



Solicitation Information

20 June 11

LOI # 7448798

Engineering Services to Support the Clean Watersheds Needs Survey in Rhode Island

Submission Deadline: 18 July 11 @ 10:30 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 29 June 11 Time: 10:00 AM (EDT) Mandatory: No Location: DOA/Division of Purchases (2 nd floor, Bid Room), One Capital Hill, Providence, RI

Questions concerning this solicitation may also be sent to the Division of Purchases at questions@purchasing.ri.gov no later than **5 July 11 at 12:00 Noon (ET)**. Questions should be submitted in a Microsoft Word (.doc) attachment. Please reference the RFP / LOI # on all correspondences. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

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 RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INTRODUCTION

Proposals are hereby solicited by the Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Environmental Management (RIDEM)/Office of Water Resources, for engineering consulting services to support the Clean Watersheds Needs Survey (CWNS) in Rhode Island, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

REQUIREMENTS FOR THE PROPOSED PROJECT

To serve as a CONSULTANT to RIDEM Office of Water Resources to complete a data acquisition and presentation project that identifies and evaluates clean watershed needs in Rhode Island. The consultant will utilize information provided by RIDEM, compile additional needed information from various sources (wastewater treatment facilities and/or sewer communities, etc.) and conduct preliminary evaluations of the conventional, decentralized, non-point source (NPS) and stormwater needs associated with the aforementioned sources, considering engineering and other technical constraints as well as cost effectiveness. The project will be conducted consistent with federal Environmental Protection Agency guidance as directed by RIDEM. Among other tasks, the project involves data management tasks, including data entry into the EPA data portal for the Clean Watersheds Needs Survey. The project will result in generation of interim written work products as well as a final report documenting all work. A Scope of Work for this project is provided herein.

This solicitation, and any subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

- Potential offerors are advised to review all sections of this LOI carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder(s).
- Proposals should include the offeror’s FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprises in all State procurements. For further information, visit the web site at www.mbe.ri.gov. To speak with an MBE officer, please call (401) 574- 8670.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- Equal Employment Opportunity (RIGH 28-5.1) Declaration of Policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies in all areas where the State dollar is spent: in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office at 401-222-3090.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI #.

SCOPE OF WORK

BACKGROUND

Pursuant to the federal Clean Water Act (CWA), the United States Environmental Protection Agency (EPA), in partnership with state water pollution control agencies, conducts the Clean Watersheds Needs Survey (CWNS) in all fifty states every four years. The purpose of this survey is multi-faceted, though principally it assesses the capital needs of a state to meet water quality goals established via the CWA. The survey is conducted in a manner consistent with

CWA Section 516 and 205(a) as well as EPA requirements and guidance. The detailed information generated from the CWNS can aid states in receiving a more accurate Clean Water State Revolving Fund (CWSRF) grant.

The last CWNS for Rhode Island was completed in 2004. The survey results are available in a hard-copy form in files maintained by the RIDEM Office of Water Resources. Certain information from this survey is also maintained in the EPA national data CWNS data system. The 2004 CWNS documented \$1.35 billion in total needs for Rhode Island. This figure reflected 157 different facilities or projects, primarily involving wastewater infrastructure, located throughout Rhode Island. RIDEM did not complete an updated CWNS for 2008.

PROJECT PURPOSE:

RIDEM will be completing a 2012 CWNS and submitting the results to the EPA utilizing the engineering services described in this LOI. The purpose of this project is to assess on a statewide basis the need for investment in capital projects that support clean water goals. The objectives of the project are as follows:

- Complete a statewide, comprehensive clean watersheds needs assessment;
- Identify and document capital needs in a manner that will support delivery of the information to EPA;
- Successfully complete data entry into the federal 2012 CWNS database.

RIDEM will require that the CWNS be conducted in a manner that adheres to EPA guidance including requirements for documenting the need and associated estimated cost of the individual project eligible to be included in the survey. It is expected that new federal guidance may be issued throughout the duration of this project and the CONSULTANT must be responsive to changes. Further information and EPA guidance on the 2012 CWNS process can be found on EPA's website at:

<http://water.epa.gov/scitech/datait/databases/cwns/plan.cfm>

EPA guidance currently describes twenty-six categories and sub-categories of clean water needs that may be included in the 2012 CWNS. The needs include wastewater systems, both centralized and de-centralized, as well as needs related to non-point sources of pollution including stormwater management needs and green infrastructure. During this update, RIDEM is interested in more accurately capturing the full range of capital needs related to Clean Water Act programs including projects related to stormwater management and implementation of Total Daily Maximum Loads (TMDLs). Within Rhode Island, there are a number of data sources available that help document needs: wastewater facility plans are available for twenty five communities and the 19 publicly owned wastewater treatment facilities; most RI municipalities have completed local stormwater management plans and comprehensive community plans; most RI municipalities that are unsewered in whole or part have developed local on-site wastewater management plans; RIDEM has produced a number of TMDLs and will provide the selected consultant with a written summary report of recommended TMDL actions that relate to the CWNS. To accurately document overall needs it will be necessary to interact with all thirty-nine (39) municipalities, several state agencies that operate or maintain facilities and quasi-governmental entities such as the Narragansett Bay Commission (a regional wastewater

authority), the Rhode Island Airport Corporation, and Rhode Island Resource Recovery Corporation. Certain federal agencies and non-profit organizations may also be contacted to fully document the State's needs.

As specified further below, the process to document needs will involve review of the 2004 CWNS facilities and projects as well as a statewide survey to identify new needs. For all needs that are adequately documented, RIDEM expects to obtain authorization for the CONSULTANT to execute data entry into the 2012 CWNS data portal maintained by EPA. The data management process must provide for RIDEM review and approval of the information prior to submittal to EPA. Given the volume of information involved and federal deadlines imposed for data entry, RIDEM anticipates that it will be necessary for information on the facilities and needs related to the 2012 CWNS to be developed, reviewed by RIDEM and then entered via the portal on a continuous basis over a period of time; .e.g. batch processing basis. The RIDEM will require the CONSULTANT to develop data entry quality control procedures designed to minimize errors such as omissions, duplicate entries, typographical errors, etc. RIDEM expects the procedures to reflect the steps that are taken before data is deemed acceptable for formal submittal to EPA, also designated as "Federal Accepted". The official data entry period begins January 9, 2012 but EPA is considering allowing an early data entry period scheduled to begin before that date. All facilities must be entered in the survey by October 26, 2012, unless this deadline is extended by EPA. The CONSULTANT must have personnel dedicated to the CWNS through the close of the EPA Data Review Period (tentatively scheduled for Dec. 30, 2012). RIDEM reserves the right to have the CONSULTANT attend the End of Survey Meeting scheduled for early 2013.

PROJECT TASKS AND DELIVERABLES

Task 1 – Local Kickoff Meeting

RIDEM expects the project will involve a team approach involving RIDEM staff and staff assigned by the CONSULTANT. Work will be initiated with a local Project Team meeting organized by RIDEM. The purpose of this meeting will be to review and clarify tasks, assignments, logistics and schedules including procedures for making documents and information at RIDEM available for visual inspection and review.

Task 1 Deliverable – Attendance at local kick-off meeting; meeting notes with action items identified.

Task 2 – CWNS Training

As EPA has made changes in the CWNS process from the prior survey, this task involves training of project staff on the procedures for the 2012 CWNS. Proposals shall explain how the CONSULTANT will ensure staff assigned to the project are adequately trained in the 2012 CWNS process. EPA makes various materials; e.g. webinar materials, power point presentations, written guidance materials available via its website.

EPA has conducted organized super-regional training workshops to support the 2012 CWNS for state officials. A DEM staff person attended the training in June 2011. EPA is considering, but has not yet reached a final decision on, conducting an additional training session. The CONSULTANT is expected to at minimum have the primary project manager participate in the

EPA super-regional training in the event a training session is made available by EPA . Preparation for EPA training shall include review of webinars and other materials made available by EPA. The tentative EPA training schedule is as follows:

- Atlanta/Dallas/Washington DC - late 2011
(Location and registration deadline to be determined)

Task 2 Deliverable –Training and orientation of staff as appropriate; Attendance at the super-regional training meeting if available (location and dates TBA),

Task 3 – CWNS Data Acquisition

The CWNS consists of collecting data (or “documentation”) of capital needs of projects required to maintain compliance with the Clean Water Act. This task is broken into sub-tasks.

Subtask 3a. - Review of the 2004 CWNS Facilities/Projects

The consultant is expected to review the projects identified in the 2004 needs survey and ascertain the status, continued eligibility of the project/facility and update pertinent information. Task 3a involves identifying needs that require re-documentation. RIDEM will provide access in the DEM Office of Water Resources to its copies of wastewater facilities plans, 2004 CWNS data and other information as available to assist the CONSULTANT in completion of this Task. The CONSULTANT is expected to utilize the existing numbering system for facilities. Within this part of Task 3, the CONSULTANT will be required to review surveys and supporting documentation from previous CWNS, collect and review facility-specific information either not available on-site or only available from the municipality’s consultants, and as needed complete surveys and secure documentation from municipalities or other facilities. In addition to the 2004 CWNS files, materials that may require review include but are not limited to:

- Grant/loan applications;
- NPDES permit data;
- Discharge Monitoring Report (DMR) summaries and compliance history reports;
- Capital Improvement Plans (CIPs);
- Wastewater Facility Plans and other engineering study reports;
- Community Comprehensive plans;
- Administrative orders and consent agreements.
- Total Maximum Daily Load (TMDL) reports

All updated information shall be compiled in a manner that is congruent with the data entry requirements for the 2012 CWNS. This process may include the re-assignment of available existing facility numbers as directed by RIDEM. Throughout data acquisition, draft data products will be provided to RIDEM in draft form for review and comment. The CONSULTANT will revise the draft product as needed to address and satisfy all RIDEM comments. Draft and final data products will be provided in a mutually agreeable electronic format; e.g. pdf, with the understanding that RIDEM may, at its discretion, require submittal of hard-copies as deemed necessary.

Task 3a. Deliverables: Completed review of 2004 CWNS facilities and projects. Updated information with supporting documentation for all continuing eligible projects and facilities on the 2004 CWNS. Interim data products. One copy of the final deliverables shall be provided in hard-copy and electronic form.

Task 3b. Documentation of Additional Clean Watersheds Needs

To complete a comprehensive, statewide CWNS, it is expected that the CONSULTANT will need to complete the following:

- (1) Contact and survey all thirty-nine RI municipalities as well as other relevant entities including the Narragansett Bay Commission, RI Resource Recovery Corporation, RI Airport Corporation and other governmental and quasi-governmental entities for Clean Watersheds Needs Survey categories I-VI –D, X, and XII facilities/projects.
- (2) Survey the above entities and the Natural Resources Conservation Service (NRCS) and applicable business and non-profit organizations for CWNS Category VII projects.

The approach used by the CONSULTANT shall be detailed in the response to this LOI. If the approach includes the use of a surveying technique, the survey process shall allow RIDEM and EPA to review and pre-approve any survey form or format prior to its use. This sub-task may require the review of the same list of documents listed in Task 3a. The CONSULTANT shall document its interaction with local, state and other entities as part of the 2012 CWNS; e.g. which entities were contacted, who in the organization was consulted or provided local information.

For all new needs identified, the CONSULTANT shall compile the data and documentation in a format that is congruent with the data entry requirements of the CWNS data entry portal. A system for numbering new facilities/projects shall be provided by RIDEM.

As a reference, the CWNS 2012 survey form for documenting needs and costs is currently broken down into seven criteria:

- Description of the water quality or public health problem;
- Location of the problem;
- Solution to the problem;
- Cost of the solution (includes generation of estimates consistent with CWNS rules);
- Basis for the cost;
- Total cost;
- Contact information for facilities and projects;

If the amount of available local information is insufficient to fully document the need, the CONSULTANT may use some published literature from other states or other documentation consistent with CWNS rules and guidelines.

As new needs are adequately documented with supporting documentation, the information will be compiled into draft data products and provided to RIDEM for review. The format of the data products shall be subject to RIDEM pre-approval. The CONSULTANT will revise the draft products as needed to address and satisfy all RIDEM comments. Draft and final data products

will be provided in a mutually agreeable electronic format; e.g. pdf, with the understanding that RIDEM may, at its discretion, require submittal of hard-copies as deemed necessary.

The CONSULTANT shall describe its procedures for quality control of the information included in the data product. The CONSULTANT shall correct any errors, omissions or other clarifications in the data that are identified by RIDEM. The final data products are subject to approval by RIDEM prior to submittal to EPA via its data portal.

To facilitate the completion of Task 4 (below) the Consultant may submit to RIDEM for approval data products on a by facility basis.

For any need that is rejected by either RIDEM or EPA due to documentation assembled by the Consultant, the Consultant will endeavor to reinforce the documentation or recommend deletion of the non-qualifying undocumentable projects so the facility and its remaining documented needs can be accepted for inclusion in the survey.

Task 3b Deliverable – Completed statewide survey of new CWNS needs. Compiled data from all necessary sources in a format that is congruent with, and ready to enter in to, the CWNS data entry portal. Draft and final data products. One copy of the final product shall be provided in hard-copy and electronic form.

Task 4 – Data Entry into the CWNS Database

As information on needs is developed via the Task 3 documentation process for a facility or project, the data must be entered into the CWNS data portal. The CONSULTANT shall complete the data entry process once authorization is obtained by RIDEM from EPA for the CONSULTANT to access the portal. This task need not wait until all facilities or projects are documented prior to entering data. RIDEM must approve all facilities or projects prior to being entered into the data portal. Data shall be entered and corrected for each facility until that facility has been designated “Federal Accepted” or “Unofficial Needs” The CONSULTANT shall forward documentation, in an acceptable format, as required by EPA.

Quality control procedures for data entry should be described in the response to this LOI, including procedures for identifying and correcting errors and omissions.

Task 4 Deliverables – Successful entry of data into the 2012 CWNS database for all RIDEM approved facilities and projects identified in Task 3a and 3b within the allowable EPA data entry period.

Task 5. Project Coordination and Reporting:

In addition to the Task 1 kick-off meeting, the CONSULTANT should propose an approach for project management, coordination with RIDEM and reporting that is sufficient to ensure project success. As minimum, RIDEM will require bi-weekly status reports that document activity on major tasks including facilities contacted/to be contacted; description of status of data gathering and data entry as applicable. Additional reporting may be required during the data entry period; e.g. daily summary of entries. In addition project meetings shall be conducted no less than six times per year through the project period which is expected to extend to December 2012.

This task also includes a short final report that summarizes the documentation of all Tasks. An outline of the final report shall be approved by RIDEM in advance.

Deliverables: At a minimum bi-weekly status reports, bi-monthly project meetings, and other reporting as needed to implement project management approach; final project report.

Task 6 End of Survey Meeting

RIDEM may at its sole discretion request that the CONSULTANT attend and participate in the End of the Survey Meeting. For purposes of responding to this LOI, assume the meeting will take place over two days in Washington, D.C.

Task 6 Deliverable – Participation in End of the Survey Meeting

OFFER SUBMISSION AND DUE DATE

The letter of transmittal and proposals (**an original plus five (5) copies**) should be mailed or hand-delivered in a sealed envelope marked:

**“LOI 7448798: Engineering Services to Perform
Clean Watershed Needs Survey in Rhode Island”**

And should be mailed to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

By the date and time listed on *Page 1* of this solicitation.

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

PROPOSALS SHOULD INCLUDE THE FOLLOWING

A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.

1. A Fixed Cost Proposal based on tasks and associated deliverables outlined in this LOI and, in addition, a cost proposal reflecting the hourly rate for each proposed staff member, or other fee structure, proposed for this scope of services.
2. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed in response to this LOI .

3. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

INSTRUCTIONS FOR PROPOSAL CONTENT AND FORMAT

Technical Proposal - Consistent with the Scope of Work described in this proposal the Technical Proposal content must include, at a minimum, the following information for RIDEM to review:

Background and Previous Experience

- ❖ **A Completed and signed three-page RIVIP bidder certification cover form.** Form is downloadable from www.purchasing.ri.gov.
- ❖ **A Completed and signed W-9 Taxpayer Certification Form,** downloadable from www.purchasing.ri.gov
- ❖ **Company Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and the agency's expertise and length of experience relative to the service requested.
- ❖ **Relevant Experience:** Respondents are to describe their prior experience in current or prior Clean Watershed Needs Surveys, wastewater engineering and wastewater or water infrastructure planning projects, stormwater and non-point source pollution abatement and include a representative list of projects completed involving such work. Familiarity with and experience with the RI facilities included in the 2012 CWNS should be noted.
- ❖ **Existing Workload:** Respondents should describe their capacity to add this project to their existing workload within the timeline expressed. It will be important to demonstrate sufficient capacity to execute the project SOW in a timely manner.

Organization and Staffing

- ❖ **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has appropriate knowledge and depth of experience to execute the tasks, including level of familiarity with CWNS process
- ❖ **Sub-Consultants:** As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this LOI. The qualifications of subcontractors to perform tasks must be documented. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

Project Work Plan

- ❖ **Project Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the Scope of Work requested by RIDEM, including any technical or personnel issues that will or may be confronted at each stage of the project. Proposals that depart from or materially alter the terms, requirements or SOW as defined by this LOI will be rejected and considered non-responsive.
- ❖ **Work Plan:** Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan, key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Where sub-consultants are proposed as part of a project team, there must be clear definition of one firm as the lead entity for the project. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing.
- ❖ **Project Manager:** Vendor must provide a project manager to serve as the main interface with the RIDEM. Project must be managed by a person of adequate expertise in engineering planning projects, preferably with experience with the CWNS process and experience with projects that are comparable in size and scope.
- ❖ **Reporting Requirements:** The draft data products shall be submitted in an electronic format agreed upon in advance by RIDEM. The draft final report will be submitted both in hard copy and electronically (Microsoft Word) for ease of review. Status reports may be submitted in an electronic format acceptable to RIDEM (PDF or Microsoft Word). The State and the Contractor must mutually agree upon any alternative electronic formats.
- ❖ **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDEM with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

COST PROPOSAL

The contract awarded from this solicitation will be a fixed price. The State will reimburse the Contractor in accordance with the agreed upon deliverable price. All invoices should reflect actual work done. Specific details of invoices and payment will be agreed upon between the State and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the State's Chief Purchasing Officer. This activity will occur only upon the specific written direction from the Rhode Island Division of Purchases.

The State's designee will review all work for acceptance within a mutually agreed upon timeframe from completion and/or receipt. The Contractor will not be paid for any costs attributable to corrections of any errors or omissions that have been determined by the State to be occasioned by the Contractor. Payments will not be made until work is accepted.

The separate cost proposal must identify costs for each project deliverable/service and will be inclusive of all costs and expenses. Costs should be itemized by major tasks and sub-tasks.

Personnel costs should be detailed in hourly rates and the hours estimated for each task or sub-task. Contractors must also identify any assumptions made when developing their cost proposal.

RIDEM has identified federal funding to support this project. DEM estimates a contract period of 18 months.

Proposers are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation shall not exceed architect/engineer's actual cost incurred x 1.06.

ADDITIONAL REQUIREMENTS SPECIFIC TO THIS RFP

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island registration(s) and current Certificate of Authorization(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration (s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

The offeror's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island registration(s) and current Certificate of Authorization(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

COMPLETION AND ACCEPTANCE CRITERIA

The following criteria will be used by the State to determine Acceptance of the Services and/or Deliverables provided under this RFP.

Document and Data Product Deliverables

1. Documents include, but are not limited to, memos, reports, maps, plans, review documents, project schedules, and status reports.
2. Draft documents are not accepted as final deliverables.
3. Data products shall be provided in the format approved by the RIDEM.

4. Each deliverable will be complete within itself and will be consistent with previously produced deliverables.
5. The State will review and approve each deliverable. If a deliverable is determined to be unacceptable, the State will identify the deficiencies in writing to the Contractor. The contractor will be required to correct identified deficiencies to the satisfaction of the State.

The following criteria will be used by the State to determine Final Acceptance under this award.

1. All documents, data products and services are delivered and accepted by the State in accordance with the requirements of this contract and the accepted Contractor's proposal.
2. All bills related to this contract have been submitted and approved for payment.

AWARD PROCESS

Method of Evaluation

All proposals received by the submission deadline will be evaluated by a State Technical Review Committee. This committee will evaluate and score each respondent on the selection criteria described in this solicitation and a formal written evaluation, with an award recommendation, will be provided to the State Purchasing Agent, or his designee, who shall make the final award determination.

Evaluation Criteria

The following criteria will be used to score proposals:

1. (20 points) - Overall quality of the proposal and responsiveness to the Request including description of each task
2. (15 points) - Competence and relevant experience of the organization to provide the required services;
3. (15 points) –Qualifications and relevant experience of the personnel assigned to the project;
4. (15 points) – Demonstration of a managerial approach that will result in the successful and timely completion of the project; including ability to meet deadlines;
5. (15 points) – Allocation of staff effort to each task is acceptable and reasonable
6. (20 points) Project Cost – calculated as the lowest responsive cost proposal/this cost proposal multiplied by 20 points

Total: 100 points

Only those proposals receiving 60 (or greater) of 80 possible technical points will be considered for award consideration.

Oral Presentation:

Bidders who submit proposals **may** be required to make oral presentations of their proposals to the State. These presentations provide an opportunity for the Bidders to clarify the proposals

through mutual understanding. Purchasing Operations will schedule these presentations, if required.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, to make multiple awards, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

END