



## TECHNICAL PROPOSAL

Questions 1 through 16 of this proposal form must be answered. An incomplete proposal may be eliminated from consideration. In the proposal, the technical part (1-9) may not exceed **ten** pages (double sided) in length (maximum total 20 pages text), must be in font size 11 and single spaced. Technical Proposal, Appendix, and Budget (including budget justification) must be attached separately and emailed to [DOT-Research.Proposals@dot.nj.gov](mailto:DOT-Research.Proposals@dot.nj.gov) (in a single email).

Project Title:	
RFP Number:	
Total Project Duration:	
Date Submitted:	

### 1. PROJECT TEAM

- Principal Investigator:
  - Name:
  - Position Title:
  - Organization/University:
  - Phone:
  - Email:
- Co-Investigator (if applicable):
  - Name:
  - Position Title:
  - Organization/University:
  - Phone:
  - Email:
- Subcontractor (if applicable; also see section 11):
  - Name:
  - Position Title:
  - Organization/University:
  - Phone:
  - Email:



## **2. PROJECT ABSTRACT AND OBJECTIVE(S)**

Summarize the problem, the proposed approach and any anticipated impact, including financial, of the research (approx. 250 words).

## **3. WHAT IS THE VALUE OF THE PROPOSED RESEARCH?**

For your proposal, clearly define the qualitative/quantitative benefits that the state will receive from the results and conclusions of this research. Benefits might include the following:

- material cost savings
- labor savings
- user savings
- construction savings
- reduced life cycle costs
- reduced environmental impacts
- improved safety
- reduced risk
- user benefits

## **4. SUMMARY OF RESEARCH METHODOLOGY (SCOPE)**

Briefly describe the scope of work encompassed by this project.



## 5. TASK DESCRIPTIONS, DURATIONS, SCHEDULED DATES, AND DELIVERABLES

Please use the following guidelines to list and describe the tasks that are needed to complete this proposed project.

- It takes roughly 10 to 12 weeks for a work plan to be processed into a signed contract. Please allow three months from the deadline of the Request for Proposal (RFP) as your desired start date for the research project.
- At a minimum, project tasks shall include literature search, research approach and anticipated results, implementation and training plan, and the value of research.
- 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 new task orders having permissible justification will be allowed no more than one time extension with the advent of 2 CFR 200.
- All tasks require a summary report or deliverable. PowerPoint presentations are not considered deliverables and will not be accepted. These presentations can be provided as support of a summary report but are not a substitute.

For all general tasks, use the following format:

**Task #:** <Title>

- **Description:**
- **Anticipated Start Date:**
- **Target Date to Submit Draft Deliverable:**
- **Duration:** x months (*count from start date to final task approval*)
- **Deliverable:**

**Task #:** **Compile Report, Technical Editor Review, Technical Advisory Panel Review (TAP), and Revisions**

- **Description:** A draft final report will be prepared, following NJDOT Bureau of Research, Innovation and Information Transfer (BRIIT) and publication guidelines, to document project activities, findings and recommendations. This report will be reviewed by the TAP, updated by the Principal Investigator (PI) to incorporate technical comments, and then approved by the Research Project Manager (RPM) before this task is considered complete. If possible, a TAP meeting will be scheduled to facilitate the discussion of the draft report. All technical deliverables must be reviewed by a Technical Editor prior to submitting NJDOT review and approvals.
- **Anticipated Start Date:**
- **Scheduled Date to Submit Draft Final Report for TAP review:** *Must be three full months after Draft Report date, for TAP review and revisions.*
- **Scheduled Date for Final Report Approval:** *Must be submitted prior to end date.*



## Research Proposal Guidelines

- **Duration:** x months including TAP review, discussion, and PI revisions
- **Deliverables:** A draft final report for TAP review, and a revised report that is technically complete and approved by the RPM for publication.

### SUMMARY OF DELIVERABLES AND TARGET DATE

List any key milestones not provided above that may impact the project schedule, such as target dates for a project kickoff meeting and TAP meetings, workshops conducted as part of the project, beginning or end of field work, due dates for information to be provided by the Technical Liaison, and decisions or approvals needed from the sponsoring organization (NJDOT). Key milestones will be reviewed, discussed and modified, as necessary, at the first project TAP meeting and incorporated into the contract work order.

Task	Target Date	Deliverable
1. Literature Search		
2. Interim Reports		
<i>Add rows if necessary</i>		
Quarterly Reports		
Final Report		



## 6. IMPLEMENTATION AND TRAINING PLAN

The PI must meet with the TAP and other NJDOT units to present the findings and as appropriate train these personnel in the use of the project results. **The PI will develop an implementation plan as per the guidelines provided by the NJDOT BRIIT. All training shall be provided by licensed personnel on the subject matter. The training hours should count toward PDHs where feasible.**

## 7. AGENCY ASSISTANCE (NJDOT OR OTHER)

If the project requires specialized help or input including data, materials, equipment, facilities, traffic control, etc. List the agency, type of assistance requested, including timeline and contact person.

## 8. OVERVIEW OF PROJECT SCHEDULE AND EFFORT

Plot the dates of each task below. There should be one table per fiscal year; create additional tables if necessary.

FY													
	1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4 <sup>th</sup> Quarter			Effort Hours
Calendar Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Task #													
Task #													
Task #													
Task #													
<b>FY Total:</b>													

## 9. REFERENCES (OPTIONAL)

Please cite any publications and/or presentations that informed your proposal. References do not count against the ten-page proposal limit.



## APPENDIX

Submitted by (PI/University):	
Project Title:	
RFP Number:	
Date Submitted:	

### 10. RESUMES FOR PI AND CO-INVESTIGATOR(S)

Please provide a resume for each PI and Co-Investigator included in your proposal with relevant work experience and describe how this project relates to other similar research relating to the proposal limiting one page per key staff. See 2 CFR 200 for definition of key staff.

### 11. SUBCONTRACTOR INFORMATION

In order to make use of a subcontractor, the project team must supply the following information:

- A letter from the subcontractor expressing their commitment to the project.
- Clarification in relevant task scopes (section 5) regarding the subcontractor's role and responsibilities.
- If the prime team and subcontractor team will be responsible for whole tasks, please clarify which tasks will be completed by each team.
- If the prime team and subcontractor team will be collaborating on single tasks, please clarify which part of the task will be completed by each team.
- An org chart that establishes the relationship and communication methods between the prime team and subcontractor team

The cost for non-academic sub-consultants cannot exceed 50% of the total proposal budget.

### 12. OTHER COMMITMENTS

Proposals shall contain a listing of current organization and personnel commitments to other work in sufficient detail to indicate that the organization and all of the individuals assigned to the proposed project will be able to meet the commitments of the proposal. Staff-hour commitments and percentage of time committed to other work for each member of the proposed research team shall be specified.



Project Name	Project Duration	Effort Hours/Year
1.		
2.		
<i>Add rows if necessary</i>		

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

SIGNATURE OF PRINCIPAL INVESTIGATOR

### 13. INDIRECT COST RATE AGREEMENT

Please follow the guidelines provided in the RFP.

### 14. EMERGENCY PREPAREDNESS

To support continuity of operations during an emergency, including a pandemic, the Department needs a strategy for maintaining operations for an extended period. One part of this strategy is to ensure that essential contracts that provide critical business services to the Department have planned for such an emergency and put contingencies in place to provide needed goods and services.

Please summarize (*limit your plan to no more than 5 pages*) how you anticipate such a crisis will affect your operations and describe your emergency response continuity of operations plan. Your response shall include:

- 1) Employee training (describe your organization's training plan, and how frequently your plan will be shared with employees).
- 2) Identify key employees (within your organization) and their essential business functions.
- 3) Identify contingency plans for:
  - (a) How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
  - (b) How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
- 4) Explain how your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.



- 5) Explain how and when your emergency plan will be tested, and if the plan will be tested by a third party.

### **15. RISK ASSESSMENT**

If you have not yet been prequalified to submit proposals to NJDOT BRIIT, please submit an online Risk Prequalification Assessment Form prior to submitting a proposal. Also, please make sure that you have a current basic agreement with the BRIIT prior to submitting an online Risk Prequalification Assessment Form.

If you have already been prequalified, please submit an online PreAward Risk Assessment Form prior to the request for proposal (RFP) date and time deadline.

All Risk Assessment Forms can be found online at:

[https://www.state.nj.us/transportation/refdata/research/risk\\_assessment\\_forms.shtm](https://www.state.nj.us/transportation/refdata/research/risk_assessment_forms.shtm)



### BUDGET AND BUDGET JUSTIFICATION

Budgets will be evaluated separately, and only after a selection has been made as to which proposal is the most qualified based on technical merit. Place three (3) copies of the budget and budget justification for this project in a separate sealed envelope.

### Budget Breakdown Sheet

Name of the Research Study																		
Name of the Institution																		
			Task 1		Task 2		Task 3		Task 4		Task 5		Task 6		Task 7		Total	
A. Direct Labor	Title	Hrly Rate	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Total Hrs	Total \$
A1. Faculty 1	Professor			\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$ -
A2. Faculty 2	Associate Professor			\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$ -
A3. Graduate Assistant	Supporting Role			\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$ -
<b>Total Hours and Direct Labor Cost</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. Fringe Benefits:</b>																		
	Rate																	
B1: Fringe Benefit rates 1	0																	
B2: Fringe Benefit rates 2	0																	
B3: Fringe Benefit rates 3	0																	
<b>Total Fringe Benefits</b>																		
<b>C. Other Direct Cost</b>																		
	<b>Item Description</b>																	
Supplies	Needs separate sheets to show breakdown of costs																	
Equipment																		
Travel																		
Tuition																		
Subcontract	Each Subcontractor needs to prepare taskwise breakdown like this sheet																	
Technical Editor																		
<b>Total Other Direct Cost</b>																		
<b>Total Direct Expenses (A+B+C)</b>																		
<b>Total MTDC</b>																		
<b>Indirect Costs/Overhead (D)</b>																		
	Rate = x%																	
<b>Grand Total (A+B+C+D)</b>																		



## Research Proposal Guidelines

**Budget Justification:** Use this section to provide any additional information regarding the budget. The following items require special justification language:

- If you added a task for Out-of-State Conference Travel, please explain the purpose of the trip and how attendance will benefit the project.
- If you added a task for travel, please explain the purposes of the trips, how attendance will benefit the project, and estimations of mileage to be reimbursed
- If you added a task for Equipment with a purchase price exceeding the threshold. Please explain how you plan for disposition of the equipment at the end of the project, and what the final location, transfer protocol, and training may be. This information needs to be determined prior to contract execution.
- If you have Supplies, a per unit breakdown shall be provided.
- A breakdown of Tuition costs shall be provided.
- Budget must include a Technical Editor