



**DELAWARE RIVER JOINT
TOLL BRIDGE COMMISSION**

REQUEST FOR PROPOSALS

Prevailing Wage/
Certified Payroll and Payment Verification Systems

March 17, 2023

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Purpose

The Delaware River Joint Toll Bridge Commission (“Commission”) is seeking proposals from qualified firms to provide a comprehensive cloud-based prevailing wage/certified payroll and payment verification system and related operational support, as further described herein.

Background

The Commission is a bi-state agency created under a 1934 agreement between the Commonwealth of Pennsylvania and the State of New Jersey and ratified in 1935 by the U.S. Congress in accordance with the Compact Clause to the U.S. Constitution. The Commission’s authority has been reaffirmed in court decisions and subsequent Compact supplements.

The Commission owns and operates 20 bridges crossing the low-saline and non-saline portions of the Delaware River between Pennsylvania and New Jersey. The southernmost crossing is the Trenton-Morrisville (Route 1) Toll Bridge and the northernmost is the Milford-Montague (Route 206) Toll Bridge. Eight of the crossings are toll bridges. Twelve are non-toll (“toll-supported”) bridges, including two pedestrian-only spans. In addition to the bridges crossing the Delaware, the Commission owns and maintains 34 approach bridges (overpasses and underpasses) within its jurisdiction. The bi-state agency currently functions in accordance with the Compact last updated by its two jurisdictional states in 1985 and affirmed by the U.S. Congress in 1987. The agency employs approximately 400 full-time employees, the majority being toll collectors, maintenance workers, and bridge safety/security monitors. The Commission fulfills its regional transportation mission without state or federal subsidies; funding for the operation, maintenance and improvement of the Commission’s bridges and related facilities is derived solely from revenues collected at the agency’s eight toll bridges.

Additional information regarding the Commission is available on the Commission’s web site at: www.drjtbc.org

Scope of Services

The selected firm will be required to provide a software and support packages meeting all of the requirements set forth below. Such firm will be expected to enter into a contract with the Commission, which contract, will further set forth the terms of the agreement between the parties and the services to be provided. Certain terms of such contract may be negotiated upon selection of the successful respondent.

The successful respondent will provide the Commission with a cloud-based software and services package that includes, at minimum, the following:

1. Ransomware/Malware prevention with Endpoint Detection & Response (“EDR”) solutions on the servers that house the Commission’s data. Provide the means, methods, including evidence that such solution is being used and monitored.
2. Ability to migrate and import, at minimum, all data related to payments and certified payroll information from other sources (active and archived projects) for the past five (5) years.
3. Main page dashboard providing a system-wide data overview, including the ability to provide a pie chart analysis.
4. Fully execute, migrate, and implement the system to go live within 30 days of bid award.
5. On-demand access to the system for Commission staff for project management.
6. Generate a combined monthly report in a single document which includes all available data.
7. Implement and maintain the IBE Payment and Workforce Utilization legends (based on Commission standards) to calculate, track, and score individual Prime performance and overall program performance, including but not limited to IBE payments and prevailing wage data.
8. Owner notification system which includes, but are not limited to, the following events: new primes and subcontractors registered, unconfirmed payments, past due payrolls, and IBE certification expiration.
9. Automatic and continuous updates for the duration of the contract for Prevailing Wage/ Certified Payroll, Labor Compliance, Electronic Certified Payroll Reporting, Prevailing Wage and Payment Verification Reporting.
10. Ability to sort contractors by craft and NACIS code, with the ability to print certified payroll(s) by date selection and/or contractor in Excel, Word, and PDF formats.
11. Create a database for IBE certifications, which can be produced in downloadable formats.
12. Create a database for prime contractors and subcontractors, a list of which can be produced in downloadable formats.
13. Ability to upload to the database IBE firms from various State Agencies (ex: PA UCP, NJ UCP, NJ Transit, State of New Jersey, State of Pennsylvania, etc.).
14. Verify-automatically, continuously and in real-time -vendor status, vendor licensing as an Identified Business Enterprises (which include SBE, MBE, WBE, DBE, VBE, and DsBE classifications), EPLS, and certification verification/validation.

15. Workflow Management, including but not limited to Electronic Certified Payroll Reporting, Project and Contract Management, Subcontract, Design-Build, New Hire, etc.
16. On-demand report generation for payrolls, payment verification, program achievement/utilization, Tracking, Forecasting and statistical analysis.
17. Interface with other general accounting systems, including but not limited to Tyler Munis.
18. Archive functionality including, but not limited to, long term retention for a minimum period of five (5) years and automatic recurring backup of all data with available restoration in the event of data loss.
19. Ability to access and download all data remotely.
20. Returned all data to the Commission in the format requested at the conclusion of the contract term at no cost to the Commission.
21. Vendor/Administrator access for signatures, messaging, data import, retrieval, multi-level subcontractor review and approval, etc.
22. Automatic notifications/email alerts for payment confirmation(s) and certified payroll submission(s) to contractors and subcontractors
23. Customer support availability online and by phone between the hours of 8:30 am and 5:00 pm, EST, Monday through Friday, for any technical issues with the system.
24. On-demand access to training videos/tutorials for Owners and contractors.

Submission Requirements

By submitting a proposal, the proposer asserts and confirms that it has fully reviewed and understands the entirety of this RFP and can provide said services, including the Overall Software System Requirements presented above and the attached exhibits hereto, and if selected agrees to negotiate the terms of a contract for the acquisition of the software system in good faith.

Any proposal made in response to this RFP shall include each of the following components. Failure to include either may result in the proposal being deemed non-responsive and rejected without further consideration. The Commission reserves the right to reject all responses and to select the response deemed to be in the best interest of the Commission based upon price and all other factors considered in accordance with its selection process.

Proposal Content

In responding to this RFP, please address the following areas:

Part I - Technical Proposal

1. Provide the names, contact information (addresses, telephone, and e-mail addresses), relevant experience and proposed roles of those individuals who will be directly responsible for serving the Commission on a day-to-day basis.
2. Provide a minimum of three references within the past two years to whom products or services similar in scope to the requirements of this RFP have been provided, in the following form: the name of the person who may be contacted, position, email address and phone number as well as the main location physical address.
3. Provide an overview of your company, including description of current financial condition, date of incorporation, operating locations, number of employees, area(s) of specialty and number of successful projects with governmental/transportation agencies; Also specify whether if an IBE.
4. Provide information on the firm's ownership, capital structure and specific details of any affiliated companies or joint ventures and/or affiliations with other firms that provide similar services. Please also provide an organizational chart that diagrams the interrelationship between professional staff as well as any parent/subsidiary, affiliate, or joint venture entities.
5. Detail how the Prevailing Wage rate(s) information/increases from the States/Counties are updated and maintained and confirm the availability of prevailing wage rates for Commonwealth of Pennsylvania counties of Bucks, Northampton, Monroe, and Pike as well as from the State of New Jersey and the NJ counties of Mercer, Hunterdon, Warren, and Sussex.
6. Outline customization and report generation options such as the ability to sort by craft and NACIS codes, ability to print certified payrolls by various formats (Excel, Word, PDF), any Project Labor Agreement (PLA) functionality/capabilities, and whether the system offered consolidates Prevailing Wage/ Certified Payroll and Payment Verification into one interface.
7. The Commission requires that your system is housed on vendor-owned servers or the servers of others on other servers, please list.
8. Describe how long after receipt of order would the system be operational for use by the Commission and its vendors.
9. Describe any features of your system that would differentiate it from your competitors.
10. Describe the customer service you provide to entities that utilize your system. Please include information on: (i) the availability of your customer service team in the event of issues with the software during normal business hours as well as during nights/weekends; and (ii) the availability of onsite customer support if the need arises.

Part 2: Fee Proposal

Provide a fee proposal addressing the full scope of work identified in the RFP, which should include specific referenced to any data migration costs and the total annual construction and

professional services costs as shown on page 8. The Fee Proposal should be included as a separate attachment from the Technical Proposal and labeled as such.

Proposal must include the total cost to be charged as well as the cost broken down by the following categories:

• Initial Software Cost by Module	• Customization	• Data Migration / Import Costs
• Installation and Configuration	• Post Project Support	• Any Recurring Costs
• Training	• Any Other Costs Not Set Forth Above	

Contract Term:

This contract is for a five (5) year term with one (1) year renewal periods at the option of the Commission on terms mutually agreeable to the Commission and the successful proposer. Upon the termination of the Contract, the successful bidder agrees to turn over a full archived copy of all retained data to the Commission in a format to be determined by the Commission

Timeline

Inquiries concerning this RFP are to be directed, in writing via email to Julio Guridy at jguridy@drjtbc.org and Christine Baker at cbaker@drjtbc.org, with copies to CAO Arnold Conoline at aconoline@drjtbc.org. To be given consideration, all inquiries must be received by **4:00 pm EST on Friday, March 24, 2023**. Responses to inquiries received, if any will be posted on the Commission’s web site as an addendum by Wednesday, **March 29, 2023**. All questions and responses will be posted on the Commission’s web site at www.DRJTBC.org under the “**DOING BUSINESS**” header under the “**Request for Proposals**” tab. Verbal questions or phone calls regarding this RFP will not be accepted.

To be given consideration, all proposals must be received at the offices of the Commission in a package labeled “**RFP Response: Prevailing Wage/Certified Payroll and Payment Verification Systems**” no later than **2:00 p.m. EST on April 12, 2023**. All responses should be directed to:

**Julio Guridy/Christine Baker
 Delaware River Joint Toll Bridge Commission
 1199 Woodside Road
 Yardley, Pennsylvania, 19067**

Responses received after this time and date will not be considered. E-mailed and/or faxed Proposals will not be accepted under any circumstances.

Selection Procedure

Selection will be made after consideration of all information requested and received including experience/quality of response and scope of services to be provided. The Commission reserves the right to establish a fee schedule that is acceptable to the firm(s) selected and to negotiate fees when appropriate. The Commission is not required to award the proposal to the Proposer quoting the lowest

fees.

The Commission will make the award of the contract based upon numerous criteria, including, but not limited to, the Commission's understanding of the proposal and the demonstrated competence, expertise, experience, and qualifications of the proposer. The Proposals will be evaluated and ranked on the basis of, among other things, the following:

1. Demonstrated understanding of the Commission's needs and proposed approaches to meet those needs; provide samples
2. Demonstrated ability to provide comprehensive software and support packages that meet the Commission's requirements
3. Qualifications and technical experience of the proposer
4. Demonstrated financial health and stability of the proposer
5. Credentials of the proposer's team and quality of the professionals and support personnel to be assigned to the engagement
6. Value and reliability of client references
7. Fee proposal
8. Overall quality of the proposal; and competence at oral interviews, if necessary.

Communications with representatives of the Commission concerning this RFP, except as expressly set forth above, by you or on your behalf are not permitted during the submission process.

The Commission reserves the right to request additional information if necessary or to request an interview with firm(s) or to reject any and all proposals with or without cause and waive any irregularities or informalities in the proposals submitted. The waiver or non-waiver of any specific irregularity will not imply or compel similar treatment of any other regularity. The Commission further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Commission also reserves the right to reject any and all submitted proposals. In the event that all proposals are rejected, the Commission reserves the right to re-solicit proposals.

The Commission will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews, if any, or for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

All information submitted in response to this RFP will become the property of the Commission and may be open to inspection by members of the public. Following award, the Commission does not intend to provide a de-briefing of any kind to proposers not selected and is under no obligation to do so. The Commission shall not be liable for any costs incurred by any proposer in the preparation of its proposal for the services requested hereunder.

In the event the Commission determines that additional clarification or information to this RFP is necessary, the Commission reserves the right to issue an addendum to this RFP.

Oral Presentations

After review of the responses, the Commission may, at its discretion, request any one or all firms to make an oral presentation to the Commission or its designee. Such presentations will provide firms with an opportunity to answer any questions the Commission may have on a firm's RFP response. If such a presentation is necessary, Respondents will be notified. Failure to be prepared to make an oral presentation may prevent the firms from receiving further consideration.

Negotiations

Negotiations will be conducted with the first-ranked Proposer. If a negotiated agreement cannot be reached with the first-ranked Proposer within a reasonable time, negotiations will be terminated, and the same procedure followed with the second-ranked Proposer and so on.

NON-DISCRIMINATION AND DIVERSITY POLICY

The Commission prohibits discrimination in employment on the basis of race, color, religious creed, national origin, ancestry, gender, sexual orientation, age, Vietnam era veteran status, or disability. The Commission is strongly committed to developing and maintaining a diverse workforce, and highly values the perspectives and varied experiences that are found only in a diverse workforce. The Commission believes that promoting diversity is important to the success of its overall mission. Accordingly, the Commission requires its consultants/contractors to comply with all applicable nondiscrimination laws and encourages them to promote diversity within their workplace. To assist the Commission in its selection process, Respondents may provide evidence of their policies and practices relating to diversity.

ATTACHMENT 1

DRJTBC Projected Capital Projects Costs 2023-2027

The attached table below provides the currently projected capital projects expenditures by year and totals. These numbers have been broken down by “construction contracts” and “professional services contracts”. These Capital Projects, which is a grouping of some **36 projects**, will be completed over the next five (5) years as single or multi-year projects.

Also presented on this table is the projected number of Construction and Professional Services contracts which we be issued for the respective groupings.

COMMISSION INITIATIVES & 5 YEAR SYSTEM-WIDE PROJECTION TOTALS				
2023	2024	2025	2026	2027
\$35,328,127	\$51,724,334	\$39,359,715	\$25,674,558	\$16,714,198
CONSTRUCTION EXPENDITURE(S) - 80% of PROJECTIONS				
\$29,269,688	\$43,473,884	\$29,735,282	\$19,924,931	\$11,006,710
PROFESSIONAL SERVICES EXPENDITURE(S) - 20% of PROJECTIONS				
\$6,058,439	\$8,250,450	\$9,624,433	\$5,749,627	\$5,707,487

NUMBER OF PROJECT(S) TO BE AWARDED – YEARLY

	2023	2024	2025	2026	2027
Professional Services	36	31	21	20	24
Construction	11	10	4	5	6
Total #	47	41	25	25	30