alternatives in an effort to obtain stakeholder / community support. The Consultant may serve as a liaison between the stakeholders and the Project Team. Stakeholders may include local officials, regulatory agencies (New Jersey Department of Environmental Protection [NJDEP], United States Army Corps of Engineers [USACE], U.S. Coast Guard, etc.), environmental and user groups, and other agencies (e.g., Township of Deptford). The Consultant should anticipate holding two stakeholders meetings.

C. Public Information Centers

The Consultant, in coordination with DVRPC and Project Sponsors, and in accordance with the PAP, shall arrange, prepare, attend, and document all Public Information Centers. Public Information Centers shall comply with Federal standards and guidelines. Work efforts may include preparing detailed mailing lists, meeting notifications and advertisements, handouts and presentation materials. The Consultant should anticipate two Public Information Centers.

D. Resolutions of Support

The Consultant shall aid the Project Sponsor in obtaining “resolutions of support” from the local municipalities impacted as a result of the proposed action. The Project Sponsor shall also provide a resolution of support for the PPA. Resolution of support is typically obtained at the conclusion of the Alternative Analysis phase when a PPA has been identified.

E. Public Outreach Summary

The Consultant shall document all outreach efforts including meeting minutes, presentation materials, comments resolutions, and correspondence. All outreach efforts shall be coordinated with the Project Team and shall be overseen by the Project Sponsor. Public meetings procedures, advertisements, and notices shall comply with federal standards. The Consultant shall summarize and record all public involvement efforts during LCD, which shall be included in the CDR.

F. Design Communication Report

The Consultant shall maintain a DCR throughout the LCD Phase consistent with NJDOT guidelines. The DCR shall provide a record of all relevant communication, decisions, agreements, and approvals that occur between the Consultant, IRC, and stakeholders. The Consultant shall clearly outline in their Proposal the methods and procedures for maintaining the DCR.

G. Major Deliverables for Task 2

The major deliverables for Task 2 include the following:

- Public Action Plan;
- Resolution(s) of Support;
- Two stakeholders meetings;
- Two Public Information Centers;
- Public Outreach Summary; and
- Design Communications Report.

Task 3: Data Collection (20%)

This phase of the work includes but is not limited to: (1) obtaining and reviewing existing data for the project site from various project stakeholders and other sources; (2) performing environmental screenings in an effort to identify areas of sensitivities and constraints; (3) conducting conceptual engineering assessments and investigations to identify deficiencies and defects to the transportation infrastructure; and (4) formulating a purpose and need statement.

A. Collect & Review Existing Documentation

The Consultant shall obtain existing data, plans, and studies of the project area from the various project stakeholders. This information may include, but is not be limited to, the following list of items:

- Tax and Right-of-Way Maps;
- Research and obtain Deeds;
- Zoning and Flood Maps;
- Jurisdictional Agreements and Maps;
- As-Built and Site Plans;
- State and Local Master Plans and Land Use Studies;
- Utility Maps;
- Traffic Reports and Pedestrian Studies;
- Structural Inspection Reports and Inventory & Appraisal Sheets;
- Straight Line Diagrams and Other Roadway Inventory Data;
- Drainage Maps, Soil Surveys, and Geodetic Surveys;
- Hydrological and Hydraulic Data and Reports;
- Environmental Landscape Data, reports and studies;
- Railroad ownership documents;
- Rail future use requirements including freight expansion and commuter use; and/or
- Demographic profiles.

Demographic profiles for the study corridor need to be developed and used in determining the presence or absence of communities covered by laws pertaining to EJ. If EJ communities are present, they need to be engaged as part of the public outreach to be conducted in Task 2. Special accommodations may need to be included in the PAP to assist these communities during the outreach phase of work.

B. Project Mapping and Survey

The Consultant shall prepare project base mapping in the form of geodetic aerial photos and topographical survey mapping for a project area determined in consultation with the Project Team. Ground control survey points shall be established and structural features and impediments located within $\pm 1''$ in a horizontal projection of NAD83 NJ State Plane Feet and vertical datum of NAD88. The base mapping shall also include right of way and property lines within the project limits based on deed copies provided by the Project Sponsor. The Consultant shall submit the Project Mapping (in a map scale of 1"=30') to the Project Team for their review and records. The final deliverable including level of mapping, number of copies, format, and media type shall be as directed by the Project Sponsor and DVRPC in coordination with NJDOT.

C. Identify Site Resources

Under the direction of NJDOT-BEPR, the Consultant shall identify existing environmental and cultural resources within the study area based on available data, site visits, and consultation with stakeholders. It is the intent of this investigation to identify environmentally sensitive areas and State/Federally regulated areas. The culmination of this investigation is the preparation of an Environmental Screening Report.

D. Environmental Screening

The Consultant shall conduct a screening of the following elements:

- Cultural Resources;
- Section 4(f) Properties;
- Air / Noise;
- Wetlands;
- Land Use;
- Floodplains / Sole Source Aquifers;
- Threatened & Endangered species;
- Stormwater regulations;
- Hazardous waste;
- Air & Noise;
- Socio-economic;
- Environmental Justice;
- Community Needs and Impacts;
- Regulated / Protected Areas;
- Coastal Zone Impacts (Waterfront Development, Coastal Area Facility Review Act [CAFRA], USACE, U.S. Coast Guard);
- Flood Hazard / Tidelands / Riparian Areas;
- NJDEP Green Acres Program (GAP);
- Highlands, Pinelands, Hackensack Meadowlands, Wild & Scenic Rivers;
- Soil Erosion and Sediment Control; and
- Dam Safety.

In addition to identifying and documenting resource areas, the Consultant shall, in coordination with the NJDOT-BEPR, also list environmental constraints pertinent for the project planning and development, as well as to identify opportunities for mitigation, environmental stewardship,

context sensitive solutions, sustainability of regulatory thresholds, and limitations including permit requirements. Fatal flaws relevant to impacts on environmental resources shall also be discussed.

E. Constraint Mapping

The Consultant shall delineate environmentally sensitive areas on the project base mapping. Areas of sensitivity may include but are not limited to: (1) wetlands; (2) riparian buffers; (3) hazardous waste sites; (4) Green Acres encumbered properties; (5) historic properties; (6) high probability archeological sites, etc.

F. Environmental Screening Report

The Consultant shall prepare an Environmental Screening Report (ESR) in accordance with NJDOT-BEPR requirements. Prior to initiating the ESR, the Consultant shall obtain the latest ESR form/ format from the Project Team for their use. They should also coordinate with the Project Team to see if any additional environmental studies would be required as part of this LCD study such as filling out an intensive level survey form if deemed necessary. This will allow for technical assistance from SHPO and will help guide what alternatives may be required to be considered during LCD. The Consultant shall submit the final ESR to the Project Team for their review in advance of the IRC meeting. The final ESR shall be included as an Appendix in the CDR.

G. Evaluate Site Deficiencies

The Consultant shall collect existing data and assess the existing transportation system for substandard design elements, structural defects and traffic operational and capacity deficiencies, in accordance with current American Association of State Highway and Transportation Officials (AASHTO), Manual on Uniform Traffic Control Devices (MUTCD), and NJDOT design standards and guidelines. The Consultant may recommend the need for supplemental data collection, field testing, inspections and/or detailed analysis when existing data collected is insufficient or not available. Recommendations for additional data collection would be in an effort to make sound engineering determinations beyond what is apparent, or to resolve potential fatal flaw design issues that could pose constructability problems and cost implications.

In the event more detailed investigations are recommended, the Consultant shall clearly justify the need and goal for these additional services in their technical proposal for review and approval by the Project Team.

H. Identify Substandard Design Elements

The Consultant shall assess the project for substandard design conditions based on NJDOT's list of Controlling Substandard Design Element (CSDE), in accordance with AASHTO and its Policy on Geometric Design of Highways and Streets (latest edition) and NJDOT Roadway Design Manual (latest edition) based on the roadway classification, design speed, and design loading for an HL-93/NJDOT permit vehicle as well as applicable railway engineering standards. The Consultant

shall document each substandard condition and make a comparison with minimum design standards for each. This assessment will be utilized during alternatives development and for future applications of Design Exceptions.

I. Engineering Site Assessment and Investigations

Based on the problem statement and nature of the intended project, the Consultant shall perform a site visit and review all existing information made available during the proposal phase, and make a determination if additional engineering investigations, inspection, and testing are warranted. The Consultant shall clearly state the need and provide justification for performing detailed analysis during LCD in their technical proposal for consideration by the Project Team.

This task will include an assessment of the existing transportation system and conditions at the site in an effort to identify defects and deficiencies. These defects and deficiencies will serve as the basis in establishing the project purpose and need. The needs, extent, and level of efforts for engineering investigations shall be considered on a project by project basis. Typical areas of investigation could include the following items:

- **Traffic & Collision Data**
 - Forecast travel projections
 - Traffic counts (vehicles, buses, rail use, bicycles, & pedestrians)
 - Crash analysis
 - Traffic operations and Level of Service
 - Locations & routes of local emergency or school services
 - Potential traffic diversion routes

- **Structural**
 - Structural inventory & appraisal rating
 - Load posting and rating
 - Structural defects
 - Structural service life and life cycle
 - Structural integrity and serviceability
 - Retaining wall defects

- **Roadway**
 - Geometrics
 - Typical Sections
 - Lane Tapers and Transitions
 - Safety / Roadside Design Measures
 - Sight Distance
 - Access
 - Right of Way
 - Signing

- **Stormwater Management / Drainage**
 - Drainage System Defects
 - Drainage Areas

- Flooding
- NJDEP Best Management Practices
- Stormwater Management (SWM) / Water Quality Regulatory Compliance
- Dam Safety
- **Geotechnical / Pavement**
 - Subsurface Conditions
 - Roadway and Embankment Stability
 - Scour / Settlement
 - Seismic Conditions
 - Pavement and Deficiencies and Condition
- **Utilities**
 - Utility Contacts
 - Utility Verification
- **ITS and Roadway Lighting**
 - Photo inventory of the site

J. Existing Conditions Documentation

At the conclusion of Data Collection, the Consultant shall summarize the findings of their investigation in a Project Fact Sheet. The existing conditions documentation shall be organized in a manner consistent with the Concept Development Report outline (see Task 5 below). The Project Fact Sheet shall include all supporting documentation obtained and or prepared during Data Collection. The Consultant shall submit the Project Fact Sheet to the Project Team for their review in advance of the IRC meeting. The final Project Fact Sheet shall be included as an Appendix in the CDR.

K. Purpose and Need Statement

The Consultant shall provide a detailed and comprehensive statement of purpose and need for the project.

The project purpose is to define the transportation problem that needs to be solved.
The project need provides data to support the purpose and justify the project.

It should include information on the adequacy of current facilities to accommodate present and proposed traffic, as well as other factors such as bridge condition, horizontal and vertical geometry, safety features, accident history, system linkage, social demands, economic development, model interrelationships, and resiliency. Please refer to FHWA guidance online on development project purpose and need statements.²

The Purpose and Need Statement should focus on the problems for which a proposed project is being considered (e.g., the purpose is to improve safety along a roadway segment with a high accident rate) and should not focus on or presuppose the solution, or be too vague, as to

² Please see: https://www.environment.fhwa.dot.gov/nepa/trans_decisionmaking.aspx

constrain the range of alternatives (e.g., the purpose is to widen the highway). The purpose and need should establish goals & objectives and identify critical issues that need to be resolved. The Consultant shall submit the final Purpose and Need Statement to the Project Team for their review. The final project Purpose and Need Statement shall be included as an Appendix in the CDR.

L. Major Deliverables for Task 3

The major deliverables for Task 3 are the following:

- Project Mapping;
- Project Fact Sheet with Photo Inventory of Site;
- Environmental Screening Report;
- Purpose and Need Statement;
- SHPO technical assistance (if required); and
- GIS Data and Map Files.

Task 4: Alternatives Analysis (20%)

This phase of the work includes identifying feasible and prudent alternatives that will attempt to address the project's purpose and need. In addition to No-Build Alternatives, all feasible and prudent alternatives that avoid and/or minimize impacts to identified environmental resources (historic properties, parks, wetlands, threatened and endangered species, etc.) shall be considered and documented in accordance with State and/or Federal regulations. Projects that will result in impacts to Section 4(f) resources shall consider alternatives that comply with the requirements of a Section 4(f) evaluation (23 CFR 771.135(a)). These alternatives typically include avoidance or minimization / least harm solutions. Consideration for mitigation shall also be addressed in this evaluation.

At the onset of Alternative Analysis, the Consultant shall coordinate with the Project Team in identifying alternatives to be considered for analysis. Each alternative shall be developed conceptually and to a level of detail such that impacts to surrounding resources can be determined for comparison purposes. More detailed engineering development may be required in situations where impacts result in significant regulatory issues, cost prohibitive designs, adverse community impacts, etc. At a minimum, three (3) Build Alternatives and one (1) No-Build Alternative shall be considered.

The Consultant shall clearly describe the alternatives for consideration in the Alternative Analysis Document. An impact assessment shall be made for each alternative in order to state the advantages and disadvantages of each. Where practical, impacts shall be approximately quantified (e.g., wetlands, right of way needs, costs, etc.). The impact assessment shall be presented in an Impact Matrix with the list of alternatives on one axis and the critical issues / items represented on the other. An example of typical issues considered in the impact matrix may include meeting the purpose & need, safety, traffic operations, design features, structural integrity, cost, LOS, utilities, community needs, wetlands, Section 4f, ecology, and regulatory requirements.

The Consultant will need to coordinate with DVRPC's Office of Safe Streets and their consultant to provide them information that may be required to perform an HSM analysis to evaluate whether the PPA will qualify for HSIP funding.

The Consultant shall seek input from the various project stakeholders and the public regarding the Alternative Analysis in accordance with the PAP, with the intent of obtaining feedback on issues and concerns regarding each alternative.

The culmination of this phase of the work shall include a recommendation of a PPA for approval by NJDOT.

A. Develop Engineering Alternatives

The primary focus of the Alternatives Analysis is to meet the Purpose and Need while minimizing impacts to the surrounding environment and community. All environmental constraints are to be considered while developing the alternatives. Fatal Flaws are to be identified and considered. Alternative Analysis should clearly indicate why and how the project alternatives were developed, including what public and agency input was used. In addition, Alternatives Analysis should explain why alternatives were eliminated from consideration. It is to include the criteria used to eliminate alternatives, at what point in the process the alternatives were removed, and the measures for assessing the alternatives' effectiveness.

B. Alternative Impact Assessment

Once the alternatives have been defined and their respective footprints (impacts) established, the Consultant shall quantify (or qualitatively assess) impacts to surrounding resources. The Consultant shall also identify how the alternatives compare in terms of constructability, cost, substandard elements, design exceptions, etc. A comparison matrix representing each alternative as well as critical elements shall be prepared, with the advantage and disadvantage of each represented. The comparison matrix will assist in the selection of a PPA.

C. Selection of Preliminary Preferred Alternative (PPA)

The Consultant shall weigh and/or rank impacts for each of the identified critical issues. The ranking and selection method shall be coordinated with the Project Team, and clearly stated in the alternative analysis section of the CDR. Where feasible, quantitative impacts shall be presented and fatal flaws identified.

D. Alternative Analysis Documentation

At the conclusion of Alternative Analysis, the Consultant shall summarize the findings of their investigation including a detailed description and conceptual plan of each alternative, as well as an impact matrix, alternative analysis synopsis and recommendation of the PPA.

E. Major Deliverables for Task 4

The major deliverables for Task 4 are the following:

- Alternative Analysis Matrix; and
- Description of the Alternatives.

Task 5: Documentation (30%)

A. Concept Development Plans

The Consultant shall prepare concept plans of the PPA at a scale of 1"=30' and contours generated at a 1-foot interval, and in a media form deemed appropriate by the Project Team. The plans shall be in accordance with latest editions of:

- NJDOT Roadway Design Manual;
- NJDOT Drainage Design Manual;
- NJDOT Standard Specifications for Roads and Bridge Construction;
- NJDOT Design Loading for HL-93/NJDOT Permit Vehicle;
- AASHTO Policy on the Geometric Design of Streets and Highways (Green Book);
- AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities;
- AASHTO Guide for the Planning, Design, and Operation of Bicycle Facilities;
- AASHTO Highway Safety Manual;
- Institute of Transportation Engineers (ITE) Urban Street Geometric Design Handbook; and
- ITE Manual on Uniform Traffic Control Devices (MUTCD).

It is the intent of the concept plans to clearly present the nature and intent of the proposed work, as well as to provide enough detail to establish reasonable cost of the work. The concept plans will be presented as an Appendix in the CDR.

B. Prepare Cost Estimates

The Consultant shall prepare a preliminary construction cost estimate for the PPA. The cost estimate shall consider major construction activities including mobilization, paving, excavation, removal and demolition of existing structures, new structures, drainage and SWM facilities, lighting, landscaping, environmental mitigations and other major construction activities. Unit prices should consider recent bid pricing made available by the Project Sponsor or NJDOT sources. The Consultant shall also consider contingencies and escalation in the estimate.

In addition to construction cost, the Consultant shall estimate costs for Right of Way acquisitions, preliminary and final design, and other major expenditures. Cost developed for this task will be utilized for future funding needs.

C. NEPA Classification and Documentation

The Consultant, in coordination with the Project Team, shall recommend the anticipated the level of NEPA documentation (i.e., Categorical Exclusion(s), Environmental Assessment, or Environmental Impact Statement) for the next phase of work. In addition to the environmental document, a recommendation shall be made regarding the need for Section 106, Section 4(f), Section 6(f), etc., investigations, evaluation(s), and reporting. This information shall be presented in the CDR. The actual NEPA document will be prepared in a separate consultant effort, in the Preliminary Engineering Phase.

D. Develop Preliminary Engineering Next Steps/Tasks

The LPE next steps/tasks shall be prepared by the Consultant, in coordination with the Project Team. It shall include all the tasks needed to conduct LPE and FD, suitable for inclusion in an RFP for consultant services in those phases. This information shall be presented in the CDR.

E. Concept Development Report

The Consultant shall prepare and submit a CDR to the IRC for their review and approval. The report will incorporate all documentation prepared under the LCD phase and be organized in the following manner:

- Introduction;
- Purpose and Need;
- Existing Conditions/Fact Sheet;
- Traffic and Crash Summary;
- Social, Economic and Environmental Considerations;
- Evaluations of Alternatives;
- Selection of the Preliminary Preferred Alternative;
- Description of Preliminary Preferred Alternative;
- NEPA Classification;
- Preliminary Engineering Next Steps/Tasks; and
- Appendices.

The CDR appendices shall include, but not limited to, the following documentation:

- Purpose and Need Statement;
- List of Existing Documentation collected under LCD;
- Inspection Reports Crash Data and Collision Diagrams;
- Traffic Counts;
- Congestion Management Process (if required);
- Aerial Photography;
- Straight Line Diagram;
- Environmental Screening Report ;
- SHPO Technical Assistance ;
- Public Outreach Plan & Public Outreach Summary;
- Resolutions of Support;
- Sketches of Alternatives;
- Alternative Analysis;
- Impact Matrix;
- Cost Estimates;
- Conceptual Plans for PPA;
- Constructability Reports; and
- Project Correspondence.

F. PowerPoint Presentation

The Consultant shall produce and deliver to Project Sponsor a PowerPoint presentation with accompanying narrative that effectively presents the complete elements of the study with project findings.

G. Major Deliverable for Task 5

The major deliverables for Task 5 are the following:

- Concept development plans;
- Cost estimate;
- Concept Development Report; and
- PowerPoint presentation(s).

Preparation of Final Technical Memoranda

In addition, the above tasks, the Consultant shall prepare final technical memoranda and reports for this project. Unless otherwise specified, five (5) color hard copies (double-sided as appropriate) shall be required for all final technical memoranda and reports produced for this project. All deliverables must be submitted first in draft form for review and then revised based on comments received from the Project Team. Following revisions, final documents shall be submitted. Final documents, responding to comments shall be completed within two weeks of receiving comments.

All interim final project deliverables shall also be submitted in electronic format or via e-mail or FTP, as specified by Project Sponsor. Memoranda and reports shall be submitted to Project Sponsor in both PDF format (to allow easy printing of additional copies) and editable format (i.e., Microsoft Word for text, Microsoft Excel for graphs and tables, or Microsoft PowerPoint for graphics, as applicable). The deliverables shall include the raw data files for the graphics and the Consultant shall provide clear indication of the location of data underlying any graphics so that DVRPC staff is able to reproduce or modify graphics as needed.

A detailed description of the project and project location map can be found in Appendices A and B. A Sample Detail Budget is located in Appendix C.

III. Submission Information:

Technical and Administrative Proposals are to be submitted separately. Technical Proposals should be submitted via email to procurement@dvrpc.org. Administrative Proposals should be sent via email separately to slee@dvrpc.org.

Both the Technical and Administrative Proposal submissions are due no later than **10:00 AM EDT on Friday, February 5, 2021**. Please note that file sizes must be under 25 MB. Acceptable file types are .pdf, .doc, and .docx.

Proposals submitted after the submission deadline, that do not strictly adhere to the submission instructions, or that are non-responsive to any of the requirements of this RFP may be deemed disqualified and may be ineligible for award.

DVRPC assumes no responsibility for delays causing any Proposals to be received after the above-referenced due dates and times.

Respondent bears all costs related to the preparation and submittal of its Proposals. DVRPC reserves the right to award all or only part of the solicitation to one or more Respondents, and the right to cancel the solicitation and make no award.

IV. Technical Proposal Requirements

The proposal, transmitted as a .pdf, .doc, and/or .docx file should contain the firm name and be titled "Technical Proposal." Please submit your Technical Proposals via email to procurement@dvrpc.org.

The firm who submits the proposal, Respondent, must include the following elements in order:

- A. **Cover letter** from a principal of the Respondent, providing summary of proposed solution of the project, along with primary contact information (phone number and email address).
- B. **Project Team Description** including qualifications, relevant experience, and contact information for each team member. Please identify the project manager, key personnel, and any sub-consultants, and include an organizational chart of the project team, if available. If team of consultants, explain how team may have previously worked together. (5 page maximum)
- C. **Detailed Summary of Experience** related to the type of Local Concept Development Project for studying the alternatives to address the condition of the existing structure Burlington County Bridge #D4.27 (NJ State Structure #03D4270) located in the Township of Southampton described in this RFP. Possible elements can include methods, approximate geographic size, project's beginning and end dates, explanations of significant delays, and lessons learned. (3 page maximum)
- D. **Proposal Narrative** providing sufficiently detailed information of project methods and discussion of their approach so that the Respondent's competence and ability to provide the required deliverables of task and products is clearly demonstrated. The narrative should specify which tasks will be done by the lead consultant and which tasks will be done by sub-consultants, if applicable. Respondents are invited to present alternative methods that would enhance the deliverables or shorten the time required to complete the deliverables. (7 page maximum)
- E. **Detailed Project Schedule** outlining the Respondent's proposed sequence of activities.

Please Note: All Technical Proposals are to be sent via e-mail separate from the Administrative Proposal to procurement@dvrpc.org.

V. Administrative Proposal Requirements

The proposal, transmitted as a .pdf, .doc, and/or .docx file should contain the firm name and be titled "Administrative Proposal." Please submit your Administrative Proposals via email to slee@dvrpc.org.

The Administrative Proposal should contain elements A through C:

- A. **Certification of Eligibility** – A certificate is to be included in the proposal for each firm stating that: "The firm is not ineligible to receive award of a contract due to the firm's inclusion on any Federal, Pennsylvania, or New Jersey state lists of debarred contractors, or otherwise ineligible to be awarded a contract using Federal or state funds." This statement should be written on your firm's letterhead and should be signed by an officer of the firm.
- B. **DBE/SBE Letters** – If applicable, the Respondent and/or any sub-consultants must submit letters demonstrating that they are certified as a DBE/SBE firm by the Commonwealth of Pennsylvania and/or New Jersey.

- C. Project Cost Budget** – Respondent will be asked to provide a detailed project cost budget estimate utilizing the schedule attached to this RFP. Please see Attachment A: Contract Pricing Proposal. A separate detailed budget is to be prepared by the Respondent and each subconsultant. During negotiations, the Respondent or DVRPC may suggest that deliverables or tasks be modified or deleted. Please note that Title 41 Code of Federal Regulations limits the amount of profit or fee to 10 percent of the direct labor and indirect costs.

Please Note: All Administrative Proposals are to be sent via e-mail separate from the Technical Proposal to the attention of Sonia Lee, Manager of the Office of Contracts and Purchasing, at DVRPC at slee@dvrpc.org.

VI. Evaluation Criteria

An evaluation committee consisting of representatives from DVRPC and our planning partners will evaluate each proposal properly submitted and, at its discretion, recommend an awardee or awardees to the DVRPC Board.

Criteria have been established to guide the evaluation of each Respondent's proposal. After the close of the advertisement period, all submitted proposals are evaluated and ranked according to the weighted evaluation criteria and scoring basis as outlined below:

- 1) **Technical approach and product understanding (weight 40%):** Respondents should clearly detail their methods and approach to the project. Respondents are encouraged to offer suggestions for enhancing specific tasks or the overall work and/or propose innovative techniques to improve the results of this analysis;
- 2) **Professional qualifications and experience in similar work (weight 30%):** Respondents should demonstrate their qualifications and experience as it relates to carrying out the project; and
- 3) **Ability to perform within schedule (weight 30%):** Respondents should demonstrate an ability to perform the tasks proposed within the allotted time.

Negotiations for award of the contract will be to the Respondent(s) that best meet the evaluation criteria. DVRPC reserves the right to award in part or as a whole. DVRPC may reject all proposals. DVRPC further reserves the right to negotiate cost and scope elements with the leading Respondent(s).

VII. Contract

The contract will be between DVRPC and the selected Respondent(s) who will be technically and administratively responsible to DVRPC. DVRPC will authorize all payments to the selected firm(s). The contract will be cost reimbursable with a fixed not to exceed fee.

Length of contract and availability of funds will be provided in the contract details. Should additional funding become available for related work DVRPC may negotiate with the selected Respondent(s) to perform the work for up to four (4) additional years.

VIII. Inquiries Regarding this Solicitation

All inquiries related to this RFP should be directed to procurement@dvrpc.org and submitted no later than **Friday, January 22, 2021 at 3 PM EDT**. Inquiries may not be considered if not received by then. DVRPC will respond to questions it considers appropriate to the RFP and of interest to all Respondents, but reserves the right, in its discretion, to amend or to not respond to any question.

All inquiries and responses will be posted on a rolling basis on the DVRPC website at the location of the posting of the original RFP at <https://www.dvrpc.org/Business/>.

Responses posted on DVRPC's website become part of the RFP upon posting. DVRPC reserves the right, in its discretion, to revise questions and responses to questions after posting, by posting the modified response. No oral response to any Respondent question by any DVRPC employee or agent shall be binding on DVRPC or in any way considered to be a commitment by DVRPC.

DVRPC considers any information submitted directly to the Commission through a notice of opportunity announcement to be confidential and proprietary. While DVRPC does not make such information public, unsuccessful respondents may request a debrief meeting to discuss their submission and subsequent evaluation. DVRPC's Access to Records Policy may be viewed at www.dvrpc.org/policies.

IX. Reservation of Rights & Response Usage

Negotiations for award of the contract will be to the Respondent(s) that best meet the evaluation criteria. DVRPC may reject all proposals. DVRPC further reserves the right to negotiate cost and scope elements with the leading Respondent(s). DVRPC reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFP if DVRPC determines that doing so is in the best interest of DVRPC:

- A.** Decline to consider any response to this RFP; cancel the RFP at any time; elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFP;
- B.** Extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFP at any time prior to the Submission Date/Time, by posting notice thereof on DVRPC's web page(s) where the RFP is posted;
- C.** No contractual obligation on behalf of DVRPC whatsoever shall arise from the RFP process;
- D.** This RFP does not commit DVRPC to pay any cost incurred in the preparation or submission of any response to the RFP;
- E.** DVRPC considers any information submitted directly to the Commission through a notice of opportunity announcement to be confidential and proprietary. While DVRPC does not make such information public, unsuccessful Respondents may request a debrief meeting to discuss their submission and subsequent evaluation.
- F.** DVRPC's Access to Records Policy may be viewed at <https://www.dvrpc.org/policies/>.

II. Disadvantaged Business Enterprises

The Delaware Valley Regional Planning Commission is committed to providing opportunities for Disadvantaged Business Enterprises (DBE) to compete for work. DBEs are certified by the Pennsylvania Unified Certification Program (PAUCP) and the New Jersey Unified Certification Program (NJUCP) in accordance with 49 CFR Part 26. Any party that enters into an agreement with DVRPC is encouraged to involve DBEs in the required work and to submit documentation of any such involvement in the proposal narrative and budget.

For this project, the DBE goal shall be a minimum 13.23%

Any party that enters into an agreement with DVRPC shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any agreement or in the administration of its DBE program or the requirements of 49 CFR part 26. All parties to DVRPC agreements shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of any subagreements and in addition each prime contractor or subrecipient must include the following assurance in any subcontracts entered into:

“The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of this agreement.”

DVRPC Disadvantaged Business Enterprise Policy:

http://www.dvrpc.org/Consultant/files/dbe_program.pdf

DVRPC encourages all prospective Respondents to use the following links to the PA and NJ Unified Certification Program to locate DBE firms to utilize as sub-consultants.

PA - Unified Certification Program: <https://paucp.dbesystem.com>

NJ - Unified Certification Program: www.njucp.dbesystem.com

Submission Requirements

The Respondent, using the attached DBE Participation Schedule (Attachment B), is required to furnish the following documentation as part of its technical proposal:

- The names and addresses of DBE firms that will participate in the Contract;
- A description of the work that each DBE will perform; and
- The percentage of participation of each DBE firm participating.

III. Small Business Enterprise & Emerging Small Business Enterprise Programs

In addition to DBEs, DVRPC encourages the use of small businesses under the following programs: Small Business Enterprise (SBE) in Pennsylvania, and Emerging Small Business Enterprise (ESBE) in New Jersey.

Small business concerns are those entities seeking to participate in contracts that meet the definition of a small business concern set forth in Section 3 of the Small Business Act and Small Business Administration regulations as per 13 CFR Part 121.

These programs are designed to facilitate greater participation of small businesses in transportation related procurements. Any party that enters into an agreement with DVRPC is encouraged to involve

SBE/ESBEs in the required work and to submit documentation of any such involvement in the proposal narrative and budget.

Contractors looking for certified SBEs can search these online databases:

Pennsylvania Small Business Enterprise Program:

<https://www.dotsbe.pa.gov/SBEWeb/sbe/viewHome.do>

New Jersey Emerging Small Business Enterprise (ESBE) Program:

www.nj.gov/transportation/business/civilrights/pdf/ESBEDirectory.pdf

Contractors must maintain records to ensure compliance with 49 C.F.R Part 26 obligations by indicating the number of DBE, SBE/ESBE, and non-DBE/SBE/ESBE subcontractors, the type of work performed on the project, documentation of efforts to secure DBE/SBE/ESBE firms for available subcontracting opportunities and the means of communication used to obtain the services of DBE/SBE/ESBEs, and dollar amounts paid to DBE/SBE/ESBEs.

ATTACHMENT B

Disadvantaged Business Enterprise (DBE) Participation Schedule

As specified in the DBE Participation Section included in the Request for Proposal Documents, the Proposer shall furnish to DVRPC's satisfaction the details of disadvantaged business enterprise participation.

Table I: All Work to be performed by DBEs

Name of DBE Firm	Contact Person <i>(Business Address & Telephone Number)</i>	Description of Work to be Performed	Total DBE Agreed Percentage to be Credited to DBE Goal
			%
			%
			%
			%

Project Name: _____

Name: _____

Title: _____

Firm or Corporation: _____

Email: _____

Telephone Number: _____

Proposers are hereby notified that the information contained herein will be verified with the designated DBE firm. Additionally, if and when the award of a contract is made, all DBE firms listed herein will be simultaneously notified of the award. DVRPC reserves the right to waive informalities herein in its sole reasonable discretion. All percentages must be expressed as a percentage of the Proposer's total maximum price to DVRPC.

Signature: _____ Date: _____

LIST OF APPENDICES

APPENDIX A: Camden County CR 551 Broadway Flooding Elevation Project Locations

APPENDIX B: CR 551 Broadway Flooding Location Map

APPENDIX C: Sample Detail Budget

APPENDIX A

LCD Project: CR 551 Broadway Flooding

Project Sponsor: Camden County

Project Description:

Currently there are two locations along CR 551 Broadway within $\frac{1}{4}$ of a mile of each other that suffer from chronic flooding. These areas are bound to the north by a freight rail line and to the south by the traffic circle at SR. 130. Flooding is directly related to storm events and occurs more than 8 times a year. The flooding directly impacts nearby residents trapping them between the flooded areas. The Borough of Brooklawn has constructed an emergency access route that crosses a freight rail line so that residents can access and leave their neighborhood during flooding events.

CR. 551 Broadway has a functional class of Minor Arterial and consists of one lane in each direction and has a 25-mph speed limit. CR. 551 provides direct access to SR. 130 and has a south bound AADT of 8134 and north bound 4614 (Feb. 2019).

The goal of this report is to develop alternatives to eliminate flooding in both of these locations and prevent future flooding events from trapping residents.

**Project area images are in Appendix B.*

APPENDIX B
LOCATION MAP

Project Area 1



Project Area 2



APPENDIX C SAMPLE DETAIL BUDGET

Electronic Copies of Consultant Contract Budget forms may be downloaded under Sample Forms, Budget Proposals at <https://www.dvrpc.org/Business/>

- A separate Consultant Contract Budget form shall be submitted for EACH and EVERY Consultant & Subconsultant firm.
- Table for Prime Consultant shall include costs for subconsultants for overall project cost.
- Consultant shall list all assumptions and limitations used in developing man-hour estimates as a separate sheet on a task by task basis.

CONTRACT PRICING PROPOSAL (Cost Plus Fixed Fee Contracts)						
This form is for use when submission of cost or pricing data for a Cost Plus Fixed Fee contract is required.					Page No. 1	No. Of Pages 2
Name of Offeror		Supplier and/or Services to be Furnished				
Home Office Address						
Divisions and Locations Where Work is to be Performed:		Total Amount of Proposal \$3,280				
DETAIL DESCRIPTION OF COST ELEMENTS						
1. DIRECT LABOR - Specify Employee Title	Estimated Hours	Payroll Rate/ Hours	Est Cost (\$)		Reference	
Ex: Administrative Analyst II	40	\$20.00	\$800			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
TOTAL DIRECT LABOR			\$800.00			
2. LABOR OVERHEAD - (Specify Cost Center)	O.H. Rate	X Direct Labor Base =	Est Cost (\$)			
Ex: Home Office	125.00%	\$800.00	\$1,000.00			
TOTAL LABOR OVERHEAD			\$1,000.00			
3. Direct Expenses (From Exhibit A)						
Total Direct Expenses			\$800.00			
4. SUB-CONSULTANTS - (You must provide a separate detailed budget for each; if over \$5,000)			Est Cost (\$)			
Ex: Subconsultant 1			\$500.00			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
TOTAL SUB-CONSULTANTS			\$500			
5. TOTAL OF ITEMS 1-4. DIRECT LABOR, LABOR OVERHEAD, DIRECT EXPENSES, SUB-CONSULTANTS			\$3,100			
FEE OR PROFIT - (10% of ITEMS 1 AND 2. Direct Labor & Overhead)			\$180.00			
Items 1 & 2. Direct Labor and Overhead			\$1,800.00			
6. Fee or Profit			\$180.00			
7. TOTAL ESTIMATED COST AND FEE OR PROFIT (ADD ITEMS 5 AND 6)			\$3,280.00			

This Proposal is Submitted for use in connection with and in response to: (Describe RFP, etc.)

and reflects our best estimates as of this date, in accordance with the instructions to Offerors and the Footnotes which follow

TYPED NAME AND TITLE	SIGNATURE
NAME OF FIRM	Date of Submission

EXHIBIT A-SUPPORTING SCHEDULE - DIRECT EXPENSES (specify if more space is needed, use reverse)		
COST EL. NO.	Item Description (See footnote 5)	EST COST (\$)
	Materials and Supplies (Describe)	
	Example: Printing	\$500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	Travel (Describe)	
	Example: Automobile	\$300.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	Special Equipment and/or Testing (Describe)	
		\$0.00
		\$0.00
	Other Direct Expenses (Describe)	
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Total Direct Expenses		\$800.00

I. Has any Executive Agency of the United States Government Performed any Review of Your Accounts or Records in Connection with any other Government Prime Contract or Subcontract Within the Past Twelve Months?
 YES NO (If Yes, identify below)

NAME AND ADDRESS OF REVIEWING OFFICE AND INDIVIDUAL _____ TELEPHONE NUMBER/EXTENSION _____

II. Will you Require the use of any Government Property in the Performance of this Proposed Contract?
 YES NO (If Yes identify on reverse or separate page)

III. Do you now Require Government Contract Financing to Perform this Proposed Contract?
 YES NO Advance Payments Progress Payments or Guaranteed Loans
 (If yes, identify)

IV. Do you now hold any Contract (Or, do you have independently financed (BR&T) projects) For the same or similar work called for by this Proposed Contract?
 YES NO (If yes, identify)

V. Does this Cost Summary Conform with the Cost Principles set forth in Agency Regulations?
 YES NO (If No explain on reverse or separate page)