



July 12, 2017

To: All Consultants

Re: Request for Proposal (RFP)

Professional Services

Construction Management Services

Commission Administration Building at Scudder Falls

Bucks County, Pennsylvania

Contract No. CM-707A: Capital Project 1644A

The Delaware River Joint Toll Bridge Commission (the “Commission”) invites Proposals from Consultants for professional consulting services in connection with Construction Management Services for Contract T-707A, Commission Administration Building at Scudder Falls located in Lower Makefield Township, Bucks County, Pennsylvania.

The term “Consultant” as used throughout this RFP shall mean the prime consultant, the consulting firm with which a consultant is affiliated with (if any), and the respective sub-consultants of the foregoing that jointly comprise the team to be used for this Project (as defined below), if awarded to a Consultant.

The term “Approve” and its variations (e.g., “Approval”) when capitalized in this RFP refer to the Commission’s acceptance for its own internal purposes. The Commission’s Approval shall not be construed to mean the Commission’s endorsement or assumption of liability. No other person or entity including, without limitation, the Consultant may treat or rely upon the Commission’s Approval in a manner inconsistent with this definition.

The intent of this RFP is for the Commission to select a Consultant to perform the necessary services in accordance with the services described, based on the Consultant’s submission. Consultant selection will be in accordance with the Task Order/Term Agreement process outlined in the Procurement Process Guidelines for Professional Services Consultants for the Commission’s Capital Program. A copy of the Procurement Process Guidelines is available under the Professional Services section of the Doing Business page available at the following Commission website:

<https://www.drjtbc.org/doing-business/>

Consultants must possess the relevant previous experience noted below, and shall provide committed staff as required to perform the services described herein. Each Proposal submitted must meet the requirements stipulated herein, and the submitting Consultant **must agree to the terms and conditions set forth in Attachment I: Administrative and Contractual Information** of this RFP. Consultants must through their submission demonstrate their ability to perform the scope of services required for this Project on budget, on schedule and in a manner consistent with

industry Quality Assurance/Quality Control (“QA/QC”) standards. Prior successful completion of projects in similar scope and magnitude is essential (“Similar Projects”).

The Prime Consultant must have an office located in the Commonwealth of Pennsylvania or the State of New Jersey that is within a 2-hour drive of the Commission’s Administration Building located in New Hope, PA. The proposed Project Manager must be assigned to the same office and must be a Registered Architect or Professional Engineer in the Commonwealth of Pennsylvania and/or the State of New Jersey.

The Prime Consultant submitting a Proposal must submit documentation verifying that it is registered, as of the Proposal submission date, to do business with the Commonwealth of Pennsylvania or the State of New Jersey. The Prime Consultant shall provide a minimum of five (5) Project Descriptions (client, fee, description of services) having a total aggregate Consultant’s fee of no less than \$1,000,000 providing Construction Management or Construction Administration services on similar relative projects during the last five (5) years.

For this project the Prime Consultant must perform the largest percentage of the work of any consultant team member.

On November 29, 2004 the Commission adopted Guidelines on Conflict of Interest and Recusal. These can be found at http://www.drjtbc.org/assets/delawareriver/Recusal_Guidelines.pdf. Consultants must include in their Proposal a certification in the form shown in **Attachment IV** indicating that they have read, understand and will be guided by these guidelines when performing work for the Commission.

Identified Business Enterprise (IBE) Participation

Firms submitting a proposal for this solicitation agree to abide by the Commission’s Contract Compliance Program (CCP) Requirements. The Commission CCP is intended: (1) to promote and encourage minority, women, small, disadvantaged, disabled, and veteran owned businesses (referred to as "Identified Business Enterprises" or "IBEs") to participate in business opportunities with the Commission; (2) to afford IBEs an equal opportunity to compete for work on the Commission’s contracts; and (3) to encourage consultants to provide subcontracting opportunities to certified IBEs. The Commission and its consultants shall not discriminate on the basis of race, color, religion, gender, national origin, ancestry, age, marital or veteran status, medical condition, disability, sexual orientation, citizenship, or any other classification protected by law in the award and performance of contracts.

The Commission encourages Consultants to meet or exceed the twenty-five percent (25%) IBE participation targets for Commission contracts. However, Consultants may comply without achieving the participation targets so long as they make and document Good Faith Efforts (as that phrase is defined herein) that would allow IBE participation. Consultants that do not meet the project’s targets are subject to the Contract Compliance Department’s (“CCD”) Good Faith Efforts review.

To comply with the Contract Compliance Program, a Consultant has **two (2)** options: (1) **Compliance Plan I** - the Consultant may “**Opt-In**” and complete **forms A and B** by agreeing to meet or exceed the 25% participation target, or (2) **Compliance Plan II** - the Consultant may

provide its **Good Faith Efforts** documentation (**forms A through F**) detailing their attempt to meet the 25% participation target. The Contract Compliance Program's guidelines and forms are more fully explained and available directly from the Commission website (www.drjtbc.org) in the Contract Compliance section under the Doing Business link.

IBE PAYMENT/PAYROLL REPORTING

Elation Systems Payment Verification System

The Delaware River Joint Toll Bridge Commission (Commission) uses the Elation Systems payment verification system as a tool to improve communication between Prime Consultants and Sub-consultants in the compliance, documentation and reporting of payments to Sub-consultants. The Commission requires all Prime Consultants and sub-consultants to create a log-in and schedule an online training session to familiarize and use the Elation Systems in reporting monthly invoice payments to their Sub-consultants. If the contract is for Consultant Management (CM) of a construction contract, the CM must also utilize the Elation Systems Certified Payroll and Workforce Utilization Reporting System training module. *The Prime Consultant agrees as part of the contract award to fulfill the mandatory requirements of the Commission's Elation Systems Payment Verification System and registering through its website (www.elationsys.com).*

Any questions regarding preparation of the *Compliance Plan* should be directed to the CCD to the following:

Professional Services

Julio Guridy, Director
76 Broad Street
Phillipsburg, NJ 08865
(908) 859-6417, ext. 3063 (office)
jguridy@drjtbc.org

A. BACKGROUND

The Commission owns and operates 20 bridges crossing the Delaware River from Morrisville, Pennsylvania in the south to Milford, Pennsylvania approximately 140 miles to the north. Of these, seven (7) are “Toll Bridges” and the remaining 13 are "Toll-Supported Bridges" (tolls are not collected on these bridges). Two (2) of the 13 toll-supported bridges are pedestrian bridges.

B. GENERAL PROJECT OVERVIEW

In 2015 the Commission completed a Concept Study Report, prepared by Gannett Fleming, for the Trenton-Morrisville Administration Building and Maintenance & Operations Improvements. The purpose of the study was to develop and evaluate options for improving the existing Administration Building located in Morrisville, Pennsylvania.

After investigating three options for accommodating an approved space program for the Trenton-Morrisville facility site (a combined program which included both executive offices and maintenance operations facilities), the Executive Committee requested that Gannett Fleming (GF) investigate an option for separating the executive offices from the maintenance operations and prepare two independent programs for each facility. GF developed a fourth concept option (hereafter referenced as “Option 4”). Option 4 proposes that the Trenton-Morrisville site be utilized for vehicle maintenance, vehicle storage, equipment and materials storage, and offices and support space for District 1 operations staff and Trenton-Morrisville Bridge toll staff. Option 4 also proposes that an off-site building be constructed or purchased to accommodate the executive/administrative staff currently located at Trenton-Morrisville. Based on the short- and long-term goals identified by the Commission during the course of this study, the Commission decided to pursue Option 4 because this concept option best meets the stated goals of the Commission.

In October 2016, the Commission acquired the owners' property and right of ways located at 1167 and 1199 Woodside Road in Lower Makefield Township, Pennsylvania, which are needed to facilitate the program for the future Scudder Falls Bridge Administration Building site at 1199 Woodside Road, and associated pedestrian pathways to provide direct access to the Delaware Canal Tow Path.

The Commission purchased Parcel 20-030-056 at 1199 Woodside Road, Lower Makefield Township, Pennsylvania from Lower Makefield Township. This property consists of just over 10.04 acres of land, along with woodlands, wetlands and is host to an existing Park and Ride facility adjacent to I-95. Included with the property purchase, the Commission has accepted responsibility to operate and reconstruct the aged and deteriorating Park and Ride lot. A portion of the property adjacent to the Park and Ride lot is intended to be the site for a new Administration Building on the buildable portion of the property. The program of the site includes a new Administration Building; the adaptive re-use of the 1799 House; a reconstructed smaller Park and Ride facility; and, a connector path from the Park and Ride lot to the 1799 House.

Proposed Reconstructed Park and Ride Lot

- Comprises approximately 3.4 acres of the 10-acre parcel (Parcel No. 20-030-056).
- Existing Park-and-Ride lot is severely deteriorated and needs reconstruction.
- Existing lot has 170 vehicle spaces; Average daily use is 40-45 spaces.

- After reconstruction the Park-and-Ride lot would remain open for public commuter and recreational use with an anticipated minimum 103 spaces and bus pick-up slot(s).
- Reconstructed lot will remain separate from the proposed Commission Administration facility.
- Once reconstructed, the Commission would take care of all maintenance, security, etc. and assume full operational responsibility of the Park and Ride lot.

Proposed Administration Office Building

- Proposed Administration Building would be a 2-story structure with approximately 37,000 +/- square feet of office space.
- No maintenance facilities or functions intended for this site.
- Includes a vehicle re-fueling station.
- Would be built on an approximate 3-acre buildable section of the 10-acre parcel.
- Approximately 2 acres of the 10.05 acre parcel are comprised of wetlands and drainage swales; wetlands to be preserved; maximum feasible wooded areas to remain.
- Parking for the building would be approximately 120 spaces (all separate from Park and Ride).
- Driveway access to the building would be from Woodside Road.
- Tie-in to utilities (electric, gas, water, sewer) for the building would come from Taylorsville and Woodside Road services.
- Construction to be completed by middle of 2019
- Provide a connector path from the Park and Ride lot to the 1799 residential house located at 1167 Woodside Road, Yardley, Pennsylvania.

In February 2017 the Commission executed an agreement with USA Architects, Planners & Interior Designers, P.A., for the concept finalization and design of the proposed Administration Building, Park and Ride facility, connector path and adaptive re-use of the 1799 House.

The Commission has decided to construct a new Administrative Building, in order to consolidate the Executive and Administrative staff from their Morrisville and New Hope facilities. The new facility will be located on a 10.04 parcel of land, adjacent to route I-95, and the newly planned Scudder Falls Replacement Bridge, in Lower Makefield Township, Bucks County, Pennsylvania. In addition to the Administration Building, the project includes reconstruction of the existing adjacent Park & Ride Lot, construction of a Pedestrian and Bike Path to the Delaware Canal Towpath, and the adaptive re-use of the circa 1799 residence on the property.

The project consists of the construction of a building of approximately 37,000 +/- square feet and two (2) stories above grade, designed to include professional office and meeting spaces, a lobby/reception area, professional work stations, break rooms and support spaces as well as outdoor eating and gathering areas.

The project includes certain LEED compliant design features such as natural daylighting, rooftop solar panels, the use of sustainable materials and systems, and other features which will have a positive effect on the building's performance, and life cycle cost. These features are incorporated into the design to the extent that is technically and economically feasible. LEED Certification however, is not a part of the project.

The project goals include an aesthetically pleasing building satisfying its functional requirements to create a state of the art contemporary office building. The design team included building elements such as glass curtainwalls and building structure to allude to a truss-like bridge structure.

Associated proposed electrical, fiber optic, telephone and CATV utilities are anticipated to tie into existing services located on the north side of Woodside Road via overhead routing. Proposed gas, water and sanitary sewer utilities are anticipated to connect to the Scudder Falls Bridge (SFB) project utilities in the southwestern corner of the subject property. Stormwater runoff will be managed with a proposed basin or underground storage system, to be located on the subject parcel and will connect to the SFB project stormwater system. The proposed project will require site work including, but not inclusive of: excavation, possible importation of fill soil, stormwater management features, erosion and sediment controls (pre and post construction), connections to existing utilities and landscaping.

Final conceptual site and floor plans are expected to be issued as an addendum to this RFP by the end of July 2017.

included in this RFP as a framework. The Consultant must provide sufficient narrative of each task and sub-task to provide the Commission the basis to fully and completely understand the scope and the level of effort that the Consultant plans to undertake to successfully complete the project. The Consultant will be required to also provide a list of deliverables, if applicable, for each activity/sub-activity in the Detailed Work Plan.

The Consultant is encouraged in their Proposal to amplify upon the Scope of Services, as appropriate, to meet the Commission's goal to successfully complete the Construction phase of Project T-707A within 17 months of Construction Contract Award and this contract, CM-707A, within one (1) month of acceptance of the Final Construction work of T-707A.

C. PROJECT STAFFING REQUIREMENTS

For the "Scope of Services" outlined in Section D, the Consultant shall provide the qualified staff described below to perform the work. The Project Manager (PM) will be responsible for the monitoring, controlling, and reporting of the project activities and progress to the Commission. The Resident Engineer (RE) will assign and manage the duties of the field staff, which includes the Construction Inspector(s), if any, and as needed to supplement the RE's activities. The Project Manager, Resident Engineer, Scheduler and Inspection Staff must have a clear understanding of the tasks assigned to assure the project scope is achieved safely, with the highest of quality, completed on time, and within budget.

The Delaware River Joint Toll Bridge Commission uses the latest International Code Council (ICC) design standards, as adopted by the Pennsylvania Department Labor & Industry, and the Construction Specification Institute (CSI) specifications format for all facilities projects. Prior experience with CSI and American Institute of Architects (AIA) Construction documents is required for the proposed Construction Management staff.

For the purpose of helping to define the Consultant's scope of services, the following represents a general overview of the anticipated construction schedule milestones:

Milestone	Estimated Schedule
Notice of Award/Limited Notice to	January 2018
Notice to Proceed	March 1, 2019
Contract Final Completion	End of May 2019

Contract CM-707A, is anticipated to be awarded October 31, 2017 and be completed by end of June, 2019 (one month after the final completion of Contract T-707A) for an estimated duration of 20 months.

For the purposes of this RFP, it is assumed that much of the will be conducted using predominately daylight working hours, five (5) days per week, with weekends and night time operations as needed to maintain schedule. It is also assumed that the contractor will work beyond the traditional eight (8) hour shifts per day in order to substantially complete the construction by the milestones indicated above. It is further anticipated the contractor may work intermittently to complete punch list items up to one month beyond their Contract Substantial Completion.

As the Commission's representative for the construction, the CM Consultant shall have the RE covering all field construction activities unless approved otherwise by the Commission. During periods when the contractor chooses to work dual shifts in a single day, and/or weekend work, it is anticipated that the RE will cover the shifts. In addition, appropriate construction inspection staff shall be provided for all shifts and account for all construction activities.

Staffing assumptions are as noted below and shall be refined after receipt and approval of the Contractor's work plan and CPM schedule. In general it is anticipated that the project should be staffed with the following personnel:

Project Manager (PM)

The PM shall be a Registered Architect or Professional Engineer licensed in the State of Pennsylvania and/or New Jersey with a minimum of 20 years of Facility Construction Management or Construction Administration experience. The PM is the individual who is the prime consultant's direct representative to the Owner. The PM must be an employee of the prime consultant. PM duties include, but are not limited to, providing appropriate Construction Inspection/Engineering personnel and overseeing the quality of work provided by the construction inspection/engineering staff and scheduler; and is the individual who directly supervises the Resident Engineer. The Project Manager shall coordinate with the Commission to assign staffing based on the project needs and the Contractor's schedule. For the purposes of this RFP assume that the PM will be required four (4) hours per week duration the Construction phase.

One (1) Resident Engineer (RE)

The RE shall be a Registered Architect or Professional Engineer licensed in the State of Pennsylvania and/or New Jersey including a minimum of 15 years of Facility Construction Management or Construction Administration experience along with experience in maintenance facilities, alterations, renovations and additions. The RE is the individual who is the Owner's direct on-site representative to the Contractor. RE duties include, but are not limited to, direct

supervision of the CM's construction project's field Inspection/Engineering staff; reviewing inspector reports for daily progress and as-built quantities and maintaining the same on the Project's office construction contract plans; tracking and processing all submittals including all shop drawing submittals, Requests For Information (RFIs), correspondence, etc.; maintaining the CM office records; maintaining the Project document control, including processing/handling of all incoming and outgoing correspondence and the maintenance of the project files; developing the Project's Contractor's payment estimates; and reviewing construction material submittals (such as questionnaires, certifications and delivery slips); performing quality assurance oversight of items of work in progress; ensuring that the project is constructed in accordance with the approved construction contract plans, schedule, specifications and approved submittals for the owner; and documenting these activities accordingly.

For Proposal purposes assume that the RE will be required full time beginning mid-January, 2018 up until Construction Substantial Completion, than assume two (2) days per week for the remaining duration of the CM-707A contract. Also assume for Proposal purposes that the RE will be required for 50 hours per week during certain period of construction. The RE will not qualify for an hourly rate adjustment for hours over 40 per week. Additionally the maximum billable rate (including multiplier) for the RE shall not exceed \$150.00/Hour.

One (1) Construction Inspector

It is anticipated that at various times depending on the contractor's schedule that a Mechanical / Electrical / Plumbing (MEP) inspector experienced in building construction will be required to supplement the inspection being performed by the RE.

The MEP inspector shall have a minimum of ten (10) years' experience in building construction to include and not limited to radiant floor heating system installation.

For Proposal purposes assume that the MEP inspector will be required fulltime for a total of eight (8) months.

One (1) Scheduler

The Scheduler shall have a minimum of five (5) years of construction scheduling experience with emphasis on Critical Path Method scheduling; and Primavera Project Planner and/or MS Project Scheduling experience. For purposes of this RFP assume that the scheduler will be required for 40 hours to get the contractor's CPM schedule approved; and then eight (8) hours bi-weekly to review contractor bi-weekly schedule updates throughout the remaining construction duration. The scheduler will be required to participate in the Scheduling Conference and all Contractor bi-weekly Schedule Update Meetings within the above estimated hours.

All of the aforementioned staffing is subject to change based on the Contractor's approved schedule.

All professional licenses and certifications for the proposed staff must be current. Copies of all current licenses and certifications must be included in the Proposal.

The CM individual field personnel will not be allowed to bill the Commission for more than twelve (12) hours for any given day worked, nor more than 60 hours per week, for any given week.

D. SCOPE OF SERVICES

For the purpose of this Request for Proposal (RFP), the Commission has provided the following Scope of Services comprised of two (2) parts including:

Part I - General Activities of the Consultant

Part II - Construction Management and Construction Inspection Services

Part I - General Activities of the Consultant

Task A. Project Management

a) Manage the Project

The Consultant's Project Manager will be responsible for the overall coordination of the project work tasks ensuring that the work remains on schedule and within budget. The Project Manager will coordinate all subconsultants and make sure that the flow of information among the project team is maintained. The Consultant will be responsible to prepare and submit a monthly Project Progress Report indicating/including, as a minimum: the CM's and Contractor's progress for the reporting period denoting weighted percent complete per task and percent complete based on hours spent per task; planned vs. actual expenditures; overall schedule update denoting schedule impacts, if any, along with recommendations to rectify; safety concerns; progress photographs; daily reports and RE Daily Master Reports; submittal status; RFI status; financial status; correspondence status; change management status; meetings held; problem areas with recommended solutions; lessons learned during the reporting period; and as-built status. These Project Progress Reports shall be submitted along with the Consultant's own contractually required monthly status reports, which are part of the monthly invoices. The Consultant shall submit both these Project Progress Reports and their monthly invoices within fifteen (15) business days after the billing period end date.

Additionally, at the conclusion of the Project, the Consultant will be responsible to prepare and submit to the Commission a Final Project Report that, as a minimum, includes a summary of the construction project and a discussion including, but not limited to, a listing of all the lessons learned; contractor production rates; and problems that occurred during the project and how they were resolved.

b) Administer the Project

The Project Manager will be responsible for the administration of the project work tasks ensuring that the work remains on schedule and within budget. The Project Manager will coordinate all subconsultants and make sure that the flow of information among the project team is maintained. In addition, the Project Manager will perform the necessary administrative functions to provide timely and effective project controls. The following administrative activities as a minimum are included within this effort:

- Assemble and direct the CM team, including subconsultants.
- Conduct project kick-off meetings including both the Schedule Conference and the Contractor's Pre Construction Conference.
- Serve as the single point of contact for project communication.
- Represent the Commission at public meetings, if required.

- Assist in coordinating project issues with outside agencies.
- Schedule project implementation activities.
- Control project costs.
- Promote an atmosphere of good public relations and customer satisfaction.
- Coordinate the flow of information concerning the project.
- Prepare / maintain project contact list.
- Schedule and run all project related meetings.
- Prepare meeting agenda, meeting minutes and reports.
- Ensure the maintaining of project documentation and correspondence files.
- Monitor budget and invoicing.
- Ensure proper billing procedures.
- Ensure proper personnel assignments.
- Ensure proper adherence to Commission, PennDOT and NJDOT procedures.

Task B. Coordination and Meetings

The Consultant will be required to arrange, conduct, manage and prepare minutes for all meetings required to successfully execute the project tasks.

a) Commission Coordination

The Consultant will coordinate its activities with the Commission throughout the course of this assignment. Early on, the Consultant will establish a means of coordinating and reporting construction activities with the Commission's Project Manager to ensure an expeditious exchange of information. At a minimum, a monthly meeting is required. In addition, the project manager will organize other project coordination meetings, establish agenda, request attendance and prepare and distribute minutes of all meetings within five (5) calendar days. Three (3) working days prior to all meetings, the Consultant will submit an agenda to the Commission for review.

The Commission shall be informed well in advance of all meetings with other agencies, government officials and/or groups so that Commission personnel can attend if necessary.

The Consultant shall notify the Commission's Chief Engineer immediately, if and when the percent fee exceeds the project percent complete. The Consultant shall implement at once, the necessary adjustments and/or make recommendations about how to alleviate this condition. Failure to do so will put the Consultant at risk of having to absorb any cost above and beyond the authorized not-to-exceed amount.

b) Other Consultant/Agency Coordination

The Consultant will also be required to meet within ten (10) days of award of this CM contract with representatives of the "Architect/Engineer of Record" for this Contract and the Commission's representatives. The purpose of this meeting, as a minimum, is for the Designers to familiarize the Construction Manager with any specific areas that will require particular attention during the construction.

The Consultant's Project Manager and, as required, the Resident Engineer shall attend all meetings with the Designers and/or the Contractor; with public officials and key local governmental officials; and outside agencies, to discuss the progress of the project during construction and respond to any issues of concern.

Part II - Construction Management Services

Task A. Construction Management

The Consultant shall provide construction management and construction inspection services to include but not be limited to, checking that all work and materials are in compliance with the contract plans and specifications and approved submittals, obtaining certifications for all manufactured materials incorporated into the project, material QA testing (QC by the contractor and QA by the Consultant), the development and maintenance of as-built information and plans, and all other services as may be required to furnish complete construction management and construction inspection services of high quality. The importance of assuring the Contractor's adherence to the project schedule, safety, quality, minimizing construction change orders, and correcting slippages prior to their becoming significant cannot be overstated.

Specifically, the Consultant further agrees to:

1. Assume responsibility for the inspection of all construction. The quality, extent, and details of the field inspection shall be adequate to ensure that the work and materials are in compliance with the contract documents.
2. The Commission's Chief Engineer shall have the right to approve the qualifications and performance of the Consultant's personnel and to have the Consultant remove any such personnel from the project who fail to perform satisfactorily. The Consultant shall not remove approved personnel assigned to the project without the prior written authorization of the Chief Engineer.
3. Construction Management and Construction Inspection Services shall include, but not be limited to: oversight, including construction processes necessary to enhance the General Contractor's ability to meet or exceed contract standards, schedules and cost objectives of the construction contract; coordination and conducting of all meetings and preparation/distribution of all meeting agendas and meeting minutes; review and preparation of all correspondence, including response correspondence; monitoring of the progress and quality of the contractor's work and documentation of such; review, commenting on, and subsequent approval recommendation of the contractor's Preliminary and Composite Critical Path Method (CPM) schedules until approval of the Baseline Composite CPM Schedule, and review, commenting on and approval recommendation of all subsequent bi-weekly updates of the contractor's CPM schedule along with overall CPM monitoring; submittal managing, handling and tracking; request for information (RFI) managing, handling and tracking; document control, which will include a controlled information flow to and from the site, record of all project communications and establishing and maintaining a project filing system (Document Control); preparation of contractor estimates and/or change orders and unforeseen allowance reductions; claims support; obtaining additional details and/or information required for proper execution of the project; field decisions; verification of the stake-out of control points if necessary; Project

Closeout; preparation of the "As-Built" Plans; Lessons Learned Report; calculation of final quantities; review of claims/extras; reporting functions, which includes RE's Master Project Diary/Daily Reports, Monthly Project Progress Reports and Consultant Monthly Reports (Narratives); and shall specifically include inspection and documentation of all field construction activity including night and weekend work.

4. Provide a Resident Engineer and additional staff as indicated during all periods of construction activities to perform administrative services for cost, quality, and progress control. All inspectors are to be experienced in roadway and bridge rehabilitation construction inspection and documentation of roadway and bridge rehabilitation construction, and shall be certified as previously noted.
5. The services furnished by the Consultant shall be in general accordance with the Pennsylvania Department of Transportation's Publication 2, "Project Office Manual," and shall include, but not necessarily be limited to, the following items of work:
 - a) Review and advise the Chief Engineer on the overall Project Schedule, including staging and completion dates developed by the Designer for feasibility, duration, milestones and interfaces, and recommend alternate solutions whenever conflicts appear. This task is to be completed within the first 10 days after the Consultant's Award is given.
 - b) Review the Contractor's preliminary/composite CPM Schedule until approved by the CM and then review and provide comments and recommendations on a bi-weekly basis on the Progress Schedule and/or CPM Schedule updates submitted by the Contractor. Make recommendations to the Chief Engineer concerning the Contractor's adherence thereto. Advise the Contractor in the solution of scheduling problems so as to complete the project on time, within the budget and in accordance with the Contract Drawings and Specifications.
 - c) Advise the Chief Engineer in establishing a close liaison among the various project participants/stakeholders, including contractors, consultants, suppliers, manufacturers, and others concerning problems related to the contract.
 - d) Perform on-site continuous inspections in accordance with the latest applicable ICC, PennDOT Publication 408 Specifications and Project Office Manual. Advise the Chief Engineer in writing in assuring that the materials provided and the work performed are/were in accordance with the Contract Drawings and Specifications and approved submittals. Field office space together with heat, furniture, light and sanitary facilities for the Consultant will be provided by the Contractor, at no expense to the Consultant.
 - e) Prior to the start of the actual construction, conduct a "Pre-Construction Conference" with personnel representing the Commission, Contractor, Engineers of Record (Designer) and any other involved agencies, including utilities and community groups. Also, conduct bi-weekly project coordination (Progress and Schedule Update) meetings among, as a minimum, representatives from the Contractor, the Commission and the Designer with advance notification given to all concerned so that representatives may attend. Additionally conduct a Pre-Activity Meeting prior to the start of any new

- construction activity among, as a minimum, representatives from the Contractor, the Commission and the Designer with advance notification given to all concerned so that representatives may attend. The Consultant will develop and distribute an advanced copy of the agenda for these meetings to all attendees three (3) working days prior to the scheduled meeting. The Pre -Construction Conference and all Progress Meetings will review at a minimum: safety; action items; contract progress; contract schedule – overall schedule along with 2 week look ahead schedules; manpower utilization; IBE status; submittals; permits; problems impacting progress; open RFIs; contractor problems; right-of-way details; change orders; quality control; maintenance and protection of traffic; coordination with utility companies and other third parties; project status and other related project problems/issues.
- f) Prepare detailed minutes for all meetings, including but not limited to those required by Sections 5 e) and 5 l) of this Task, by the Project Manager and/or Resident Engineer. Distribute draft copies to the Commission for review and comment within two (2) working days of all such meetings and once approved, distribute final minutes to each participant and interested party within five (5) working days of the meeting date.
 - g) Establish and document procedures to track and monitor the recording, expediting, and processing of various submissions which shall include, but not be limited to: all submittals including shop drawings, schedule and schedule updates, catalog information, correspondence, unforeseen allowance usage, requests for information (RFI's), and change orders and/or potential change orders, among others. Tracking records shall be kept current and available for review at all times; be discussed at the bi- weekly progress meetings; and be made a part of the Consultant's Monthly Project Progress Reports.
 - h) Recommend to the Chief Engineer such necessary action as may be required to prevent installation of materials and equipment that have not been properly approved or certified. Ascertain that all manufacturers' tests required by the Specifications are performed before material or equipment is incorporated in the work. Report promptly to the Chief Engineer any work or materials that fail to conform to the Contract Drawings or Specifications. Recommend such actions as are necessary and adequate to obtain acceptable work and materials. Notify the Contractor immediately of any and all unacceptable work or materials.
 - i) The Resident Engineer and all Inspectors shall maintain a daily diary/inspection report. This Diary/Daily Inspection Report will be detailed and be completed either manually or computerized, and shall describe in detail, as a minimum, all work performed on site on a daily basis (shift) that they observed correlating such work to a contract bid item or items noting: number of personnel employed at that site(s) by the Contractor and or subcontractors noting title/craft designation, quantities installed, construction equipment at the site(s) observed, both idled and in use, material deliveries, weather conditions, material shortages, tests performed, labor disputes, general observations, problem areas and any unusual occurrences. All contract record keeping shall conform to the Pennsylvania Department of Transportation, Publication 2 Project Office Manual. The Resident Engineer shall maintain a Master Project Diary/Daily Report

- which will summarize the project's activities of the particular day/shift and which will encompass each individual's daily diary/inspection report. On a daily basis the Resident Engineer will electronically transmit via e-mail to both the Commission's Chief Engineer, Commission's Program Area Manager and Commission's Project Manager, a progress report (Master Project Diary/Daily Report) summarizing the daily activities of the Contractor and all sub-contractors work on the project.
- j) Prepare and recommend for approval by the Chief Engineer, all contract change orders, which also includes payments under the Contractor's Unforeseen Allowance bid item. Maintain cost accounting and schedule records with respect to portions of the work to be performed by Change Orders and or Unforeseen Allowance payment items. Prepare independent cost estimates and schedule impacts for any changes resulting from design or field contract revisions. Negotiate cost and schedule impacts with the Contractor for changes resulting from design or field contract revisions and make recommendations to the Chief Engineer. All such work by the Consultant shall be performed in accordance with the Pennsylvania Department of Transportation, Publication 2 Project Office Manual. No change order work shall commence until after written change order approval from the Chief Engineer is obtained. A copy of the Commission's DRAFT Change Order Procedure and Unforeseen Allowance Reduction Procedure are available for review.
 - k) Maintain files on the job site for all correspondence, reports of job conferences/meetings, meeting minutes, test reports, shop drawings, submittals, purchase orders, material deliveries, daily diary/inspection reports, master project diary/daily reports, certifications, RFI's, disposal receipts, other submissions, reproduction of original contract documents, including all addenda, change orders, schedules, progress reports, project contact listing, contractor payment certificates, supplemental drawings and all other project-related documents in accordance with the Pennsylvania Department of Transportation, Publication 2 Project Office Manual. The Consultant shall also maintain and keep updated at a minimum every 2 weeks a set of the Plans exclusively for the purpose of noting "As-Built" conditions as the work progresses. The Chief Engineer will periodically audit construction management services, and the Consultant shall correct deficiencies as noted.
 - l) Conduct utility and other third party pre-construction meetings and act as liaison in subsequent progress meetings with utility and third party, Engineer of Record and Contractor representatives, as directed by the Chief Engineer.
 - m) The Consultant shall prepare and recommend monthly the Contractor payment certificates. In doing so the Consultant shall measure and compute all construction contract quantities for pay items in accordance with the Pennsylvania Department of Transportation, Publication 2 Project Office Manual. These contractor payment certificates are to be completed and submitted to the Commission within 2 weeks of the pay period cutoff date. Monthly cost control reports, which shall be part of the Consultant's Monthly project Progress Reports, shall be prepared and issued by the Consultant indicating the value of the completed work constructed to date, the value of additional work to be performed, comparisons of the project cost to date with the original estimated project cost and a forecast of the cost to complete the project. Back-

- up data and computations sufficient for field audit will be required for each estimate/payment certificate.
- n) Inspect for compliance with the Contract Drawings and Specifications all assigned pre-purchase contracts for long lead times, if required. Coordinate delivery between manufacturer and contractor. Identify and monitor the progress of all purchases of long lead items to be incorporated in the project.
 - o) Ensure that the Contractor complies with all local, state and federal laws, ordinances, rules, regulations or orders as provided by the Contract.
 - p) Conduct a review of the Contractor's safety plan, and monitor the contractor's safety performance throughout the life of the project. Where any operation, practice, or condition during the course of the work is unsafe, the Consultant shall immediately direct the Contractor to discontinue the work, and adequate remedial action shall be taken before the affected part of the work is resumed. Document any injuries/incidents to contractor employees, consultant employees and the public.
 - q) Advise the Chief Engineer of jurisdictional and other labor relation problems and provide advice to the Commission to resolve disputes and prevent potential work stoppages.
 - r) In the event interpretation of the meaning and intent of the Contract Drawings and Specifications becomes necessary during construction, the Resident Engineer shall consult with the Chief Engineer to ascertain the interpretation and transmit such information to the Contractor.
 - s) Assist the Commission Staff in the institution of any partial or complete default action against the Contractor, if required. Estimate amounts due because of the default and prepare cost estimates for completion of the remaining construction contract work.
 - t) Advise the Chief Engineer of all project related complaints and inquiries from property owners, citizens, officials, or others and assist the Commission in the investigation and answering/resolution of such complaints and inquiries.
 - u) Inform the Chief Engineer of potential delays and recommend the re- scheduling/re-sequencing of work in order to overcome delays and meet target dates.
 - v) Conduct daily onsite inspections to assure that the required equipment, materials, methods of construction, and traffic control are in compliance with the Contract Drawings, Specifications, approved submittals and regulatory codes. Document with digital photographs, all aspects of the project progress, and/or any unusual incidents or conditions that may result in additional work. Provide to the Commission, on a monthly basis (to be part of the Consultant's Monthly Project Progress Reports), copies of digital progress photos taken during construction activity. These images shall be captioned to identify activity and locations of work along with date of the image and file named accordingly.

- w) Provide an Inspection Plan (IP) on how the CM Consultant will meet the required inspection services detailed in this RFP and which also serves to amplify information on the required tests, inspections and verifications required to be performed by the Contractor. The IP shall include a list of inspections, tests and verifications required to be performed, referencing specification's sections, permit requirements or other authority for performing the inspection. The IP should also note the point in the schedule at which an inspection activity shall be performed and beyond which work may not proceed without release by the Consultant and the estimated date when these services will be performed. The IP is to be developed within ten (10) calendar days of the Contractor's submission of their "Preliminary CPM Schedule" and delivered to the Contractor and the Commission at that time. A revised version of the IP should be developed and distributed to the Contractor and the Commission within seven (7) calendar days of the approval of the Contractor's Baseline/Composite CPM Schedule (See Special Provision, Contract Schedule, Section 2.C of the Contract Specifications). The Consultant will take samples and perform materials field tests and provide materials laboratory services, if required. The Consultant will also provide required off-site materials inspections. With prior approval by the Commission, costs associated with any of the off-site inspection requirements as noted above, will be reimbursed by the Commission as covered under Part II, Task B Material Testing.
- x) Make recommendations to the Chief Engineer concerning changes in work that may be necessary or desirable as a result of field conditions, or required design modifications. Evaluate the impacts to cost and schedule of possible scope changes proposed by the Commission.
- y) Advise Commission Staff in the progress of utility and other third party order work and record labor, equipment, and materials expended. Advise on the impact of this progress on the Contractor's schedule.
- z) Determine and document accordingly both construction contract substantial and construction contract final completion and provide written notice that the work is ready for final inspection. Consultant shall provide punch list, monitor and record Contractor's completion of all outstanding contract items making recommendation to the Commission for Final Inspection and Final Acceptance. Consultant shall schedule, hold and document a Project Closeout Meeting. Secure and transmit the required guarantees, affidavits, releases, bonds and waivers, and return keys, manuals, record drawings Final Progress Report, Lessons Learned Report and final contract records to the Chief Engineer all within 30 days of final inspection.
- aa) Prepare and issue to the Chief Engineer certifications/letters that the work has been completed in accordance with the Drawings and Specifications and approved submittals, and that final estimates of the payment to the Contractor are correct.
- bb) Prepare detailed "As-Built" construction drawings to ensure that they show all changes or additions to the original contract documents and submit all final documents to the Chief Engineer for acceptance, within 30 days of final inspection. The drawings are to be on 24-inch by 36-inch, 3 mil Mylar film, marked "As Built" and signed and sealed by a PA or NJ Licensed Engineer. Make details clear and uncluttered, suitable for

- microfilming and reproduction. In addition to the As Built Mylars 1 full size and 1 half size of the As Builts shall be submitted with all changes noted in red. Also submit an electronic version of the As-Built drawings utilizing Micro Station SE or an alternative software approved by the Commission. MSWord and PDF electronic versions of all other documents (complete project files (hard copy and electronic) as denoted in Task A.5.k) are also to be submitted.
6. Document Control by the Consultant will be of the utmost importance. The Consultant will be allowed to utilize PennDOT's CDS software for project documentation. It will be the responsibility of the Consultant to furnish the required CDS software, and perform all data entries, operations, and maintenance of the electronic documentation system. The inspection staff shall have a good working knowledge of the computerized system. The Consultant may utilize a similar type of electronic documentation system upon Commission approval.
 7. The Consultant's scheduler shall have a good working knowledge of the computerized scheduling system being used for effectively performing the reviews of the schedule, along with availability and working knowledge of "Claim Digger" software or similar schedule analysis software.
 8. The Consultant shall provide as a minimum to be available in the Field Office one (1) copy of each of the following Publications for the use of the field inspection staff:
 - PennDOT Publication 408 with latest issued Changes and Supplements.
 - Pennsylvania Department of Transportation, Publication 2, Project Office Manual
 9. The Consultant will be responsible for developing, initiating, maintaining and supervising all safety programs for his employees, to ensure compliance with all applicable federal, state and local safety laws, rules, regulations and codes. It is the responsibility of the Consultant to ensure that the work hereunder is performed in a safe manner and in compliance with the general safety standards for the performance of such work, as promulgated by OSHA, and by any other similar regulatory body or professional board or organization.
 10. Within fifteen (15) calendar days from the Notice-to-Proceed date, the Consultant will submit a "Contract Safety Plan" that satisfies all requirements of this Section along with Sections 5 and 9 above. The Contract Safety Plan shall also designate and name a consultant's supervisor(s) who shall randomly visit the project site for assuring that the work at the work site is performed in a safe manner. The costs associated with the preparation and implementation of the Contract Safety Plan for this agreement will not be considered a reimbursable expense. The Consultant shall furnish all safety equipment and hand tools for his employees (hard hats, safety vests, harnesses, tapes & rules, etc.). No direct reimbursement will be made for this equipment.
 11. The Consultant shall submit a Lessons Learned Report within 30 days of final inspection. The final closure of a project is an appropriate time to reflect back on the challenges, successes, frustrations and failures experienced by the project team. As an organization the Commission wants to capture these results and help better their operation and apply these "lessons learned" to future situations.

12. The Consultant shall furnish the following items required for providing the construction inspection service for this agreement without direct reimbursement by the Commission:
- Cameras (including digital cameras, camcorders)
 - Computers/Printers: Please note that the contractor will be supplying for the CM's use 1 "Type A Microcomputer with battery backup system" and a laser printer
 - Computer Software not associated with that provided by the Contractor.
 - Cellular Phones
 - Training
 - Protective/Safety Gear/Equipment
 - Subsistence
 - All Inspection Equipment
 - Vehicles
 - Badges - Each "on-site" employee assigned or attached to any organization associated with this project must be in the possession of a Personnel Identification Badge. Personnel Identification Badges shall display a passport style photograph and present information including but not limited to company name, employee name, and affiliation. The Contactor shall provide the Commission's Project Manager with "sample" Photo Identification Badge(s) for approval as well as a list of "on-site" employees for each of the above organizations.

Task B. Material Testing

The duties of the Consultant shall also include, but not be limited to, the following Quality Assurance Material Testing (Inspection) services, if and where directed by the Chief Engineer:

1. The Consultant will witness QC testing and will conduct QA testing on a random basis, with a **predetermined amount of \$20,000** established for this purpose. For the purposes of this RFP, this cost is included on Fee Summary (Schedule B) under Item 5: Specialized Services. This item may include shop fabrication inspection. The Consultant will be required to obtain the services for testing through a competitive bid process. (Only the selected Consultant will be required to procure testing services.)
2. The Consultant will be responsible for administering, managing and documenting all QA tests.

Individuals performing NDT testing shall be NDT Level II. The nondestructive testing agency shall meet the requirements of ASTM E 543, Specification for Agencies Performing Nondestructive Testing.

General Notes:

1. When the word "REVIEW" is attached it implies that any item shall be "REVIEWED" until accepted.
2. The Consultant is to serve and protect the Commission's interests, and to certify compliance with all federal, state, local and Commission regulations and requirements.

Task C. Constructability Review

Within two (2) weeks of the receipt of the Pre-Final Design Submission, the Consultant shall prepare a memo of the findings and recommendations based on the review. The Pre-Final Design Submission will include Plans, Specifications, Construction Schedule and Engineer's Estimate. A half-day review workshop shall be conducted at the conclusion of the review process. The purpose of the review workshop will be to present and discuss comments on the Pre-Final Design Submission. The memo of findings and recommendations shall be submitted within three (3) days following the review meeting. All constructability review comments are to be provided on the Commission's Standard Review Comment sheets.

E. SUBMISSION REQUIREMENTS

The Consultant will be required to submit six (6) copies of the Proposal along with one (1) PDF copy on CD. In a separate sealed envelope the consultant must submit six (6) copies of the Fee Proposal along with one (1) PDF copy on CD. The proposals must include the following:

Technical Proposal (SEPARATE ENVELOPE)

1. Letter of Transmittal [not to exceed one (1) single-sided, letter-sized (8 1/2" x 11") page].
2. Proposal [not to exceed eight (8) single-sided, letter-sized (8 1/2" x 11") pages, except as noted below, utilizing #12 font size of type Times New Roman, will be required to include:
 - a) Understanding of the Project and Commission Needs. The Consultant should address the Commission's needs with respect to meeting the requirements of this RFP, and the performance of the work associated with this professional services contract.
 - b) Approach to the Project, addressing the Consultant's means of performing the scope of services outlined in this RFP including a discussion of Consultant's means to: maintain budget; maintain the required schedule; minimize claims; utilize a "Team" approach; and deliver a quality finished Project. Include and substantiate any additional project staff above those listed under D. PROJECT STAFFING REQUIREMENTS.
 - c) Detailed Work Plan providing sufficient narrative of each task and sub-task to provide the Commission the basis to fully and completely understand the scope and the level of effort that the Consultant plans to undertake to successfully complete Part I – General Activities of the Consultant and Part II – Construction Management and Construction Inspection Services. For Parts I and II provide a list of deliverables for each item and sub-item in the Detailed Work Plan. (Detailed Work Plan is not included in the eight (8) page Proposal limitation cited above)
 - d) Experience of Consultant on Similar Projects [include name/address/telephone number for at least three (3) client references];
 - e) Consultant's commitment to staff the Project with appropriate competent individuals;

- f) Credentials/Experience of the Project Team. Include a “brief” biographical narrative to indicate experience and capabilities appropriate to the role and responsibility that each Team Member will perform on this assignment.

The Resident Engineer shall be in responsible charge for all Tasks covered in this scope of services. Include for the Project Manager and the Resident Engineer, the name, address, and telephone numbers for at least three (3) client references.

Both the Project Manager and the Resident Engineer are to be employees of the Prime Consultant.

Subconsultants must also demonstrate the required experience and capability related to the work they are to perform. Three (3) client references are required for each subconsultant’s Project Manager.

- g) The Prime Consultant and any subconsultants must include an Affirmative Statement accepting the Terms and Conditions of the Commission’s Standard Commission Consultant Agreement (**Sample Agreement in Attachment V**).
3. One (1) single-sided page organizational chart showing key personnel names, position, title and reporting relationships. (Organizational Chart is not included in the eight (8) page Proposal limitation cited above).
4. One (1) single-sided page matrix identifying the qualifications and experience of key personnel.
5. One (1) single-sided page resume for the Project Manager, Resident Engineer, Scheduler and Construction Inspector(s) stating relevant experience, including dates of assignments and professional qualifications. (Resumes are not included in the eight (8) page Proposal limitation cited above).
6. Completed Schedule A’s (**Attachment VI**) showing the hours estimated to complete the work for Part I and Part II. A completed Schedule A is required for: the Prime Consultant; each subconsultant individually; and a Team/Composite one showing the combined hours of the Prime and all subconsultants. Also to be included is a distribution by month of work hours for each proposed project members. (Schedule A’s are not included in the eight (8) page Proposal limitation cited above).
7. The Prime Consultant must submit a sample “Certificate of Insurance” along with a completed, signed copy of the Insurance and Indemnification Certification Form (**Attachment III**), attesting that they can meet the minimum requirements stipulated in the Insurance and Indemnification Requirements (**Attachment II**) plus the required Broker Letter, sample of which is within **Attachment II**. (Sample “Certificate of Insurance”, Completed **Attachment III**, and the required Broker Letter are not included in the eight (8) page Proposal limitation cited above).
8. Completed Conflict of Interest and Recusal Certification Form. (Completed **Attachment IV**, single page form only, is not included in the eight (8) page Proposal limitation cited above).

9. Completed IBE Participation Forms shall be submitted. The participation target for IBE certified firms is 25%. The Prime Consultant shall indicate in their Technical Proposal their commitment to the IBE utilization target for this contract. This information shall be submitted on the IBE forms available directly from the Commission website (www.drjtbc.org) in the Contract Compliance section under the Doing Business link. Copies of current certifications of all IBE firms shall also be submitted. (The completed IBE Participation Forms are not included in the eight (8) page Proposal limitation cited above).
10. Copies of documentations showing that the Prime Consultant and each proposed sub-consultant is pre-qualified to do business with the Commonwealth of Pennsylvania as of the Proposal submission date (not included in the ten (8) page Proposal limitation cited above).

NOTE: Anything in excess of the page limitations specified above, or on other media, will not be read or considered. If the Technical Proposal submitted is not in accordance with the specific provisions defined above, it may be considered incomplete and rejected.

Fee Proposal (SEPARATE ENVELOPE)

1. Letter of Transmittal [not to exceed one (1) page] stipulating a not-to-exceed Fee for the Tasks listed under Parts I and II.
2. The proposed not-to-exceed Fee Proposal will include payment for all direct professional and technical salaries, except Corporate Officers, Partners, Owners (payment for Corporate Officers, Partners, Owners will be made if they are performing specific technical tasks to the betterment of the project) and routine secretarial and clerical services, times an “approved allowable multiplier” plus approved out-of-pocket expenses, including but not limited to: mileage, printing and photographing, and specialized services performed by other firms at the Consultant’s direction.

The approved allowable multiplier will not be applied to the premium portion of overtime. The multiplier will cover all overhead and profit.

No expenses or costs will be billed unless specifically included in this Fee Proposal. Air-Fare Travel Expenses and Per Diem Costs are not allowed.

The Consultant, and all subconsultants, will submit documentation of their "approved overhead rate" with the State of Pennsylvania as part of the Fee Proposal. The maximum overhead for this portion of the Agreement will be Pennsylvania "approved *field* overhead rate" or 110%, whichever is lower. The maximum overhead for office work for this portion of the Agreement will be either the Pennsylvania “approved *office* overhead rate” or 150%, whichever is lower. The Consultant and all subconsultants shall include in the Fee Proposal a letter from PennDOT indicating their approved overhead rates. Profit will be limited to 10% of the sum of the direct labor plus overhead.

3. To evaluate the basis for the proposed not-to-exceed fee, the Consultant will provide a Fee Proposal in the form provided in the attached Fee Summary, Schedule B. (**Attachment VII**).

4. The Prime Consultant must perform a minimum of 51% of the services required by this RFP. All consultants, subconsultants/subcontractors must be prequalified by PennDOT.
5. The Prime Consultant will be reimbursed for the validated billings by all sub consultants. Mark-ups will not be permitted on subconsultant costs.
6. Payment of actual costs for each task will be made monthly. The Prime Consultant will be required to submit a sample monthly invoice within 15 calendar days of the issuance of this Contract's Notice to Proceed, for approval of the Commission. The sample invoice will be required to include a Progress Schedule indicating percent spent to date and physical percent complete for each of the major tasks listed in the Detailed Work Plan and for the project as a whole. The invoice will be required to also include a narrative, which is in addition to the previously mentioned Monthly Project Progress Report, and will include, but not be limited to, the following: (1) Work performed during the billing period; (2) Short-term Work Plan; (3) Scope Modification/Project Issues; and (4) Schedule Adherence/Contingency Planning.

Physical % complete shall be determined by the Consultant using either the following formula or an alternative, acceptable earned value method of estimating project status:

$$\text{Physical \% complete} = \frac{[\$ \text{ spent divided by } (\$ \text{ spent} + \text{cost-to-complete})]}{\text{times 100}}$$

At the request of the Commission the Consultant shall provide the backup supporting their computation of the cost-to-complete.

F. PROPOSAL SCHEDULE

The Commission's Proposal Schedule is as follows:

<u>Proposal Schedule</u>	<u>Date</u>
Issue / Post RFP on Website	July 12, 2017
Pre-Proposal Submission Meeting	July 25, 2017
Closing Date for Submittal of Inquiries	July 28, 2017
Responses to Inquiries	August 2, 2017
Closing Date for Technical and Fee Proposals Submission	August 22, 2017
Oral Presentations (if required)	September 20-22, 2017
Fee Proposal Review and Negotiation	October 31 through November 13, 2017
Anticipated Award / Limited Notice to Proceed	November 20, 2017

G. ADMINISTRATIVE AND CONTRACTUAL INFORMATION

1. The Consultant's attention is directed to **Attachment I** for Administrative and Contractual Information.
2. It is the intention of the Commission to evaluate each Proposal in conjunction with those received from the other firms. This will lead to a selection, Fee Proposal review, negotiation and an agreement to be executed with the successful Consultant for this work.
3. Technical and Fee Proposals must be delivered to the Commission in separate, sealed envelopes prior to the time and date specified.
4. The Technical Proposal will be evaluated using the following Evaluation Criteria:

Evaluation Criteria

- Understanding of the Project and Commission Needs.
 - Consultant's Approach to the Project.
 - Consultant's Detailed Work Plan/Schedule of Labor Hours.
 - Qualifications and Experience of Project Manager and Key Staff.
 - Firm Experience/Performance on Similar Projects.
 - Proposed IBE Participation.
5. Following the evaluation of the Technical Proposal, the Consultants' proposed Project Manager and Resident Engineer may be required to participate in a Presentation/Interview with the Technical Evaluation Committee (TEC) at the Commission's Administration Facility in New Hope or Morrisville, Pennsylvania. The prospective Resident Engineer shall demonstrate that his/her experience on similar projects has prepared him/her for this project. The Presentation/Interview will be 40 minutes in length: 20 minutes for the Prime Consultant's Presentation by the Consultant's proposed Project Manager and Resident Engineer and 20 minutes for Questions and Answers. The tentative date for these Presentations/Interviews are as noted in the Proposal Schedule but will be announced after receipt and subsequent evaluation of the Proposals.
 6. The Presentation/Interview will be scored in a fashion similar to that described for the Technical Proposal. The Presentation/Interview rating criteria are listed below:
 - Did the team display an understanding of the project objectives and work plan?
 - Did the team demonstrate the requisite technical skills/past experience necessary to achieve the requisite scope, schedule and budget?
 - Did the PM and RE demonstrate his/her ability to effectively manage the team and field team respectively?
 - Did the team demonstrate its ability to effectively work together and with the Commission Staff in a supportive manner?
 - Was the team effective/articulate in presenting and in responding to questions raised by the Commission?

7. Following the completion of the review of the Technical Proposal and Presentations/Interviews each firm's overall score will be determined as the sum of the Technical Proposal Score multiplied by 0.6 and the Presentation/Interview score multiplied by 0.4.
8. Following the evaluation of the Technical Proposals and Presentations/Interviews the TEC reviews its evaluation with the Senior Selection Committee (SSC). The Senior Selection Committee reviews with the Commission their recommendation of the best qualified Consultant(s) to negotiate scope and budget. The Commission then identifies the best qualified Consultant(s) to negotiate scope and fee.
9. The Fee Proposal of the Consultant(s) selected by the Commission will then be opened. Thereafter, negotiations will be conducted with the top ranked Consultant(s). Upon completion of the scope and fee negotiations with the Consultant the TEC's findings will be reported to the SSC. The SSC will report its findings to the Commission, and in turn the Commission will recommend award to the Consultant whose scope and fee is deemed to be in the best interests of the Commission. If a negotiated agreement cannot be reached with the Consultant within a reasonable amount of time, the negotiations will be terminated and the same procedure will be set in motion with the next Consultant, and so on.
10. In making its selection, the Commission is not required to accept the lowest price, and may at its sole discretion, reject any Proposal that is not responsive to the requirements stated herein, or may elect to waive some or all irregularities in any Proposal. The waiver or non-waiver of any specific irregularity will not imply or compel similar treatment of any other irregularity.
11. The participation target for certified IBE for this project is 25%.
12. On all projects of this nature, the Commission has certain standard requirements that will be incorporated into any Agreement that may be executed as a result of our evaluation of your Proposal. **Attachment V**, entitled Sample Standard Commission Consultant Agreement is attached herewith and should be properly considered when preparing your final Proposal.

The Consultant shall make an Affirmative Statement accepting the Terms and Conditions of the Standard Commission Consultant Agreement and indicate that it shall comply with the Insurance and Indemnification Requirements as described in **Attachment II**.
13. An officer of the firm submitting this Proposal and authorized to make a binding commitment must sign this Proposal.
14. Information included in this RFP or in any way associated with this Project is intended for use only by the Consultant and the Commission and is to remain the property of the Commission. Under no circumstances shall any of said information be published, copied or used, except in replying to this RFP.

15. Technical and Fee Proposals must be submitted by **2:00 PM** Local Time, on the date indicated in the **Proposal Schedule** and delivered to:

Delaware River Joint Toll Bridge Commission Administration Building
110 Wood & Grove Streets Morrisville, PA 19067
Attention: Roy W. Little, P.E., Chief Engineer

16. The Commission shall not be liable for any costs incurred by any Consultant and subconsultants in the preparation of its Proposal for the services requested in this RFP.
17. A Pre-Proposal submission meeting will be held at the Commission's Executive Offices at **2492 River Road, New Hope, PA 18938-9519 at 10:00 AM** on the date indicated in the Proposal Schedule.
18. Inquiries concerning this RFP are to be directed, in writing, to Roy W. Little, P.E., Chief Engineer, Delaware River Joint Toll Bridge Commission, Administration Building, 110 Wood & Grove Streets, Morrisville, PA 19067, Attention: Charles A. Stracciolini, Program Manager. Inquiries by FAX and email are acceptable. The FAX number is (215) 295-4436. Email inquiries are to be directed to the Program Manager (cstracciolini@drjtbc.org) with copy to the Chief Engineer (rlittle@drjtbc.org). The inquiry deadline is **3:00 PM** local time on the date indicated in the **Proposal Schedule**.

All Attachments (7 Total) to this RFP are hereby incorporated by reference and made a part of this RFP.

ATTACHMENTS
TO
REQUEST FOR PROPOSAL
FOR
CONTRACT CM-707A, CAPITAL PROJECT 1644A
CONSTRUCTION MANAGEMENT SERVICES
COMMISSION ADMINISTRATION BUILDING AT SCUDDER FALLS

TABLE OF CONTENTS

ATTACHMENT

DESCRIPTION

I	ADMINISTRATIVE AND CONTRACTURAL INFORMATION
II	INSURANCE AND INDEMNIFICATION REQUIREMENTS
III	INSURANCE AND INDEMNIFICATION CERTIFICATION FORM
IV	CONFLICT OF INTEREST AND RECUSAL CERTIFICATION FORM
V	SAMPLE STANDARD COMMISSION CONSULTANT CONTRACT
VI	SCHEDULE A - OURLY BREAKDOWN OF WORK
VII	SCHEDULE B1 & B2 - FEE SUMMARY

ATTACHMENT I

ADMINISTRATIVE AND CONTRACTUAL INFORMATION

Signatures

An officer authorized to make a binding commitment must sign the Proposal and any fee proposals.

Incurring Costs

The Commission shall not be liable for any costs incurred by any Consultant in the preparation of its Proposal for the services requested by this RFP.

News Releases

No news releases pertaining to this Project shall be made without the Commission's prior written approval, and then only in consultation with the issuing office and the Commission's Deputy Executive Director of Communication or his/her designated representative.

News Releases

No news releases pertaining to this Project shall be made without the Commission's prior written approval, and then only in consultation with the issuing office and the Commission's Deputy Executive Director of Communication or his/her designated representative.

Addendum to RFPs

If at any time prior to receiving Proposals, it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable a firm to make an adequate interpretation of the provisions of this RFP solicitation an addendum to the RFP will be posted on the Commission's web site. The Consultant shall acknowledge receipt of all addenda to the RFP in their proposal submission.

Acceptance of Proposals

The Commission may award a contract for these services to a firm that the Commission determines best satisfies the needs of the Commission. The solicitation for a proposal or Technical Proposal does not, in any manner or form, commit the Commission to award any contract. The contents of the proposals may become a contractual obligation, if, in fact, the proposal or Technical Proposal is accepted and a contract is entered into with the Commission. Failure of a firm to adhere to and/or honor any or all of the obligations of the proposal or Technical Proposal may result in the cancellation of any contract awarded by the Commission.

Rejection of Proposals

The Commission is not obligated to award a contract to any Consultant.

Dissemination of Information

Information included in this RFP or in any way associated with this Project is intended for use only by the Consultant and the Commission and is to remain the property of the Commission. Under no circumstances shall any of said information be published, copied or used, except in replying to this RFP.

Debriefings

There will be no debriefings for unsuccessful responders to this RFP.

Insurance and Indemnification Requirements

Attachment II contains the Commission's Standard Insurance and Indemnification Requirements that will be incorporated into any Agreement that may be executed in the future with respect to the Project. The requirements set forth in the Commission's Standard Insurance and Indemnification Requirements shall be properly considered by the Consultant when preparing a response to this RFP and when submitting the completed certification required in **Attachment III**.

Right to Audit

Proposers are advised that the Commission's agreement includes provisions which permit the commission to audit any records and books of account associated with this contract.

Sample Standard Commission Consultant Agreement

On all projects of this nature, the Commission has certain standard requirements that will be incorporated into any Agreement that may be executed as a result of our evaluation of your Proposal. **Attachment V**, entitled Sample Standard Commission Consultant Agreement should be properly considered when preparing your final Proposal.

ATTACHMENT II

**CAPITAL PROGRAM CONSULTANTS
DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION
INSURANCE REQUIREMENTS**

NOTE TO CAPITAL PROGRAM CONSULTANTS: CONSULTANTS ARE REQUIRED TO SUBMIT A SIGNED AND NOTARIZED LETTER FROM THEIR INSURANCE BROKER/AGENT STATING COMPLIANCE WITH THESE INSURANCE REQUIREMENTS AS NOTED UNDER THE “CERTIFICATE OF INSURANCE” HEADING OF THESE INSURANCE REQUIREMENTS.

Insurance:

Prior to commencement of any work under the Contract and until final payment is made for the work under the Contract (unless otherwise stated herein), Construction Consultant (hereinafter the “Covered Party”) shall, at its sole expense, maintain the following insurance on its own behalf, with an insurance company or companies having an A.M. Best Rating of A-: Class VII or better, and furnish to the Commission Certificates of Insurance evidencing same.

Notwithstanding anything herein to the contrary, if any part of the work under this Contract is to be performed by a subcontractor, sub-subcontractor and/or agent of the Covered Party, the Covered Party (as applicable) shall be responsible for each subcontractor, sub-subcontractor and/or agent maintaining insurance or, in the alternative, maintaining insurance on behalf of each subcontractor, sub-subcontractor and/or agent, as specified in, and in accordance with, the paragraphs below. The Contract that the Commission is entering is solely with the Covered Party and the Covered Party shall be solely responsible for all acts or failures to act of each of its subcontractors, sub-subcontractors and/or agents as if the actions or failures to act are the actions or failures to act of the Covered Party. The Covered Party expressly acknowledges and agrees that the Commission’s willingness to enter into the Contract is premised on the Covered Party taking responsibility for, and indemnifying, defending and holding harmless the Commission from and against, the acts and failures to act of each of their respective subcontractors, sub-subcontractors and/or agents. Nothing herein shall otherwise limit or alter the Covered Party’s obligation to seek prior approval of subcontractors, sub-subcontractors and/or agents from the Commission, as such requirement may be set forth in the Contract.

1. **Workers Compensation and Employers Liability:** in the state in which the work is to be performed and elsewhere as may be required and shall include:
 - a) Workers Compensation Coverage: In such amounts necessary to satisfy applicable statutory requirements
 - b) Employers Liability Limits not less than:

Bodily Injury by Accident:	\$100,000 each accident
Bodily Injury by Disease:	\$100,000 each employee
Bodily Injury by Disease:	\$500,000 policy limit
 - c) Waiver of Right to Recover from Others Endorsement (WC 00 0313) where permitted by state law (*PA only*).
 - d) U.S. Longshoremen’s and Harbor Workers’ and Maritime Coverages, where applicable.

2. Commercial General Liability: (including Premises - Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, Contractual Liability (including Liability for Employee Injury assumed under a Contract), Personal Injury, and Explosion, Collapse and Underground Coverages).
- a) Occurrence Form with the following limits:
 - (1) General Aggregate: \$2,000,000
 - (2) Products/Completed Operations Aggregate: \$2,000,000
 - (3) Each Occurrence: \$1,000,000
 - (4) Personal and Advertising Injury: \$1,000,000
 - b) Products/Completed Operations Coverage must be maintained for a period of at least three (3) years after final payment under the Contract.
 - c) The General Aggregate Limit must apply on a per location/per project basis.
 - d) No Professional Exclusion (if exclusion exists, must comply with Professional Liability Coverage Requirement, as set forth in the Professional Liability paragraph requirements as set forth in paragraph 6 below).
 - e) No Insured vs. Insured or "Cross Suits" Exclusion on the policy.
3. Automobile Liability including Physical Damage:
- Coverage to include:
- a) Per Accident Combined Single Limit \$1,000,000
 - b) All Owned, Hired and Non-Owned Vehicles
 - c) Contractual Liability Coverage (including Liability for Employee Injury assumed under a Contract),
 - d) Physical Damage Coverage must be included or self-insured as the Commission is not responsible for any property damage to the Covered Party's vehicles.
4. Commercial Excess/Umbrella Liability:
- a) Occurrence Limit: \$5,000,000
 - b) Aggregate Limit (where applicable): \$5,000,000
 - c) Policy to apply excess of the Commercial General Liability, Commercial Automobile Liability and Employers Liability Coverages.
 - d) The Commercial Excess/Umbrella Liability policy shall be following form.
 - e) No Insured vs. Insured or "Cross Suits" Exclusion on the policy.
5. Property of Covered Party:

All property, including, but not limited to, tools and equipment, that the Covered Party has at the job site or is owned by the Covered Party is the responsibility of the Covered Party. The Commission assumes no responsibility for the protection,

maintenance, or repair of any property that the Covered Party has at the job site or that is owned by the Covered Party, including, but not limited to, tools or equipment.

All materials required by the Contract that can be damaged, stolen, or lost, must be insured by the Covered Party as any partial payments made to the Covered Party are deemed to be payment for such materials. Proof of coverage, including the transportation risk, with applicable limits of insurance may be required by the Commission to be reflected on a Certificate of Insurance. The transportation risk must be included.

6. Professional Liability Coverage:

The following minimum limit of insurance shall be required:

\$1,000,000 Per Occurrence/Per Claim (maximum Self Insured Retention - \$50,000)
Per Occurrence/Per Claim

ADDITIONAL COVERAGES AS NEEDED:

7. Pollution/Environmental Impairment Liability Coverage:

The following insurance shall be required for Contracts that involve the removal, transportation and/or disposal of hazardous materials:

- a) Limits of Insurance:
 - \$2,000,000 Per Occurrence/Per Claim
 - \$4,000,000 Per Occurrence/Per Claim – Policy Aggregate
- b) Claims Made coverage must be maintained for a period of at least three (3) years after final payment under the Contract.
- c) The Commission, the Commonwealth of Pennsylvania and the State of New Jersey shall be added as an additional insured, and the policy shall contain no insured vs. insured exclusion.
- d) The pollution/environmental impairment liability insurance shall include coverage for, without limitation:
 1. Bodily injury and property damage to third parties
 2. Natural resource damages
 3. Pollution clean-up costs, including restoration or replacement costs
 4. Defense costs

5. Fines, penalties and punitive damages
6. Transportation of waste material by or on behalf of the Party Covered
7. Disposal liability for pollution conditions on, at, under, or emanating from any disposal site, location or facility used by or on behalf of the Covered Party for disposal of waste.
8. Contractual Liability Coverage
9. Lead, Silica, Asbestos and Mold Coverages
10. Underground Storage Tank Coverage

All insurance coverage shall be maintained until all hazardous materials are disposed of in an EPA licensed disposal facility and federal, state and local environmental requirements and laws have been complied with, whether such compliance is the obligation of the Covered Party, subcontractors, the Commission or third parties.

All disposal facilities shall provide the Commission upon request and the Covered Party with written evidence that they are licensed EPA disposal facilities and that they maintain pollution liability insurance of not less than \$2,000,000 Per Occurrence/Per Claim, which covers all claims arising from the disposal facilities' handling and storage of hazardous materials. Pollution liability insurance for the transportation of the hazardous material shall be carried by the transporter with limits not less than \$2,000,000 Per Occurrence/Per Claim.

8. Watercraft Liability Insurance:

For those Covered Parties using WATERCRAFT, the following additional requirements apply:

The Covered Party shall procure and maintain during the term of this Contract, at their own expense, watercraft liability coverage with either Marine Liability, Protection & Indemnity Coverage, or the Boats Endorsement 24 12 11 85, or comparable endorsement, on the General Liability Coverage:

Limit of Insurance: \$1,000,000 Per Occurrence/Annual Aggregate

Policy shall be endorsed with a Waiver of Subrogation Endorsement.

9. Riggers Liability Insurance:

For those Contracts that involve rigging (furnishing the material hoist service), Riggers Liability Insurance is to be supplied, either by separate policy or endorsement on the General Liability Policy.

Rigger's Liability Limit: \$2,000,000 Per Occurrence

10. Railroad Protective Liability Insurance:

Where construction is to be conducted within 50 feet of the railroad, the Covered Party shall be responsible to purchase Railroad Protective Liability coverage.

The Insurance requirements listed in Items 7, 8, 9 & 10 are waived for Contract No. CM-707A, Construction Management Services, Commission Administration Building at Scudder Falls. Should such insurance be required the Consultant shall include such cost of insurance in their Fee Proposal and the approved cost will be reimbursed to the Consultant as a direct cost.

Deductibles and Self-Insured Retentions:

All deductibles and self-insured retentions are the sole responsibility of the Covered Party. All deductibles and self-insured retentions must be shown on the Certificate of Insurance. In addition, all self-insured retentions shall not exceed \$50,000 without the prior written approval of the Commission; provided, however, a Consultant's self-insured retention amount on its Professional Liability Insurance policy may exceed \$50,000 to the extent that a higher self-insured retention amount is expressly set forth in paragraph 6 of these insurance requirements.

Financial Rating of Insurance Companies:

The Financial Rating of all Insurance Companies must meet the minimum A.M. Best Ratings of A-(Excellent); VII or better.

The Covered Party must notify the Commission of any change in the financial rating of its insurance carriers.

Primary Additional Insureds:

The Certificate of Insurance is to name the Commission, the Commonwealth of Pennsylvania and the State of New Jersey as ADDITIONAL INSUREDS on the General Liability, Automobile Liability and Excess/Umbrella Liability Coverages, *and other liability coverages where applicable.*

The Certificate of Insurance must confirm that, at a minimum, the Covered Party's General Liability policy is endorsed with either ISO Form #CG 2026 11 85, or both ISO Form #CG 20 10 10 01 and ISO Form #CG 20 37 10 01, or equivalent manuscript endorsement. The Covered Party **must** attach a copy of its additional insured endorsement(s) to its Certificate of Insurance.

The Certificate is also to indicate that the Covered Party's policies are **primary** and non contributory. The coverage offered to the Additional Insureds on the Covered Party's liability policies (including, without limitation, General Liability, Auto Liability, Pollution Liability (if applicable) and Excess/Umbrella Liability) shall be **primary** and non contributory coverage to any other coverage maintained by the Additional Insureds and shall not permit or require such other coverage to contribute to the payment of any loss.

Covered Party shall continue to maintain the Commission, the Commonwealth of Pennsylvania and the State of New Jersey as Additional Insureds for at least three (3) years after final payment under the Contract.

30 Days Notice of Cancellation, Non-Renewal and Material Change:

Covered Party shall provide the Commission at least thirty (30) days' prior written notice in the event of cancellation, non renewal, modification, or material change to the policies by Certified Mail - Return Receipt Requested.

Waiver of Rights of Recovery and Waiver of Rights of Subrogation:

The Certificate of Insurance must evidence a Waiver of Recovery and Waiver of Subrogation in favor of the Commission and all Additional Insureds where applicable on all policies including Workers' Compensation and Employers Liability:

- a. The Covered Party waives all rights of recovery against the Commission and all the additional insureds for loss or damage covered by any of the insurance maintained by the Covered Party pursuant to this Contract.
- b. The Covered Party hereby waives, and shall cause its insurance carriers to waive, all rights of subrogation against the Commission and all the additional insureds for loss or damage covered by any of the insurance maintained by the Covered Party pursuant to this Contract.
- c. If any of the policies of insurance required under this contract require an endorsement to provide for the waiver of subrogation set forth in b, above, then the named insureds of such policies will cause them to be so endorsed.

Claims Made Policy Forms:

Should any of the required liability coverages be on a "Claims Made" Basis, coverage must be available for the duration of the Contract and for a minimum of three (3) years after final payment under the Contract. In the event that such policies are cancelled or not renewed at any time, the Covered Party shall provide a substitute insurance policy with an inception date the same as the prior policy's cancellation date and the substitute insurance policy shall carry forward the same retroactive date as the cancelled policy to fill any gaps in coverage which may exist due to the cancellation or non-renewal of the prior "claims-made" policies. With respect to all "claims made" policies which are renewed, the Consultant shall provide coverage retroactive to the date of commencement of work under this Contract.

Review of Insurance Requirements by the Covered Party's Insurance Representative:

The Covered Party WARRANTS that this Contract has been thoroughly reviewed by the Covered Party's insurance agent(s)/broker(s), who have been instructed by the Covered Party to procure the insurance coverage required by this Contract.

The amount of insurance provided in the aforementioned insurance coverages, shall not be construed to be a limitation of the liability on the part of the Covered Party or any of their subcontractors.

Any type of insurance or any increase in limits of liability not described above which the Covered Party requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

The carrying of insurance described herein shall in no way be interpreted as relieving the Covered Party of any responsibility or liability under the Contract.

Certificate of Insurance:

The Covered Party shall submit with its proposal, a signed and notarized letter from and on the Covered Party's insurance broker's/agent's letterhead stating that the insurance broker/agent and Covered Party will meet all the insurance coverages outlined in these insurance requirements, which are incorporated by reference into the Contract.

Prior to the commencement of work and/or the Commission making any payment under the Contract, the Covered Party shall file Certificates of Insurance with the Commission that shall be subject to the Commission's approval of adequacy of protection and the satisfactory character of the insurer. The Commission has the right to request copies of any and all policies and endorsements. The Certificates of Insurance should be mailed to the Commission within five (5) days of receipt of the Notice of Award, to the attention of the Chief Engineer, at 110 Wood and Grove Streets, Morrisville, Pennsylvania 19067, regardless of when work commences. A project description and job number must be shown on all Certificates of Insurance. The Covered Party's obligation to provide the insurance set forth herein shall not be waived by any failure to provide a Certificate of Insurance, the Covered Party's acceptance of a Certificate of Insurance showing coverage varying from these requirements or by the Covered Party's direction to commence work.

In the event the Covered Party enters the worksite or delivers or has delivered materials or equipment to the worksite without having first fully executed the Contract, then these insurance requirements and the indemnification provision contained within the Contract shall be deemed executed at the time of first entry to the worksite as if a duly authorized representative of the Covered Party executed the same by affixing a signature hereto.

In the event of a failure of the Covered Party to furnish and maintain said insurance and to furnish satisfactory evidence thereof, the Commission shall have the right (but not the obligation) to take out and maintain the same for all parties on behalf of the Covered Party who agrees to furnish all necessary information thereof and to pay the cost thereof to the Commission immediately upon presentation of an invoice.

In no event shall the Covered Party begin work until Certificates of Insurance showing coverage in the aforementioned amounts required for the Contract is received and approved by the Commission.

Settlement of Insurance Claims:

Make every effort to settle all claims in an expeditious and equitable manner. Provide the Commission with the name, address and telephone number of the person authorized to act on behalf of the Insurance Company for the project at the preconstruction conference. Promptly inform the Commission and the insurance company in writing, of any written or oral notification of an alleged claim.

General Liability Indemnification Clause

With respect to any services or work provided by the Covered Party, its agents, servants, employees, Subcontractors and subconsultants under this Contract, the Covered Party agrees to the fullest extent permitted by law to indemnify, defend and hold harmless the COMMISSION, the Commonwealth of Pennsylvania, the State of New Jersey and their respective commissioners, employees, agents, assigns and affiliates (collectively, the "Indemnified Parties") from and against, any and all liabilities, losses, claims, damages and expenses, including, but not limited to, costs of investigation and defense, legal fees (e.g., fees of attorneys, paralegals and other legal professionals) and expenses, of whatsoever kind or nature (collectively, "Damages"), to the extent that such damages are caused by the negligence, gross negligence, willful misconduct, fraud or misrepresentation (such wrongful acts are collectively hereinafter referred to as "Fault") of the Covered Party, its agents, servants, employees, Subcontractors, subconsultants, anyone directly or indirectly employed by them or anyone for whose acts or omissions they may be legally liable. Such obligations of the Covered Party to indemnify, defend and hold harmless the Indemnified Parties to the extent of the Covered Party's Fault (i.e., proportionately), shall apply even if the Damages are caused in part by the Indemnified Parties.

The laws of the Commonwealth of Pennsylvania shall apply to the construction of the indemnification set forth herein without regarding to any conflicts of laws provisions.

ATTACHMENT III

INSURANCE AND INDEMNIFICATION CERTIFICATION FORM

CONTRACT NO. CM-707A

CONSTRUCTION MANAGEMENT SERVICES
COMMISSION ADMINISTRATION BUILDING AT SCUDDER FALLS

(Name of Consultant)

the undersigned, an officer of the named Consultant, in person or by its duly authorized representative, hereby certifies that they have read and understood the Commission's Insurance and Indemnification Requirements stipulated in **Attachment II** of this RFP, and will comply and have any designated sub-consultants comply with the Insurance Requirements, by providing the Commission as an attachment to this certification a sample 'Certificate of Insurance' indicating that it can meet the minimum requirements stipulated herein; and further, will take no exception to the Indemnification Clause if they are selected to perform work under Contract CM-707A.

(Date)

(Name and Title)

subscribed and sworn to
before me this _____
day of _____, 20 ____

My Commission expires _____, 20 ____

**TO BE PRINTED ON INSURANCE BROKER OR INSURANCE CARRIER
LETTERHEAD**

DATE

Delaware River Joint Toll Bridge Commission
110 Wood and Grove Streets
Morrisville, Pennsylvania 19067

Re: DRJTBC Contract No. XXX, Capital Project XXX
[DESCRIPTION]

Dear _____:

As stipulated in Attachment ___ of the **(RFP)**, this letter confirms **(Broker/Insurance Carrier)** and **(Insured/Bidding Party)** ability to secure placement of all insurance requirements as outlined in the Commission's Insurance and Indemnification Requirements section. We will provide a sample 'Certificate of Insurance' indicating that **(Insured/Bidding Party)** can meet the minimum requirements stipulated herein.

Sincerely,

Insurance Broker / Insurance Carrier
Name/Title

SAMPLE CERTIFICATE

Capital Program Consultants CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)														
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																
PRODUCER SAMPLE Effective 1/1/2012	CONTACT NAME: PHONE: FAX: E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #:	FAX (A/C. No.): FAX (A/C. No.):														
INSURED		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : X=A- (Excellent) or Higher</td> <td></td> </tr> <tr> <td>INSURER B : X= Class VII or Higher</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : X=A- (Excellent) or Higher		INSURER B : X= Class VII or Higher		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #															
INSURER A : X=A- (Excellent) or Higher																
INSURER B : X= Class VII or Higher																
INSURER C :																
INSURER D :																
INSURER E :																
INSURER F :																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">COVERAGES</th> <th style="text-align: left;">CERTIFICATE NUMBER:</th> <th style="text-align: left;">REVISION NUMBER:</th> </tr> </table>			COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:											
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:														
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																
INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS										
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC		*Per Project or Per Location must be checked			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPVOP AGG \$ 2,000,000										
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ex accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$										
	<input checked="" type="checkbox"/> UMBRELLIA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000										
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) (If yes, describe under SPECIAL EXCLUSIONS below) Other applicable coverage shown here (see attached)	Y/N N/A				<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 \$2,000,000 per occurrence / \$4,000,000 agg \$1,000,000 - \$5,000,000 (Refer to Contract)										
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Contract#, Certificate holder, the Commonwealth of PA, & the State of NJ are included as additional insureds on the above GL, AL, and Umb Liability (add applicable lines) policies. Coverage is primary/on contributing. No Cross Suits Excl. Umbrella/Excess policy follows form. Waiver of subrogation applies to all coverages where applicable by law. The SIR is not greater than \$50,000 on any policy above(except professional-see requirements). Deductibles must be stated																
CERTIFICATE HOLDER Delaware River Joint Toll Bridge Commission 110 Wood & Grove Streets Morrisville, PA 19067				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE												

**ATTACH ADDITIONAL INSURED ENDORSEMENT TO THE CERTIFICATE
OF INSURANCE:**

CHOOSE ONE:

1. CG 20 26 11 85 (SAMPLE ATTACHED)

Or

2. CG 20 10 10 01 AND CG 20 37 10 01 (SAMPLES ATTACHED)

Or

**3. EQUIVALENT MANUSCRIPT ENDORSEMENTS (NO SAMPLE
ATTACHED)**

POLICY NUMBER: Must Match GL Policy Number on
Certificate

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART,

SCHEDULE

Name of Person or Organization:

The Commission, the Commonwealth of
Pennsylvania and the State of New Jersey

OR

Any organization where required by written
contract

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

POLICY NUMBER: Must Match GL Policy Number
on Certificate

COMMERCIAL GENERAL LIABILITY
CG 20 10 10 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

The Commission, the Commonwealth of Pennsylvania and the State of New Jersey or Any organization where required by a written contract

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER: Must Match GL Policy Number
on Certificate

COMMERCIAL GENERAL LIABILITY
CG 20 37 10 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization: The Commission, the Commonwealth of Pennsylvania and the State of New Jersey or Any organization where required by a written contract
Location And Description of Completed Operations: All Locations
Additional Premium:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" at the location designated and described in the schedule of this endorsement performed for that insured and included in the "products-completed operations hazard".

ATTACHMENT IV

CONFLICT OF INTEREST AND RECUSAL CERTIFICATION FORM

CONTRACT NO. CM-707A

CONSTRUCTION MANAGEMENT SERVICES
COMMISSION ADMINISTRATION BUILDING AT SCUDDER FALLS

(Name of Consultant)

the undersigned, an officer of the named Consultant, in person or by its duly authorized representative, hereby certifies that they have read and understood the Commission's Conflict of Interest and Recusal Guidelines posted on the Commission's website www.drjtbc.org and will comply and have any designated sub-consultants comply with the requirements of these guidelines during the performance of work under Contract CM-707A.

(Date)

(Name and Title)

subscribed and sworn to
before me this _____
day of _____, 20 ____

My Commission expires _____, 20 ____

ATTACHMENT V

SAMPLE OF STANDARD COMMISSION CONSULTANT CONTRACT

- A. CONTRACT NAME
- B. DRJTBC CONTRACT NO. C-XXXX

This agreement effective this date of _____, by and between the **DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**, a body corporate and politic, created in December 1934, by compact executed by the Governors of New Jersey and Pennsylvania, duly authorized to do so by their respective legislatures, which compact was approved by Congress on August 30, 1935, hereinafter referred to as "Commission", and _____, hereinafter referred to as "Consultant";

WITNESSTH:

WHEREAS, the Commission, on _____, issued a Request for Proposal to provide services for _____ and is made a part hereof; and

WHEREAS, the Consultant submitted its Technical and Fee Proposal dated _____ to provide the Commission with the requested _____ services and said Technical and Fee Proposal are made a part hereof; and

WHEREAS, the Commission at its _____ meeting adopted a Resolution to accept the Consultant's Proposal to _____ as further described below in this agreement; and

WHEREAS, the Commission in its letter dated _____ provided the Consultant with Notice of Award and is made a part hereof; and

WHEREAS, the parties now desire to enter into an agreement with regard to professional services of the Consultant to the Commission as fully set forth in the aforementioned Resolution; and

NOW, THEREFORE, in consideration of the mutual promises set forth, the parties hereto agree as follows:

ARTICLE I – WORK AND SERVICES

A. Subject and Scope of Services

1. The Scope of Services to be provided under this Agreement shall be as outlined in the Scope of Services of the Commission's Request for Proposal dated _____ and further supplemented by the Consultant's Technical and Fee Proposal dated _____. The above referenced Request for Proposal is attached hereto as Attachment A and made a part hereof. The Consultant's Proposal and Fee Proposal is attached hereto as Attachment B and made a part hereof. The Commission's _____ Notice of Award letter is attached hereto as Attachment C and made part hereof.
2. In the event a dispute arises concerning the meaning of the scope of services or the work required to be performed under this Agreement, the dispute shall be handled as further described in Article V, Section H-Disputes.

B. Staff and Facilities

1. The Consultant agrees that it will at all times employ, maintain and assign to the performance of this contract a sufficient number of competent and qualified professional, technical and other personnel adequate and sufficient for the prompt and satisfactory performance of this Agreement.
2. Any person employed in or assigned to the performance of work or services hereunder by the Consultant shall be removed from such work or services upon notice from the Commission's Executive Director and/or his/her designee.
3. The Consultant shall not employ the Commission's employees in the performance hereof.
4. The Consultant agrees that it will at all times cooperate and coordinate its work with the work and requirements of the Commission, its Executive Director and/or his/her designee and all other Commission personnel for the prompt performance of this Agreement.

C. Supervision

1. The Consultant agrees that a Principal Officer of the Consultant will, at all times, have personal direction and charge of the Consultant's work to be performed hereunder and be available for meetings with the Commission's Executive Director and/or his/her designee.
2. The Consultant agrees that all personnel and facilities of its principal office will be utilized for the performance of this contract.

3. Nothing in this Article I.C shall be deemed or construed to revise, modify, diminish or impair the obligations of the Consultant to furnish the services and to perform as specified in Article I.A.

D. Confidentiality

1. In the performance of the services for the Commission, the Consultant will receive information and knowledge respecting the confidential details of the business of the Commission. Accordingly, Consultant agrees that Consultant, except as specifically authorized in writing by the Commission, shall not at any time use for Consultant or disclose to any person or entity any such knowledge or information heretofore or hereafter acquired. Consultant further agrees that all memoranda, notes, records, papers, or other documents and all copies thereof relating to the Commission, some of which may be prepared by the Consultant, and all objects associated therewith in any way obtained by Consultant shall be the property of the Commission. This shall include, but is not limited to, documents and objects relating to the Commission, its facilities, personnel or officials. Consultant shall not, except for use in performance of services to the Commission, copy or duplicate any of the aforementioned documents or objects, nor use any information concerning them except for the Commission's benefit, either during Consultant's performance of services to the Commission or thereafter. Consultant agrees that Consultant will deliver all the aforementioned documents and objects that may be in Consultant's possession to Commission on termination of consultant's services for the Commission, or at any other time on Commission's request, together with Consultant's written certification of compliance.
2. Consultant agrees that Consultant will not, except as specifically authorized in writing by the Commission, disclose to others, use for Consultant's own behalf or otherwise appropriate, copy or otherwise reproduce, or make any use of any knowledge or information of or relating to the Commission its facilities, personnel or officials.

**ARTICLE II - AUTHORITY OF EXECUTIVE DIRECTOR AND/OR HIS/HER DESIGNEE AND
CONSULTANT**

A. Executive Director and/or his/her designee

1. The Consultant agrees that it will faithfully execute and promptly comply with the requirements and direction of the Commission's Executive Director and/or his/her designee.

B. Consultant

1. The Consultant agrees that, in the performance of this Agreement, it is and will, at all times, remain an independent contractor. The Consultant further agrees that it will not bind the Commission, its Executive Director and/or his/her designee or any officers or employees of the Commission except as authorized in writing by the Executive Director and/or his/her designee.

C. Employee of Consultant

1. The parties hereto agree that neither the Consultant nor any person in its employ, shall be deemed, construed or become an employee of the Commission and that all instructions and directions given to the Consultant or to any of its employees by the Commission, the Executive Director and/or his/her designee, or employee of the Commission shall be for general guidance of the Consultant only.

ARTICLE III – COMPENSATION OF CONSULTANT

A. Terms of Compensation

1. For, and in consideration of the services performed by the Consultant under this Agreement, the Commission shall pay the Consultant up to an amount not-to-exceed \$_____.
2. Costs incurred beyond the specified not-to-exceed amount without prior Commission approval, shall be at the sole risk of the Consultant.
3. The not-to-exceed payment shall include payment for all direct professional and technical salaries times an approved multiplier plus approved out-of-pocket expenses (at cost), including but not limited to: mileage, printing and photographing, and approved specialized services performed by other firms at the Consultant's direction.
4. The multiplier for the Consultant and any sub-consultants shall be as follows:

Multiplier	PRIME	SUB 1	SUB 2	SUB 3	SUB X
Office	X.XXXX	X.XXXX	X.XXXX	X.XXXX	X.XXXX
Field	X.XXXX	X.XXXX	X.XXXX	X.XXXX	X.XXXX

5. If, during any stage of the services performed under this Agreement, a change is ordered by the Commission, which results in additional costs to the Consultant, it shall be the Consultant's responsibility to so notify the Commission's Executive Director and/or his/her designee and request approval of same before the Consultant performs this work.

B. Periodic Statements

1. Whenever, the Consultant is entitled to any payment hereunder, the Consultant shall

- present to the Commission a verified statement, supported by such original or other records and receipts as the Commission may request, all on forms and in accordance with the payment and audit procedures of the Commission, which statements shall set forth all items paid by the Consultant for which reimbursement may be demanded hereunder. Such statement, when approved by the Commission as to form and items of claim, will be paid within thirty (30) days of submission of an acceptable statement.
2. The format for submitting invoices shall be consistent with the requirements as stipulated by NJDOT or as deemed acceptable to the Commission. Sample invoices shall be submitted to the Commission for approval a minimum of two weeks prior to the first official request for payment.

ARTICLE IV – ASSIGNMENTS AND TRANSFERS, SUBCONTRACTS

A. Assignment or Transfer of Contract

1. The Consultant shall not sell, transfer, assign or otherwise dispose of this contract or any interest therein to any party, except upon such terms and conditions as the Commission may approve.

B. Subcontracts

1. The Consultant may obtain by subcontract, subject to written approval of the Commission's Executive Director and/or his/her designee, such supplemental professional and non-professional services or independent consultants as are necessary for the proper performance of this Agreement.

ARTICLE V – LEGAL AND PUBLIC RELATIONS

A. Legal and Public Assignment or Transfer of Contract

1. In carrying out the provisions of this contract or in exercising or claiming to exercise any official power or authority, neither the Commissioners of the Commission nor any of its officers or employees shall have or incur any personal liability nor shall any claim of personal liability be asserted against any of them by the Consultant or its agents or employees.

B. Loss or Damage to Property of the Commission

1. The Consultant shall care for and protect all property of the Commission which comes into the possession or custody of the Consultant, and shall at its own cost and expense, repair or restore any such property which is lost or damaged due to the negligence or default of the Consultant, its agents, servants, and/or employees in the performance of professional and non- professional services under this Agreement.

C. Indemnification

1. With respect to any services or work provided by the Covered Party, its agents, servants, employees, Subcontractors and sub-consultants under this Contract, the Covered Party agrees to the fullest extent permitted by law to indemnify, defend and hold harmless the COMMISSION, the Commonwealth of Pennsylvania, the State of New Jersey and their respective commissioners, employees, agents, assigns and affiliates (collectively, the "Indemnified Parties") from and against, any and all liabilities, losses, claims, damages and expenses, including, but not limited to, costs of investigation and defense, legal fees (e.g., fees of attorneys, paralegals and other legal professionals) and expenses, of whatsoever kind or nature (collectively, "Damages"), to the extent that such damages are caused by the negligence, gross negligence, willful misconduct, fraud or misrepresentation (such wrongful acts are collectively hereinafter referred to as "Fault") of the Covered Party, its agents, servants, employees, Subcontractors, sub-consultants, anyone directly or indirectly employed by them or anyone for whose acts or omissions they may be legally liable. Such obligations of the Covered Party to indemnify, defend and hold harmless the Indemnified Parties to the extent of the Covered Party's Fault (i.e., proportionately), shall apply even if the Damages are caused in part by the Indemnified Parties.
2. The laws of the Commonwealth of Pennsylvania shall apply to the construction of the indemnification set forth herein without regarding to any conflicts of laws provisions.

D. Claims

1. The Commission shall as soon as practicable after a claim has been made against it give written notice thereof to the Consultant. If suit is brought against the Commission, the Commission shall forward to the Consultant written notice thereof as soon as practicable after receipt of notice of such suit by the Commission.

2. The Consultant shall have the right to choose counsel in defense of any claims or suits that it defends pursuant to the above indemnification obligation. Commission shall have the right to approve election of such counsel by Consultant with such approval not to be unreasonably withheld. In the event Commission determines that any counsel previously approved is not performing satisfactorily, Commission shall have the right to require that Consultant either choose a replacement counsel acceptable to the Commission or engage additional counsel for the Commission who is acceptable to the Commission.

E. Non-Discrimination

1. During the performance of this Agreement, the Consultant and sub-consultant(s) agree that it will not discriminate against any employee, applicant for employment, independent consultant, or any other person because of age, race, creed, color, religion, national origin or non-job disability. The Consultant shall take positive creative steps beyond the ordinary toward increasing the potential for minority and women consultants and providers of bona fide services to participate in the free enterprise system. Such positive steps shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. The Consultant shall post in conspicuous places at the Consultant's headquarters, available to employees, agents, applicants for employment and other persons, a notice or equivalent poster setting forth the provisions of this non-discrimination clause.

F. Laws to be Observed

1. The Consultant shall at all times observe and comply with all applicable federal, state, local and municipal laws, ordinances, rules and regulations in any manner affecting the work, and shall indemnify and save harmless the Commission and its officers, agents and servants from any violation of any such law, ordinances, ruling, etc., whether such violations be by the Consultant or any sub-consultant, or any of their agents or employees.

G. Familiarity with Laws, etc.

1. The Consultant shall familiarize himself with all federal, state and local laws, including the latest amended municipal building codes, rules and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the work or in any way affecting the work, and no plea of misunderstanding will be considered on account of ignorance thereof. If the Consultant shall discover any provision in this, which is contrary to or inconsistent with any law, ordinance, rule or regulation, he shall forthwith report it to the Commission's Executive Director and/or his/her designee in writing.

H. Disputes

1. In the event a dispute arises concerning the meaning of any term used in this Agreement or the work required to be performed under this Agreement, the dispute shall be decided by the Commission's Executive Director and/or his/her designee or his duly authorized representative within fifteen (15) days after notice thereof in writing which shall include a particular statement on the grounds of the dispute. The Consultant shall have ten (10) days after receipt of the decision in which to file a written appeal thereto. The pendency of a dispute shall not excuse or justify any interruption or delay in the Consultant's performance of this Agreement which shall proceed with due diligence.

I. Dissemination of Information

1. Information included in this document or in any ways associated with this project is intended for use only by the Commission and the Consultant and is to remain the property of the Commission. Under no circumstances shall any of said information be published, copied or used in any other fashion or for any other purpose.

J. News Releases

1. No news releases pertaining to this project to which it relates shall be made without Commission approval and then only in coordination with the Commission.

ARTICLE VI - WORK, SERVICES AND CHANGES THEREIN

A. Work Change Orders

1. The Commission or its Executive Director and/or his/her designee may from time to time by written order require additional work and services to be performed by the Consultant. The Consultant shall submit a proposal to include scope and level of effort for each task, in writing, to perform the requested additional work and services for review and approval, within 10 calendar days after receipt of the request from the Commission. Payment for this work will be made on the basis of direct professional and technical salaries times the approved multiplier plus approved out-of-pocket expenses and sub-consultant and approved specialized services at cost.

B. Work to Become the Property of the Commission

1. All notes, designs, drawings, specifications and other technical data of the Consultant and sub-consultant(s), as well as job related records and other data including electronic data, concerning the services hereunder shall become the property of the Commission and the Commission shall have the right to use all or any part thereof for the sole purposes of the Commission, when and where the Commission may determine, without any claims on the part of the Consultant for additional compensation. All of the foregoing items shall be delivered to the Commission whenever requested by it, and, in any event, upon completion of the work hereunder.

ARTICLE VII – CONSULTANT’S INSURANCE

A. Consultant’s Insurance

1. The Consultant will be required to provide insurance of the prescribed types and minimum amounts as set forth in Exhibit A attached hereto and made a part thereof.

ARTICLE VIII – RECORDS AND ACCOUNTS, INSPECTION AND AUDIT

A. Consultant’s Records and Accounts

1. The Consultant agrees to keep records and books of account showing the actual cost to and payment by it of all items of whatever nature for which reimbursement is authorized under the provisions of this Agreement. The system of accounting and the kind and detail of books and records shall be subject to the approval of the Commission.

B. Inspection by the Commission

1. The Commission or any of its officers, employees or agents, designated for that purpose, shall, at all times, be afforded all necessary facilities, during business hours of all business days, for inspection of the work and services of the Consultant and at all such times shall have access to any premises where any work or services may be carried on and performed and where any records, books, correspondence, drawings, receipts, vouchers, memorandum and other records and documents of the Consultant, pertaining to this Agreement, may be kept, with full facilities for inspection and copy thereof.

ARTICLE IX – TERMINATION

A. Default of Consultant

1. In the event that this Agreement or any part thereof has been abandoned, is unnecessarily delayed on the part of the Consultant, or is not being performed satisfactorily, or the Consultant is willfully violating any provisions of this Agreement or is performing same in bad faith as determined at the sole discretion of the Commission's Executive Director and/or his/her designee, the Commission's Executive Director and/or his/her designee may declare the Consultant in default and notify him, in writing to discontinue further performance of the services required under this Agreement. The Commission shall recover the costs of completing the services under this Agreement by deducting such amounts of monies due or to become due to the Consultant hereunder, and the Consultant agrees to pay any deficiency in such recovery to the Commission upon demand.

B. Termination at Commission's Own Interest

1. The Agreement may be terminated by the Commission upon fifteen (15) calendar day's written notice to the Consultant, whenever the Commission deems it advisable to do so in its own interest. Upon Receipt of such notice from the Commission, the Consultant shall (but in the event of a partial termination, only to the extent of the work terminated), except as otherwise directed by the Commission:
 - a) Discontinue work under this Agreement on the date fixed for termination in the Notice of Termination.
 - b) Place no further orders or subcontracts for materials, services or facilities except as may be necessary for completion of the work and services until the date fixed for termination in the Notice of Termination.
 - c) Cancel (or if so directed by the Commission, transfer to the Commission) as of the date fixed for termination or such earlier date as the Commission may direct, all orders, subcontracts, and agreements relating to the work or services and assign to the Commission, in the manner and to the extent directed by the Commission, all of the right, title and interest of the Consultant under the orders, subcontracts and agreements so cancelled or transferred.
 - d) Settle and pay, to the extent directed or authorized by the Commission, claims, commitments, liabilities and obligations arising out of or in connection with the performance or termination of the work and services or of any subcontract, order or agreement pursuant hereto.
 - e) Transfer and deliver to the Commission, in the manner, to the extent and at times directed by the Commission, the completed and uncompleted work, supplies, material and other property produced as part of or acquired in the performance of the work and services.

f) Take such action (whether before or after the termination date) as the Consultant may deem necessary or as the Commission may direct for the protection and preservation of property, which is in the possession of the Consultant, and in which the Commission has or may acquire an interest.

2. The Consultant further acknowledges that this Agreement is or may be subject to certain permits, exemptions or approvals hereto issued by Federal, State or local regulatory agencies. Without limiting, the general rights of the Commission as set forth in Article IX.B.1 paragraphs a. through f. hereof, the Commission shall have the right to terminate this agreement upon fifteen (15) days written notice to the Consultant in the event that any such permit, exemption or approval is revoked or revised or in the event that the Commission in its judgment determines that it would be uneconomical, impractical, unfeasible, or not in the best interest of the Commission or the public to comply with any such permit, exemption or approval or conditions thereof.

C. Payment upon Termination in the Interest of the Commission

1. In the event that this Agreement is terminated by the Commission under the provisions of Article IX.B.1 and/or 2, the Commission shall pay the Consultant for such work or services that the Consultant has performed in such amounts as the Commission determines to be just and proper under all circumstances. In no event shall the Consultant's loss of anticipated profits be relevant in determining the amount of such payments.

ARTICLE X – SUCCESSORS OF THE PARTIES

A. Successors of Parties

1. This Agreement shall bind the Consultant, its heirs, executors, administrators, successors and assigns and shall inure to the benefit of the Commission and its corporate successors.

ARTICLE XI – DEFINITIONS

A. The term “Executive Director and/or his/her designee”, whenever appearing herein, means the Commission’s Executive Director and/or his/her designee, and shall be deemed to include the respective successor or successors and any authorized agent representative or designee of any of them.

B. The term “Consultant”, whenever appearing herein, shall be deemed to include any successor and the principal officers, project manager, resident engineer and any other agent, officer or employee of the Consultant actually in charge of any work under this Agreement.

ARTICLE XII – MISCELLANEOUS

A. Notice. All demands, notices, requests and other communications required or permitted to be made hereunder shall be in writing and shall be deemed duly given if hand delivered against a signed receipt therefore, sent by certified mail, return receipt requested, first class postage prepaid, or sent by nationally recognized overnight delivery service, in each case addressed to the party entitled to receive the same at the following address:

If to the Commission: Delaware River Joint Toll Bridge Commission
Administration Building
110 Wood and Grove Street
Morrisville, PA 19067
Attn: Roy W. Little, P.E., Chief Engineer

If a legal matter copies to: Carlton L. Johnson Esq.
Archer
One Liberty Place
Thirty-second Floor
1650 Market Street
Philadelphia, PA 19103-7393

and

Douglas J. Steinhardt, Esquire
Florio, Perrucci, Steinhardt & Fader, L.L.C.
235 Frost Avenue
Phillipsburg, NJ 08865

If to the Consultant:

Attn: _____

Either party may alter the address to which communications are to be sent by giving notice of such change of address in conformity with the provisions of this Article XII.A. Notice shall be deemed to be effective, if personally delivered, when delivered; if mailed, at midnight on the third business day after being sent by certified mail; and if sent by nationally recognized overnight delivery service, on the next business day following delivery to such delivery service.

B. Amendments and Waivers. Any provision of this Agreement may be amended and the observance of any provision of this Agreement may be waived only with the written consent of the party against whom such amendment or waiver is sought to be enforced.

C. Forum Selection/Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction of the State of New Jersey or the Commonwealth of Pennsylvania, as the Commission so desires, without application of conflict of law

provisions applicable herein. The parties agree that the state courts located in any state court of the State of New Jersey of the Commonwealth of Pennsylvania, and the United States for the District of New Jersey or the United States District Court for the Eastern District of Pennsylvania, as the Commission so desires, shall have sole and exclusive jurisdiction and venue over any dispute arising out of or in connection with this Agreement, and the parties hereby submit themselves to the jurisdiction of such courts.

- D. Limitation of Actions. Any action by either party in connection with or arising from this Agreement must be commenced within the shorter of two (2) years after the expiration or termination of this Agreement or expiration of the applicable statute of limitations.
- E. Entire Agreement. This Agreement, including any Attachments and Exhibits attached hereto, constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, inducements or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of trade inconsistent with any of the terms hereof.

SAMPLE

In Witness Whereof, the parties have caused this Agreement to be executed under their hands and seals.

DELAWARE RIVER JOINT TOLL BRIDGE
COMMISSION:

ATTEST:

Assistant Secretary

Executive Director

Print

Joseph J. Resta
Print

ATTEST:

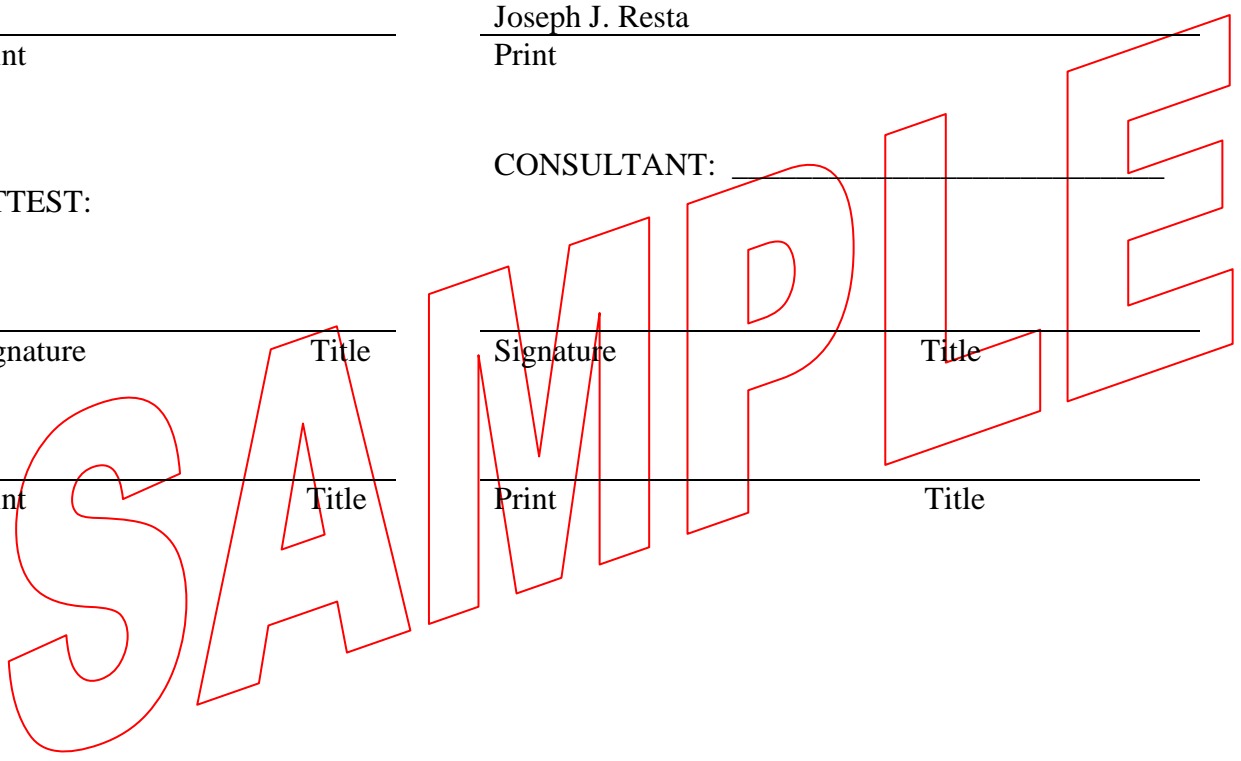
CONSULTANT: _____

Signature Title

Signature Title

Print Title

Print Title



ATTACHMENT VI

SCHEDULE A - HOURLY BREAKDOWN OF WORK PROGRAM

PRIME CONSULTANT NAME

Part	Task	Task Description	Prime	Sub 1	Sub 2	Sub 3	Sub 4		Total
I	General Activities of the Consultant								
	A	Project Management							
		a) Manage the Project (Project Manager Only)							-
		b) Administer the Project (Project Manager Only)							-
		Task I-A Hours	-	-	-		-	-	-
	B	Coordination and Meetings							
		a) Commission Coordination							-
		Project Manager							-
		Resident Engineer							-
		b) Other Consultant/Agency Coordination							-
		Project Manager							-
		Resident Engineer							-
		Task I-B Hours	-	-	-	-	-	-	-
	II	Construction Management Services							
A		Construction Management							
		Project Manager							-
	Resident Engineer								

									-
	Construction Inspector								-
	Scheduler								-
									-
									-
	CADD Operator (As Builts)								-
									-
									-
									-
	Task II-A Hours	-	-	-	-	-	-	-	-
B	Material Testing								
	PDA: \$20,000 If and Where Directed								-
	Task II-B (PDA)	-	-	-	-	-	-	-	-
C	Constructability Review								
									-
	Task II-C Hours	-	-	-	-	-	-	-	-
TOTAL HOURS PART I and PART II		-	-	-	-	-	-	-	-

ATTACHMENT VII

FEE SUMMARY (SCHEDULE B)

1. Direct Salaries by Personnel

Key personnel by name, technical and support staff by classification

Table 1.a - Field Personnel								
Name/Classification	Hours					Total Hours	Direct Salary Rate/Hr. \$	Amount \$
	Task I- A	Task I- B	Task II- A	Task II- B	Task II- C			
NAME/PM						0		\$0.00
NAME/RE						0		\$0.00
NAME/COE						0		\$0.00
						0		\$0.00
						0		\$0.00
						0		\$0.00
						0		\$0.00
						0		\$0.00
						0		\$0.00
<i>Total Hours</i>	0	0	0	0	0	0		\$0.00

a. Total Direct Salary - Field Personnel
 (sum amounts of the above table) _____ \$0.00

Table 1.b - Office Personnel									
Name/Classification	Hours						Total Hours	Direct Salary Rate/Hr. \$	Amount \$
	Task I-A	Task I-B	Task II-A	Task II-B	Task II-C				
NAME/PM							0		\$0.00
NAME/CADD OPERATOR							0		\$0.00
NAME/SCHEDULER							0		\$0.00
NAMES/IC&EE*							0		\$0.00
<i>Total Hours</i>	0	0	0	0	0	0	0		\$0.00

* IC&EE is for Independent Constructability and Engineer's Estimate Reviews with Staff Names Listed

b. Total Direct Salary - Office Personnel
 (sum amounts of the above table) \$0.00

FEE SUMMARY (continued)

1.	a.	Total Direct Salary - Field Personnel (sum amounts of the above table)	\$ <u> 0.00</u>
1.	b.	Total Direct Salary - Office Personnel (sum amounts of the above table)	\$ <u> 0.00</u>
2.	a.	Overhead (<u> 110.0% </u>) times Direct Salary-Field Personnel from 1.a)	\$ <u> 0.00</u>
	b.	Overhead (<u> 150.0% </u>) times Direct Salary-Office Personnel from 1.b)	\$ <u> 0.00</u>
3.	Fee (Maximum of 10% of the sum of Items 1.a, 1.b, 2.a & 2.b)		\$ <u> 0.00</u>
4.	Expenses (at cost) - List each separately for each Task		
	a.	<u> Travel </u>	\$ <u> </u>
	b.	<u> Reproduction </u>	\$ <u> </u>
	c.	<u> Other (List) </u>	\$ <u> </u>
5.	Specialized Services (at cost). See note 2. below. List each specialized service separately.		
	a.	<u> Material Testing (Part II, Task C) </u>	\$ <u> 20,000.00 </u>
	b.	<u> </u>	\$ <u> </u>
	c.	<u> </u>	\$ <u> </u>
TOTAL NOT-TO-EXCEED FEE (Sum of Items 1 through 5)			\$ <u> </u>

Notes: 1. Any material supplies or other things acquired by the Consultant that has a remaining useful life after completion of the work and for which the Consultant receives reimbursement under Item 5, Expenses, shall be delivered to the Commission prior to final Payment.

2. Provide separate fee summary sheets for each subconsultant.