Solicitation Information
March 9, 2010

BID# 7323534

TITLE: ARRA STATE TRANSPORTATION EMPLOYMENT PROGRAM (STEP):
To Provide Pre-Apprenticeship Training in an Effort to Increase OJT Participation of Underutilized Women and Minorities on RIDOT Projects

Submission Deadline: APRIL 2, 2010 @ 11:30 AM (Eastern Time)

Pre-Proposal Conference: YES Date: MARCH 16, 2010 Time: 1:30 P.M.
Mandatory: NO
Location: RIDOT/ Transportation Management Center, Room 126,
Two Capitol Hill, Providence, RI 02903

SURETY REQUIRED: NO

BOND REQUIRED: NO

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS: Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
Office of Business and Community Resources

ARRA State Transportation Employment Program (STEP): To Provide Pre-Apprenticeship Training in an Effort to Increase OJT Participation of Underutilized Women and Minorities on RIDOT Projects

Project Background

The $138MIL contribution received from the 2009 American Recovery and Reinvestment Act (ARRA) enabled RIDOT to not only increase the number of projects constructed in 2009-2010 but also allowed for the awarded Contractors to increase their active workforce to perform the services contracted by RIDOT. These timely circumstances prompted the need for RIDOT to pro-actively address the under-utilization of women and minorities within the construction industry by providing additional assistance through the establishment of a pre-apprenticeship program to supplement the established OJT Program specifically developed to recruit, assess and train new participants so they may be positioned to effectively partake of the current economic recovery process.

To achieve this end, RIDOT requested additional funding from the Federal Highway Administration (FHWA) under the ARRA Grant to procure the services of a non-profit community-based organization to potentially partner with other private and public industry organizations (e.g. contractors, organized labor, universities and community colleges and other community based organizations) to expand the number and services provided to trainees through an interactive construction training and skills development pre-apprenticeship OJT program to be effectively entitled the **ARRA State Transportation Employment Program (STEP).**

Project Overview and Goal

The Rhode Island Department of Administration / Office of Purchases, on behalf of the Rhode Island Department of Transportation / Office on Business and Community Resources (RIDOT/BCR), is seeking to establish a performance-based contract with a non-profit community-based organization (AGENCY) for the purpose of training women and minorities to facilitate the referral of qualified individuals to be employed statewide on RIDOT Construction projects. RIDOT, with support from FHWA is committed to assisting contractors in building a well-trained and diverse workforce targeted at increasing the participation of women, minority, and under-represented individuals, including African-Americans, Asian-Americans, Hispanic-Americans and Native-Americans.

The successful AGENCY will be awarded a federal Grant for the purpose of establishing the **ARRA State Transportation Employment Program (STEP)** to enhance the current On-the-Job Training Supportive Services (OJT/SS) program, to increase the effectiveness of Construction Training Programs and to assist with qualified labor shortages and Equal Employment Opportunity (EEO) employment goals.

The **STEP** Goal is to place women, minority, and under-represented individuals into gainful employment on State and/or Federally funded construction projects in Rhode Island. To enhance opportunities in many job categories such as Laborers, Equipment Operators, Truck Drivers, Cement Masons, Carpenters, Painters, Electricians, Iron Workers, and other related trades.

Anticipated funding for this project will be 100% federal monies under the aforementioned ARRA Federal Grant. This ARRA Grant is subject to all reporting requirements as set forth by the American Recovery and Reinvestment Act of 2009. The selected AGENCY will be notified should additional reporting requirements arise under the ARRA Act.

Detailed Cost Proposals will be considered for a maximum total of $350,000.00. Should federal funding for this project be ever reduced or ended, no other funding for this contract will be made available.

The maximum term of any award resulting from this request is **FIFTEEN (15) MONTHS** dependent on issuance of contract award and notice to proceed with a definitive contract completion date no later than AUGUST 31, 2011.

Respondents are instructed to submit a **Technical Proposal** response along with a separate **Cost Proposal** both described in detail herein.

Proposals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program, or "RIVIP"* as it is known, @

http://www.purchasing.ri.gov

NOTE: This is a Request for Proposals (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no public opening and reading of responses received by the Office of Purchases pursuant to this request other than to name those Respondents who have submitted proposals. TECHNICAL proposal and COST proposal must be two (2) separate documents. All Respondents are advised to review all sections of this Request carefully and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All Respondents **MUST** register online at the RIVIP'S Internet website @ www.purchasing.ri.gov

- A fully completed signed ***RIVIP Bidder Certification Cover Sheet*** – *All three pages* **MUST** accompany response submitted. Failure to make a complete submission inclusive of this three-page document may result in disqualification. A copy of this 3-PAGE certification form should be in all proposals (originals and copies) submitted to the State for consideration.

- Effective **May 15, 2008**, the Department of Administration, Division of Purchases in compliance with Executive Order 08-01, will require that all persons and businesses, including grantees, contractors and their subcontractors and vendors doing business with the State of Rhode Island MUST register and utilize the services of the **E-VERIFY PROGRAM** to ensure compliance with federal and state law. **Mandatory registration and proper certifications can be accessed through the RIVIP website**.

- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 for RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM – 4:00 PM.

- All costs associated with developing or submitting documents in response to this Request and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.

- It is intended that an award pursuant to this Request will be made to a Prime Respondent, who will assume responsibility for all aspects of the work. Joint venture(s) will not be considered, but subcontract(s) are permitted provided that Sub-Respondent(s) proposed are clearly identified along with the type of work to be performed in response to this RFP.

- All pricing submitted will be considered to be **firm and fixed** unless otherwise indicated herein.

- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred and twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.

- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.

- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004,* and subsequent revisions, which is currently available on-line @ **www.dot.ri.gov**.

- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.

- In accordance with RI Gen. Laws 7-1.1-99, no **foreign corporation**, a corporation established other than in Rhode Island, has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. If applicable, a copy of Respondent's certificate of authority **must** be included **as part of the submitted LOI** located behind the front page of each copy of the proposal. ***Failure to do so may result in disqualification.***

  Any Respondent who does **NOT** have a current Certificate of Authority for the firm MUST acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for the project, will expedite acquisition of a Rhode Island Certificate of Authority ***prior to award***. The letter of acknowledgement **must** be included behind the front page of each copy of the proposal.

- During the life of this anticipated contract, the State reserves the right to solicit separately for selected initiatives within this Scope of Work.

ADDITIONAL REQUIRED FORMS

Besides the *RIVIP Bidder Certification Cover* Sheet -as required at the State level and obtained through the RIVIP website, RIDOT also requires that the following **FOUR (4) FORMS** be completed and included in your submission package in line with federal regulations and departmental policy. These FORMS will be reviewed for completeness and at the point of award will be made part of contract document.

- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION** - Signature sheet only must be completed by an authorized agent of your Firm and a copy must be submitted along with EACH response.

- **CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES** - Enter known project information on PAGE 1 (DESCRIPTION etc.); Agency must complete FORM and submit signed by an authorized agent of your Firm and a copy must be submitted along with EACH response.

- **CONFLICTS DISCLOSURE STATEMENT** In line with directions stated, completed FORM(s) must be signed and submitted accordingly. A copy must be submitted along with EACH response.

- **W-9 FORM:** Must be completed and signed by authorized agent of your Firm. Form may be downloaded @ www.purchasing.ri.gov

ALL FORMS (Except W-9) ARE ATTACHED TO SOLICITATION AND MUST BE COMPLETED AND COPIES SUBMITTED ALONG WITH EACH TECHNICAL PROPOSAL SUBMISSION. ("ORIGINAL" & COPIES). PLEASE NOTE, FOR W-9 FORM ONLY, ONE (1) UNBOUND "ORIGINAL" COPY IS REQUIRED AT TIME OF SUBMISSION. COPIES OF W-9 NEED NOT BE INCLUDED IN INDIVIDUAL PROPOSAL SUBMSSIONS.

TECHNICAL PROPOSAL CONTENT:

All information requested below must be organized in the exact order in which the following RFP requirements are presented with page numbers in consecutive order. TECHNICAL PROPOSAL submission should contain a Table of Contents that cross-references each RFP requirement with specific page cited.

The TECHNICAL PROPOSAL submission must NOT contain any references to PROJECT COST. Inclusion of cost information within the Technical Proposal submission may result in disqualification.

GENERAL FORMAT:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the AGENY.

- **RIVIP BIDDER CERTIFICATION FORM:** ALL THREE (3) Pages **MUST** accompany each response submitted. Failure to make a complete submission of this document may result in disqualification. ***(SEE GENERAL NOTIFICATIONS).***

- **Technical Proposal Format**: TECHNICAL PROPOSAL must be bound or contained in a single volume. All documentation submitted with the proposal must be contained in that single volume. LOI/TECH must be prepared on **8 1/2" x 11"** letter sized white paper printed on both sides sequentially numbered and limited in length to a total of **25 PAGES** – exclusive of exhibits, which must be tabbed and included in the bound submission.

Font size shall be a minimum of **12 POINTS** for all submittals. ALL documentation in excess of 25 PAGE MAXIMUM will be removed and discarded. TECHNICAL PROPOSAL must contain a Table of Contents that cross-references each requirement with specific pages in the submission.

- **RIDOT Scope of Work and Addenda**: Respondents shall include as part of the TECHNCIAL PROPOSAL submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

BACKGROUND AND PREVIOUS EXPERIENCE:

- *Company Introduction:* Respondents are to include a complete description and other relevant information documenting organizational structure and workforce development/ training expertise.

- *Relevant Experience:* Respondents are to include a comprehensive listing of similar projects and/or clients served similar in concept to the project being proposed.

  Names, addresses, and telephone numbers of at least **THREE (3)** previous clients who are familiar with the services provided by your firm must be included. This information is required not only for the Respondent but also for any key sub-consultants to be assigned to project. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performances of services provided Respondent acknowledges that RIDOT is granted specific permission to discuss past performance of Respondent and any of its proposed team members on any projects.

- *Existing Workload:* Respondents are to include a current listing of all active projects contracted to perform.

ORGANIZATION AND STAFFING:

- *Staff Qualifications*: Respondents are to include: 1) a listing of experienced personnel currently on staff, 2) resumes of proposed personnel to be assigned to this project, including identification of any pertinent or applicable **certifications/licenses available**; and 3) the approximate percentage of each employee's time to be expended on this project.

  Management of this contract will be under the RIDOT/BCR responsible for approval of all staff assigned to the project. RIDOT must be informed of any changes in personnel at any time during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate the contract.

- **Organizational Chart** of the proposed project team must be included. The Respondent shall describe how the proposed organizational structure addresses the full scope of this project.

- **Sub-Consultant(s)**: As applicable, disclosure of any sub-consultant firm(s)' organizational structure and business background as well as the type of work they will perform **must** be documented in response to this Request. The Respondent must disclose the identity and work arrangements established between the Prime and proposed Sub-Consultant firm(s), if any, to be assigned to this project. Full disclosure of the proposed team to be assigned this project is mandatory as part of the TECHNICAL

Proposal submission and requires: 1) a listing of experienced personnel currently on staff, 2) key resumes of proposed personnel to be assigned to this project, including identification of any pertinent or applicable certifications/licenses available, and 3) staff assignments and concentration of effort for each staff member are to be addressed.

PROJECT WORK PLAN:

- *Project Approach/ Methodology:* Respondents are to provide a detailed technical synopsis of their proposed services based on the Scope of Work (SOW) requested by the RIDOT/BCR including any technical issues that will or may be confronted at each stage of the project. *Alternative* approaches and/or methodologies to accomplish the intended results of this procurement are encouraged. Proposals that depart from or materially alter the terms, requirements or SOW as defined by this Request will be rejected and considered non-responsive.

- *Work Plan:* Respondents are to provide a detailed annual project work plan and schedule including a list of specific, measurable tasks, activities and deliverables that will be utilized in administering the project. Because this RFP will result in a performance-based contract, to be considered responsive the proposed annual work plan must contain sufficient itemized detail and clarity **defining proposed critical deliverables and activity milestones**, -the successful completion and formal acceptance of which will trigger the processing of progress payments through the contract period.

- *Supplemental Information*: Respondents are encouraged to submit any other information deemed useful to provide RIDOT/BCR with sufficient relevant information to evaluate the firm's qualifications and technical approach to the project.

COST PROPOSAL:

- Respondent is to submit, separate from Technical Proposal, an **"Original" plus SEVEN (7) copies** of a completed *signed and sealed* **Cost Proposal** using the required format attached.

- **Cost Proposal** will reflect a **15 MONTH** budget for deliverables, i.e. defined tasks, activities and/or milestones itemized in the required format attached.

- **Cost Proposal** prices submitted will be considered *firm and fixed.*

- **Cost Proposal** must include a fee structure applicable to the Respondent's offer.

- **Cost Proposal** must include hourly rates.

- Describe, in detailed narrative, all aspects of your **pricing policy**.

PRE-PROPOSAL MEETING

Interested parties are encouraged to attend a Pre-Proposal Meeting to be held on Tuesday, MARCH 16, 2010 @ 1:30 P.M. **to be held at the RI Department of Transportation, Transportation Management Center, Room 126, Two Capitol Hill, Providence, RI 02903.**

Any questions relative to the SOW as well as any questions regarding RIDOT procedures and proposal format will be addressed at the Pre-Proposal Meeting. A summary of the Pre-Proposal Meeting will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty eight (48) hours in advance of the scheduled Meeting.

PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS

Any pertinent questions subsequent to this solicitation may be posted at RIDOT'S *"Bidding Opportunities"* web page accessible at: http://www.dot.ri.gov/contracting/bids/ and follow the link to **"?"** to submit questions for this solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu.

A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. The Q & A Forum will disable 5 FULL CALENDAR DAYS prior to the due date for this project. Therefore, questions will not be accepted after midnight on MARCH 27, 2010.

Upon review of the Scope of Work (SOW), an **"Original" and SIX (6) copies** of Proposal submissions shall be sent to the Division of Purchases by the specified deadline to the address listed below. RIDOT requires that the Proposal submission also be submitted on CD-ROM. Clearly labeled CD ROM shall be attached to the **inside cover of each Proposal submission**. RIDOT recommends that the electronic version of said Proposals be submitted in Adobe PDF format.

Technical Proposal ("Original" plus SIX (6) copies) and a *separately sealed* **Cost Proposal ("Original" plus SIX (6) copies)** are to be submitted simultaneously. Requested documentation is to be either mailed or hand-delivered in a sealed envelope marked: ***RFP#7323534 - ARRA STATE TRANSPORTATION EMPLOYMENT PROGRAM (STEP): To Facilitate the Referral and Increase Participation of Underutilized Women and Minorities on RIDOT Projects*** **by** APRIL 2, 2010 no later than 11:30 A.M. to:

BY COURIER OR MAIL:
RI Department of Administration
Division of Purchases (2nd fl)
One Capitol Hill
Providence, RI 02908-5855

NOTE: *Proposals received after the above referenced due date and time will not be considered. (SEE GENERALNOTIFICATIONS)*

EVALUATION AND SELECTION

The State will establish a Technical Review Committee that will evaluate and score proposals received utilizing the following criteria:

SELECTION CRITERIA:

1.	FIRM'S CAPABILITY, CAPACITY, AND QUALIFICATIONS	0-30 POINTS	Technical Criteria
2.	QUALITY OF THE PROJECT WORK PLAN	0-30 POINTS	
3.	SUITABILITY OF APPROACH/METHODOLOGY	0-20 POINTS	
4.	COST PROPOSAL (Evaluated separately)	0-20 POINTS	
	MAXIMUM SCORE	100 POINTS	

Technical and **Cost** Proposals will be evaluated separately. **Cost** Proposals will remain sealed until such time as technical scoring has been completed. **Technical Proposals receiving scores of less than 60 points will not be scored for cost and will be disqualified.**

The Review Committee will then evaluate the qualifying **Cost Proposals** and the results will be integrated with the Technical review. This will result in a final ranking and recommended selection.

The State may, at its sole option, elect to require presentation(s) by Respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The findings will then be reviewed and accepted by RIDOT'S Advisory Consultant Selection Panel. With the support of the DOT Director, the ranked findings and selection recommendation will be submitted to the State's Architectural/ Engineering Consultant Services Selection Committee for final selection consideration.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

RIDOT WANTS TO REMIND ALL VENDORS/ SERVICE PROVIDERS THAT IT IS NOW ILLEGAL, IN EVERY STATE, FOR COMMERCIAL VEHICLE OPERATORS TO TEXT WHILE DRIVING. IN ADDITION, RHODE ISLAND IS THE 19TH STATE TO BAN TEXT MESSAGING ENTIRELY WHILE DRIVING FOR ALL DRIVERS. FAILURE TO COMPLY WITH EITHER BAN IS PUNISHABLE BY FINES.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

SCOPE OF WORK

ARRA State Transportation Employment Program (STEP): To Provide Pre-Apprenticeship Training in an Effort to Increase OJT Participation of Underutilized Women and Minorities on RIDOT Projects

SECTION 1 – BACKGROUND AND PURPOSE

The Rhode Island Department of Administration / Office of Purchases, on behalf of the Rhode Island Department of Transportation / Office on Business and Community Resources (RIDOT/BCR), is seeking to establish a performance-based contract with a non-profit community-based organization (AGENCY) for the purpose of establishing a network of partnerships to facilitate the referral of qualified individuals employed statewide on RIDOT Construction projects. RIDOT, with support from FHWA is committed to assisting contractors in building a well-trained and diverse workforce targeted at increasing the participation of women, minority, and under-represented individuals, including African-Americans, Asian-Americans, Hispanic-Americans and Native-Americans.

The successful AGENCY will be awarded a federal Grant under the 2009 American Recovery and Reinvestment Act (ARRA) for the purpose of establishing a pre-apprentice training program entitled the **State Transportation Employment Program (STEP)** to enhance the current On-the-Job Training Supportive Services (OJT/SS) program, increase the effectiveness of Construction Training Programs, and assist with qualified labor shortages and Equal Employment Opportunity (EEO) employment goals.

The **STEP** Goal is to provide pre-apprenticeship training to women and underutilized minorities to prepare them for OJT opportunities on State and/or federally funded construction projects in Rhode Island. To specifically enhance opportunities in many construction job categories such as Laborers, Equipment Operators, Truck Drivers, Cement Masons, Carpenters, Painters, Electricians, Iron Workers, and other related trades.

SECTION 2 – CONTRACT PERIOD

Anticipated funding for this project will be 100% federal monies under the aforementioned ARRA Federal Grant. This ARRA Grant is subject to all reporting requirements as set forth by the American Recovery and Reinvestment Act of 2009. The selected AGENCY will be notified should additional reporting requirements arise under the ARRA Act.

Detailed Cost Proposals will be considered for a maximum total of $350,000.00. Should federal funding for this project be ever reduced or ended, no other funding for this contract will be made available.

The maximum term of any award resulting from this request is **FIFTEEN (15) MONTHS** dependent on issuance of contract award and notice to proceed with a definitive contract completion date no later than AUGUST 31, 2011.

SECTION 3 – COMPENSATION/ INVOICE AND PAYMENT TERMS

The following information represents performance requirements associated with contract award. Compensation will be based on the total accepted cost proposal and satisfactory completion of all reporting requirements. Future STEP participation will be based on

RIDOT'S determination of AGENCY'S successful results oriented program performance in construction job placement hires.

Each MONTHLY invoice is to be accompanied by a detailed listing of administrative and operating costs incurred by latest month completed and year-to-date in a format mutually agreed upon by the RIDOT/BCR and the successful AGENCY. Supporting documentation for all reimbursable items requested must be attached to invoice.

MONTHLY expenditure and activity reports **must be submitted by the 15th business day of each month** (for the prior month's activity) and include a projection of the following month's project activities and expenditures. A FINAL bill and documentation for services (and any remaining reports) rendered during the contract period must be submitted to the BCR Administrator **no later than 45 days after the end of the contract period.**

Allowable reimbursable items include the following:

STEP **TRAVEL EXPENSES** will be paid up to a maximum of $10,000.00 for total costs over the 15-MONTH contract term for business expense reimbursement either for AGENCY Staff **mileage expenses** or for costs incurred in providing **STEP Field Trips**. Authorized travel must conform to departmental policy and applicable federal cost guidelines. Expenses incurred solely for the convenience of the Consultant will not be allowed Any additional travel expenditures will not be allowed without written authorization in advance from the RIDOT/BCR Administrator.

STEP **GUEST INSTRUCTORS** will be paid up to a maximum of $20,000.00 for total participation over the 15-MONTH contract term; applicable back-up documentation must be included;

STEP **EQUIPMENT AND MATERIAL RESOURCES** will be allotted a maximum of $20,000.00 for total costs over the 15-MONTH contract term; applicable back-up documentation/receipts must be included;

SECTION 4 – STEP OBJECTIVES

The main objectives of the **STEP** will be:

- To establish a structured network between RIDOT/BCR Administrator and Staff, the selected AGENCY'S Program Director, Job Referral Placement Counselor, Contractors, and Union Training institutions to recruit, assess, and train participants representing underutilized groups, primarily minorities and women, in the construction industry.

- To utilize the established OJT network and partnerships to facilitate the referral and subsequent placement of qualified women, minority and under-represented candidates in highway construction trades and careers.

SECTION 5 – AGENCY RESPONSIBILITES AND REQUIREMENTS

The projected responsibilities and requirements of the selected AGENCY hired to develop the **STEP** are listed as follows:

- To have the ability and experience to partner with Contractors, Industry Associations, Trade Unions, and Technical Vocational Colleges, to enhance opportunities for women, minority and under-represented individuals to acquire Construction Trades pre-

apprenticeship training in many job categories such as Laborers, Equipment Operators, Truck Drivers, Cement Masons, Carpenters, Painters, Electricians, Iron Workers, and other related trades.

- To maintain and ensure that **STEP** classes will be interactive and include instructional lectures and written materials; career, job search/interview skills presentations and activities; trades informational discussion panels; instructional films and videos; hands on construction tool use instruction and experience; construction vocabulary; Trade Union speakers; and possible field trips to highway construction projects, Union Trades Training Centers, and construction career related Technical Colleges. The class lesson plan will include construction career exploration and development information. These class sessions will attempt to provide new life skills, and attitudes that can increase the level of success for long-term job placement and retention.

- To maintain and ensure that **STEP** candidate training offered will include classes relative to Hazardous Materials, Occupational Safety (OSHA), confined space, First Aid/CPR, physical fitness, math, money management, skills improvement and CDL obtainment for Heavy Equipment Operator training.

- To administer financial support, with RIDOT approval, through this **STEP** initiative to support up to **a minimum of TWENTY-FIVE (25)** graduate candidates' employment referral and job placement to be distributed by the AGENCY as follows:

  - Each **STEP** graduate may qualify for up to a **$1,000.00 EACH** (payable through the **STEP**) for completing at least **500 HOURS** in construction work; this incentive payment will be distributed to each qualifying **STEP** graduate as follows:

    - $500.00 will be paid for the first 250 hours completed
    - $500.00 for an additional 250 hours completed

  - Each **STEP** candidate referral may receive emergency employment transitional financial supportive services up to **$300.00 EACH** (payable through the **STEP**) to be used to pay for work tools, steel toe work boots, job related clothing emergency day care cost, new employment/job site transportation and meal funds.

SECTION 6 – STEP DELIVERABLES

STEP deliverables will include but not be limited to:

- To provide a training program/curriculum (STEP) for **a minimum of 25 CANDIDATES** offering each **STEP** student construction training/skills development course(s) **each course for a minimum SIX (6) WEEK duration** offering a realistic look at the culture, job expectations, work requirements, job and training opportunities, union information, salary information, fringe benefits, physical requirements, construction work techniques, basic math skills, money management, team work responsibilities, awareness of appropriate workplace behavior policies, job seeking skills, and job retention skills that exist in the highway construction industry and worksites. The **STEP** can offer a training schedule designed and presented at Union Training Centers (carpenters, cement finishers, laborers, heavy equipment operators and painters) if available.

- To provide each **STEP** candidate upon graduation from each **STEP** Construction Training/Skills Development Course, a Graduation Certificate citing the course completed, to assist in securing job placement referrals, to determine if individual qualifies for additional emergency employment transitional financial assistance (Max. $300.00) and to offer continuous job counseling throughout the duration of the STEP.

- To propose a **STEP BUDGET** including program design and implementation, curriculum and maintenance, recruitment development, orientation and networking meetings as well as operational costs associated with these tasks

  RIDOT will have final budgetary approval, training curriculum and/or modification approval for the lifetime of the STEP. In addition, RIDOT will authorize STEP funds during the administration of all appropriate budget expenses incurred by the STEP at appropriate timely intervals. RIDOT will provide the AGENCY with information regarding up-coming projects that have OJT goals assigned and the contact information regarding these opportunities.

- To provide a minimum of **25 STEP GRADUATES FOR JOB REFERRAL PLACEMENTS** within the 15-MONTH contract term

- To provide **QUARTERLY PROGRESS REPORTS** detailing services provided to STEP participants and post-graduation follow-up for up to 1 YEAR providing timeframe is within 15 MONTH contract term. **TWO (2) COPIES** of requested reporting documents must be submitted to the RIDOT/BCR Administrator in a format and submission schedule mutually agreed upon by both parties.

- To comply with all **ARRA GRANT REPORTING REQUIREMENTS** as set forth by the American Recovery and Reinvestment Act of 2009. The selected AGENCY will be notified should additional reporting requirements arise under the ARRA Act.

RFP# XXXXXXX - ARRA State Transportation Employment Program (STEP): To Provide Pre-Apprenticeship Training in an Effort to Increase OJT Participation of Underutilized Women and Minorities on RIDOT Projects

ITEMIZED COST PROPOSAL

RESPONDENT NAME: _____

Street Address/PO Box _____

City/State/Zip _____

(Area Code) Phone # _____

E-Mail Address _____

Respondents must indicate in the space provided their firm fixed price for each of the services and deliverables proposed below. These services and deliverables are the only charges that will be eligible to be paid to the Respondent, and shall therefore include all associated costs of delivering services covered by this Request:

	Services/ Deliverables:	
1.		**$**
2.		**$**
3.		**$**
4.		**$**
5.		**$**
.		
.		
.		
	TOTAL: 15- MONTHCONTRACT	**$** _____

Narrative Disclosure

CONSULTANTS

CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS FOR PRIME CONSULTANTS
AND LOWER TIER PARTICIPANTS (SUBCONSULTANTS ETC.)

Appendix B--Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction", debarred", "suspended", ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower

Tier Covered Transaction, "without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

In accordance with the code of Federal Regulations, Part 49 CFR Section 29. 510, the prospective primary participant _____ (name of Authorized Agent), _____ (Title), being duly sworn (or under penalty of perjury under the laws of the United States), certifies to the best of his/her knowledge and belief, that its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;

b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification;

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall list exceptions below.

Exceptions will not necessarily result in denial of award, but, will be considered in determining contractor responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and the dates of the action. Providing false information may result in criminal prosecution or administrative sanctions. If an exception is noted the contractor must contact the Department to discuss the exception prior to award of the contract.

_____

_____

_____

_____ _____

Signature of Authorized Agent Date

Certification for Federal-Aid Construction/Consultant Contracts

IN ACCORDANCE WITH PUBLIC LAW 101-1210 SECTION 319 (DEPARTMENT OF THE INTERIOR AND RELATED AGENCIES) THE PROSPECTIVE PARTICIPANT CERTIFIES, BY SIGNING AND SUBMITTING THIS BID OR PROPOSAL, TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, THAT:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employe of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

(R.I.D.O.T. APPENDIX C)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(s). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(s). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Approved by
OMB 0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:
   - ☐ a. contract
   - b. grant
   - c. cooperative agreement
   - d. loan
   - e. loan guarantee
   - f. loan insurance

2. Status of Federal Action:
   - ☐ a. bid/offer/application
   - b. initial award
   - c. post-award

3. Report Type:
   - ☐ a. initial filing
   - b. material change

   For Material Change Only:
   year _____ quarter _____
   date of last report _____

4. Name and Address of Reporting Entity:
   ☐ Prime ☐ Subawardee
   Tier _____, if known:

   Congressional District, if known:

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

   Congressional District, if known:

6. Federal Department/Agency:

7. Federal Program Name/Description

   CFDA Number, if applicable: _____

8. Federal Action Number, if known:

9. Award Amount, if known:
   $

10. a. Name and Address of Lobbying Entity
    (if individual, last name, first name, MI):

    (attach Continuation Sheet(s) SF-LLL-A, if necessary)

    b. Individuals Performing Services (including address if different from No. 10a)
    (last name, first name, MI):

11. Amount of Payment (check all that apply:
    $_____ ☐ actual ☐ planned

12. Form of Payment (check all that apply):
    - ☐ a. cash
    - ☐ b. in-kind; specify: nature _____
      value _____

13. Type of Payment (check all that apply):
    - ☐ a. retainer
    - ☐ b. one-time fee
    - ☐ c. commission
    - ☐ d. contingent fee
    - ☐ e. deferred
    - ☐ f. other; specify: _____

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:

    (attach Continuation Sheet(s) SF-LLL-A if necessary)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☐ No

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Telephone No.: _____ Date: _____

Federal Use Only:

Approved by
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page ____ of ____

Authorized for Local Reproduction
Standard Form LLL-A

CONFLICTS DISCLOSURE POLICY

To ensure that the Rhode Island Department of Transportation (RIDOT) maintains the continued confidence and trust of the people of Rhode Island in carrying out its mission, prospective vendors must disclose any family (or other personal) relationships, associations or connections that the vendor, its affiliates, or employees, may currently have with any RIDOT employee. A Conflicts Disclosure Statement shall be submitted to RIDOT from the following:

- Owners;
- Directors;
- Principals;
- Officers, board members, or individuals with corporate authority;
- If the vendor is a partnership, the applicant's partners;
- If the vendor is a limited liability company, its members and managers;
- Employees with decision-making authority, including executive directors, managers or individuals in a similar position with corporate authority; and
- Shareholders with a controlling interest.

CONFLICTS DISCLOSURE STATEMENT

RE: _____

_____

I, _____hereby certify as follows:

I am employed as a _____ of _____
[TITLE] [COMPANY]
and to the best of my knowledge:

PLEASE CHECK THE APPROPRIATE BOX:

☐ **I have no family or personal relations currently employed either on a full-time or part-time basis at the Rhode Island Department of Transportation.**

☐ **I do have family or personal relations currently employed at the Rhode Island Department of Transportation. Please list their name(s), title(s), and RIDOT Division(s) (if known):**

NAME	TITLE	RIDOT DIVISION

If necessary, please add any additional names as attachments hereto.

FOR ILLUSTRATIVE PURPOSES, FAMILY RELATIONS SHALL INCLUDE, WHETHER BY BLOOD, ADOPTION OR MARRIAGE, ANY OF THE FOLLOWING RELATIONSHIPS:

Father, Mother, Son, Daughter, Brother, Sister, Grandfather, Grandmother, Grandson, Granddaughter, Father-In-Law, Mother-In-Law, Brother-In-Law, Sister-In-Law, Son-In-Law, Daughter-In-Law, Stepfather, Stepmother, Stepson, Stepdaughter, Stepbrother, Stepsister, Half-Brother Or Half-Sister, Niece, Nephew, And Cousin

- *If you are unsure whether a relationship, association, or connection you have may need to be disclosed, please consult with RIDOT's Legal Office at (401) 222-6510.*

_____

SIGNATURE **DATE**

By signing this form you: (1) certify that the information contained in this form is complete and accurate to the best of your knowledge; and (2) acknowledge your continuing obligation to complete and submit a new Disclosure form when there is any change in your family or personal relations during the course of this Contract.

This document is used for internal RIDOT purposes only in order to address and avoid any potential conflicts at the inception of the contract process and to avoid any impropriety or the appearance of impropriety during the contract process. Any disclosures made hereto will not prejudice prospective vendors from selection.