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| **Project Title: New Jersey Local Technical Assistance Program****Posting No.: 2020-04****Date of RFP Announcement: 06/29/20****Closing Date: 08/10/2020** |

Proposals must be prepared in accordance with NJDOT’s *Supplemental and Proposals guidelines.* Please visit <https://www.state.nj.us/transportation/business/research/guidelines.shtm> for the most current version.

All proposals must also have a corresponding online PreAward Risk Assessment form completed and submitted by the PIs prior to the RFP closing date and time. This online form can be found at: <https://www.state.nj.us/transportation/business/research/risk_assessment_forms.shtm>

**1 - RESEARCH PROBLEM STATEMENT AND OBJECTIVES**

**1.1 Problem Statement**

The New Jersey Department of Transportation (NJDOT) is soliciting proposals to administer the New Jersey Local Technical Assistance Program (LTAP). The Selected University shall provide training, technical assistance and technology transfer to municipal, county and state transportation officials as well as consultants and contractors performing work for local and state agencies.

Proposals shall describe how the Selected University shall provide an effective, outcome-based training, technical assistance program, publication, communication, marketing and outreach support for NJLTAP.

**1.2** **Research Objective**

The overall objective of the LTAP center is to provide training, technical assistance and technology transfer services to assist the local public agencies in managing and maintaining their roadway systems and reflective of FHWA’s current focus areas.

NJDOT’s LTAP is guided by focus areas as directed by FHWA’s strategic plan. It is important that the program is aligned with NJDOT priorities while addressing emerging priorities resulting from new technologies, environmental realities, and the ever-changing demands of New Jersey’s communities. The mission is to enhance the safety and efficiency of the roadway system throughout New Jersey by strengthening the knowledge and capabilities of local government officials and workforces through training, technical assistance, partnerships and emerging means of technology transfer by advancing and aligning the FHWA’s four focus areas:

* Safety
* Workforce Development
* Infrastructure Management
* Organizational Excellence

The Selected University shall accomplish the RFP objectives through the following tasks and deliverables but are not limited to the following:

**Task A: Training for Local Public Agencies –** Workshops for municipal and county officials and consultants performing work on behalf the local public agencies.

As part of providing the training classes, the Selected University will be responsible for evaluating existing course materials provided by NJDOT and making improvements and enhancements as needed throughout the contract period due to new regulations, technological changes, etc. All associated costs with this portion of the task should be included in the deliverable task; no additional funds will be paid for required improvements and enhancements. The Selected University will maintain a list of all suggested course updates. If there is a need for new course materials, the Selected University will be responsible for working with NJDOT subject matter experts to develop all materials and ensure alignment with NJDOT specifications and standards.

While classroom training is the traditional norm, the use of live webcasts and interactive online training shall be explored when appropriate for the effectiveness of delivering the curriculum. We are highly encouraging the use of online training in conjunction with traditional classroom training. Scheduled workshop type training meets some customer needs while other participants need to be trained at county conventions, on-site roadshows, local product demonstrations and through other organizations who also have a transportation training mission, such as; the American Public Works Association and the Federal Highway Administration.

The Selected University shall manage logistics to conduct training throughout New Jersey, such as scheduling training sessions, duplication and delivery of student materials, training certificates, evaluations, etc. All training shall be provided by licensed personnel on the subject matter. The training hours should count toward PDHs. Also, provide future training as needed by mutual agreement between NJDOT and the University. The Selected University shall coordinate the trainers’ scheduling for these activities and maintain all essential data items and training/technical assistance information. Most of the training offered through the NJDOT LTAP is scheduled upon request by local public agencies and MPOs. The selection of the training facility is the responsibility of the requesting organization. The Selected University will contact the requestor within five (5) business days upon receipt of the request to coordinate the training.

All training materials must be turned over to the state at the end of the contract.

**Task B: Training for NJDOT –** Workshops specifically requested by NJDOT for NJDOT personnel. All associated activities in Task A are applicable to this task.

**Task C: Technical Assistance –** Upon request, the LTAP center will provide guidance on technical, transportation related problems the local public agencies may be experiencing.

The guidance provided during the technical assists will adhere to specifications contained within Federal and NJDOT publications. The Selected University will provide on-site technical assists when requested. In addition, the Selected University will complete other technical assists of a more limited nature, including telephone assistance, e-mail, or direct mailing. The Selected University will not perform studies or other engineering work that would generally be handled by consulting engineers. The Selected University will contact the person requesting technical assistance within five (5) working days of receipt of the request to discuss the issue. The number of technical assists will be dependent upon local government needs.

**Task D: Communications –** Website, e-newsletter and technical briefs

The Selected University shall develop and maintain the LTAP center website. The Selected University shall also publish and distribute a minimum of one technical brief per quarter to NJDOT stakeholders. These briefs shall address a single technical topic in transportation relevant to local public agencies in New Jersey. Prior to publishing and distribution, all material content must be coordinated and approved with NJDOT’s Research Project Manager.

**Task E: Outreach –** Exhibits, Every Day Counts Webinar Exchanges, meetings and conferences. Annually, the Selected University will coordinate and participate in the events, as approved and/or directed by NJDOT’s Research Project Manager (RPM):

The Selected University shall develop and distribute LTAP brochures on the LTAP services, and technical assistance and make recommendations to the NJDOT Research Project Manager for additional marketing materials. During the outreach efforts, the Selected University will develop and distribute appropriate handout materials and informational packets to support the NJDOT LTAP program.

The Selected University will work with NJDOT’s Research Project Manager to coordinate the development and provision of appropriate handout materials. The Research Project Manager must approve all material prior to distribution.

These meetings, conferences, and exhibits will vary in duration (from a few hours to a few days). Some of the meetings will be held at various locations within New Jersey while others may require out of state travel.

**Task F: Reporting and Evaluation –** The Selected University will be responsible for assessing quarterly performance, evaluating program effectiveness and submitting annual program performance reports - the Program Assessment Report (PAR) and the Center Assessment Report (CAR). This information will be reported to NJDOT’s Research Project Manager on a quarterly basis as part of a quarterly progress report.

**Deliverables:**

Deliverables include, but are not limited to the following:

1. Submit documentation, monthly containing a list showing the number of training classes and attendees held for the month.

2. Submit documentation, monthly listing the number of technical assists.

3. The Selected University shall provide the tools and methodology to deliver the Communication task successfully.

4. Submit documentation, monthly listing the meetings attended and all other documents required or requested from the Research Project Manager. A summary of the outreach in the form of a memo must be provided to the Research Project Manager.

5. Develop and distribute LTAP brochures and handout materials on the LTAP services. Submit documentation, monthly listing the number of outreach efforts.

6. Provide quarterly reports of all training class evaluations using the currently developed evaluation method and submit annual program performance reports - the Program Assessment Report (PAR) and the Center Assessment Report (CAR). Submit all subsequent reports, including documentation, quarterly, listing that an analysis of all training was completed using the evaluation method.

**1-3. Type of Contract.**

It is proposed that if the Issuing Office enters into a contract because of this Request for Proposal (RFP), it will be a **Cost Reimbursement, Deliverable-Based** contract containing the Standard Contract Terms and Conditions.

**2** - **BUDGET and CONTRACT TIME**

The **TOTAL** project budget shall not exceed **$800,000 US Dollars per year**. The PI must provide the anticipated research study duration based on the proposed tasks. Consideration should be given to potential impediments so that adjustments are incorporated into the schedule minimizing the need for time extensions. Contract time shall include sufficient time for the procurement of subcontractors, as well as no less than three months for Final Report review and acceptance. Please be advised that going forward, new task orders having permissible justification will be allowed no more than one time extension with the advent of 2 CFR 200.

**A 60 month total project duration is preferred.**

 Please provide a Gantt Chart schedule, utilizing the sample provided within this document.

**3 - Oral Presentations.** Oral or online presentations may be requested as part of this RFP. If required, you will be notified by the Bureau of Research to schedule your presentation. They will be attended by the Technical Advisory Panel (TAP), and be limited to no more than an hour, including time for questions and answers.

**4 – Deadline**

Proposals (ten single-bound copies) are due at the NJDOT Bureau of Research no later than **4:00 p.m. on August 10, 2020.**

**Approximate Start Date: 01/01/2021** The official start date is the date that the Bureau of Research obtains a signature from the Assistant Commissioner.

**5 – Contacts**

Interested parties shall send all questions related to this RFP to the Bureau Manager by sending an e-mail to Amanda.gendek@dot.nj.gov or by phone (609-963-2242)**.**  Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions must be received **on or before 07/09/2020 in order to be answered.**

**PROPOSAL Delivery Instructions:**

\* During the COVID-19 pandemic, hand-carried deliveries will not be accepted.

**For private, paid messenger services such as Federal Express, DHL, UPS, etc., or for hand-carried deliveries:**

RFP No. 2020-04 PROPOSAL-NJDOT
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