

Mass Transit Trust Fund Princeton, New Jersey

REQUEST FOR PROPOSALS

1. Introduction

Princeton University and the municipality of Princeton have established a Mass Transit Trust Fund (Fund) that is administered by an independent board of trustees (Trustees) appointed by Princeton University and the municipality of Princeton. The Fund was established to conduct studies, planning and implementation of improvements to transit needs of the Princeton community. The Fund has at its disposal approximately \$500,000.

2. Initial Request For Proposals

The Fund invites interested parties to submit proposals for projects of any scope that meet the objectives of studies, planning and implementation of improvements to the transit needs of the Princeton community. Examples might include, but are not limited to, a specific study, a planning conference, or the design and purchase and/or construction of specific equipments and/or facilities to reduce congestion and/or improve the movement of people and vehicles in the Princeton community.

Bidders are encouraged to propose projects that if implemented will show an observable improvement in the reduction of congestion or movement of people and vehicles or an improvement to transit service.

Proposals may be submitted for projects that are more than one phase. For example, a proposal may describe a project that consists of an initial design or feasibility phase, followed by a construction or implementation phase. In this case, bidders are encouraged to submit a proposal that describes both phases in sufficient detail to enable the Trustees to understand the end purpose of the proposed project.

The form of funding and contract will be determined by the need of the project and will be negotiated by the Trustees with the successful bidders. The Trustees reserve the right to use Firm Fixed Price contracts, Not to Exceed contracts or Grants as deemed appropriate by the Trustees for the work proposed. However, in the case of a proposal consisting of two or more phases, the bidder shall submit a firm cost proposal for the first phase and budgetary estimates for subsequent phases. It is understood that the first phase may be used to develop cost estimates for subsequent phases. Bidders are advised that approval to proceed with a subsequent phase will be dependent on the approval by the Trustees of the product of the earlier phase, and approval of the cost proposal submitted by the bidder for the subsequent phase.

The Trustees are also open to the possibility that a bidder may prefer to submit a brief description of their proposed project along with their qualifications to perform the work

proposed. In this case, the Trustees will evaluate the information submitted, and if interested will invite the bidder to submit a complete proposal.

The Trustees reserve the right to reject any or all proposals. All proposals submitted in response to this request shall become the property of the Trustees. All bidders shall be notified of the receipt of their proposal and of the acceptance or rejection of their proposal.

Proposals received after the submission date specified in this request will not be considered.

3. Guidelines for Proposals

3.1 Proposals Must Satisfy the Objectives of the Fund

Proposed projects must satisfy the objectives of the Fund; e.g., “ ...studies, planning and implementation of improvements to transit needs in the Princeton community.”

3.2 The Fund Is Not Intended To be a Substitute For Government Funding

It is the intent of the Trustees that the Fund not be used as a substitute for municipal or other sources of government funding. For that reason, prospective bidders are discouraged from submitting proposals for projects that might logically be a candidate for government funding. However, the Trustees recognize that it may be necessary for the Fund to supply the funding for the first phase of a multi-phase project in order to position the project to better compete for government funds in a later phase.

Although not intended to be a substitute for government funding, the Trustees realize that work performed for the Fund could be used to show how government funding might be used to achieve the objectives of the Fund.

3.3 Organization of the Proposal

- a. **Technical Section** – The Technical Section shall contain a detailed description of the project. It shall describe how the proposed project satisfies the objectives of the Fund, and to the extent possible quantify the benefit to the Princeton community. This section shall provide a schedule for the work to be performed, showing tasks and milestones. It shall also provide a listing of the deliverables to be provided upon completion of the work.
- b. **Management Section** – The Management Section shall provide a description of the background and experience of the organization submitting the proposal and the individuals who will perform the proposed work. Brief resumes shall be provided for the individual who will manage the work, as well as for supporting personnel, consultants and subcontractors. The Trustees reserve the right to designate an individual (or individuals) as key personnel. Key personnel cannot be removed from the project without prior approval of the Trustees.
- c. **Deliverable Items** – A list of deliverable items shall be provided along with a description of each deliverable. The Deliverable reports shall include a brief monthly progress report citing progress against the work schedule, identifying any problems or risks to the project’s successful completion encountered during the reporting period

and the steps taken to overcome the problems. Monthly progress reports shall be submitted electronically on the 10th work day of the month for the preceding month. A final report shall be provided within 30 days after completion of the work.

- d. Cost Section – The Cost Section shall itemize and estimate all costs and sources of funding for the proposed work. Separate estimates shall be provided for labor, material and other costs. In the event that the work proposed is dependent on other sources of funding, those sources shall be identified and an explanation of how the funding will be secured.

4. Administrative Matters

Bidders shall submit their proposals electronically to the Trustees at Princeton.ttf@gmail.com or in person to the Clerks office at 400 Witherspoon Street not later than 4:00pm Friday, 28 February 2014.

Questions concerning this request for proposals may be directed to the Trustees by email to Princeton.ttf@gmail.com, or by calling Mr Jack West, Trustee of the Mass Transit Trust Fund at the municipality of Princeton Engineering Department at 609-921-7077. Bidders are advised not to contact other Trustees with their questions as Mr West has been designated by the Trustees as the point of contact for this procurement. A copy of the Memorandum of Understanding agreed to by Princeton University, the former Princeton Township, and the former Princeton Borough is available online at www.princetonnj.gov.

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