Solicitation Information
February 3, 2012

BID # 7449449

TITLE: ON-CALL CULTURAL RESOURCES CONSULTANT SERVICES

Submission Deadline: March 2, 2012 @ 11:30 AM (Eastern Time)

PRE-PROPOSAL CONFERENCE:	**YES** **DATE:** February 16, 2012 **TIME:** 10:00 AM
Mandatory:	**NO**
Location:	**RIDOA/Division of Purchases, One Capitol Hill, 2nd Floor, Conference Room B, Providence, RI 02908**

SURETY REQUIRED: NO

BOND REQUIRED: NO

Lisa Hill
Chief Buyer - DOT

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

Rhode Island Department of Transportation
Cultural Resources Unit

ON-CALL CULTURAL RESOURCES CONSULTANT SERVICES

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Transportation / Cultural Resources Unit (RIDOT) seeks to establish a **3-YEAR MASTER PRICE AGREEMENT (MPA)** with an experienced consultant firm or firms (CONSULTANT) to provide historic/archaeological (hereinafter referred to as "cultural resources") services on an "as needed" basis. RIDOT may elect to extend the Price Agreement annually for an additional TWO (2) YEARS. ***Should this MPA be extended, at RIDOT'S discretion, additional YEARS 4 and 5 hourly rates will be increased a maximum 3% over the previous YEAR'S documented rates.***

To be considered responsive under this MPA, cultural resources services must be the primary function or must represent a significant component of the services provided by the CONSULTANT based on recent past experience. Proposed services may include but are not limited to assisting RIDOT in the identification, evaluation and recording of historic properties as defined by Section 106 of the National Historic Preservation Act of 1966, as amended; preparing documentation in compliance with Section 4 (f) of the Department of Transportation Act of 1966 and Section 6(f) of the Land and Water Conservation Fund Act; conducting historic cemetery delineation and assessment studies; as well as conducting related historic, archaeological, architectural, geological and genealogical studies and impact assessments as needed. The work to be done is detailed in the Scope of Work to follow.

Personnel to be assigned under this MPA must have experience working with the applicable State & Federal Laws and Regulations as defined herein; in addition, assigned personnel must posses the minimum experience, qualifications and/or certifications for each designated personnel category as defined in the Scope of Work to qualify under these services.

Reponses to this solicitation 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 (RIVIP)* at: **http://www.purchasing.ri.gov**

Respondents are advised to review all sections of this request thoroughly and follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

NOTE: This solicitation is a request for a Letter of Interest (LOI), not an Invitation for Bid. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded. Per the instructions to follow, Respondents MUST provide the following to be considered responsive:

1. A fully-completed, signed **RIVIP Certification Cover Sheet**
2. A complete **LETTER OF INTEREST** inclusive of all requested administrative, technical and proposed price information
3. A fully-completed, signed **DEBARMENT FORM**
4. A fully-completed, signed **LOBBYING FORM**
5. A fully-completed, signed **CONFLICT DISCLOSURE STATEMENT**
6. A fully-completed, signed **MANAGEMENT CERTIFICATION OF ACCOUNTING SYSTEM FORM**
7. A fully-completed **W-9 FORM**
8. As applicable, **FOREIGN CORPORATION** Certificate of Authority ***(See General Instructions)***

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All Respondents MUST REGISTER online at the State Division of Purchases' website @ **http://www.purchasing.ri.gov**. This website is the *Rhode Island Vendor Information Program* (RIVIP). A copy of this three-page certification form should be included in all proposals (original and copies) submitted to the State for consideration.

- 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.

- The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, Respondents are hereby advised that in line with the Federal Acquisition Regulations, any federal contract based on the services requested, may require that the State obtain evidence of E-VERIFY compliance from the successful Respondent.

- The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Non-discrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all Respondents that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age or disability in consideration for award.

- It is intended that a Master Price Agreement will be established pursuant to this solicitation. Award(s) will be made to prime Respondent(s) who by virtue of participating in this solicitation assume full responsibility for all aspects of the services to be provided under the Scope of Work. Joint venture and cooperative proposals will not be considered. Sub-consultant(s), however, will be considered provided any proposed sub-consultant(s) are clearly identified along with a full disclosure as to the type of work to be performed within the Scope of Work.

- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred 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 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, and Providence, Rhode Island.

- All costs associated with developing or submitting documents in response to this solicitation 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.

- 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.

- 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**.

- In accordance with RI Gen. Laws 7-1.2-1401, 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 AUTOMATIC 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, they will expedite the 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.

- This project has been assigned an overall **10% Disadvantaged Business Enterprise (DBE) Goal** applied to the total contracted costs awarded this Cultural Resources MPA initiative. **This 10% requirement will apply to total costs for the lifetime of the MPA Contract.** Disclosure of DBE Firm(s) proposed must be documented in Proposal submission. **DBE certifications must be**

***approved* at the time of proposal submission to ensure DBE compliance and availability.** Copies of DBE Firm's current RI DBE certification must be included for review. A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office @ **www.mbe.ri.gov**. Any questions should be directed to:

RIDOT Office of Business and Community Resources
Room 107, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

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** (SFF-LLL) - Enter known project information on PAGE 1 (DESCRIPTION, etc.). Agency must complete and submit FORM 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.

- **MANAGEMENT CERTIFICATION OF ACCOUNTING SYSTEM:** Shall be completed on Company Letterhead and signed by an authorized agent of your Firm. Since this document is required on a per project basis, please include BID NO/ PROJECT NAME as part of your submission.

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

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

CONTRACT TERMS AND CONDITIONS:

The Master Price Agreement that will be established as a result of this solicitation will be for THREE (3) YEARS. The State intends to establish a qualified vendor list with multiple consulting firms. Be advised that placement on the approved MPA list is no guarantee of annual income under this project.

The qualified CONSULTANT(S) selected as a result of this solicitation will provide personnel on an as-needed on-call basis to conduct field activities and report recommendations to RIDOT for the cultural resources services as described in the Scope of Work to follow. Respondents will be required to furnish technically qualified personnel in a timely manner that will perform the requested services as defined and authorized through a detailed WORK ORDER protocol. Respondents must also demonstrate their capacity to work on multiple assignments simultaneously. **Assignments will be determined by RIDOT**. RIDOT reserves the right to refuse to accept the services of any individual staff member under the Price Agreement. In addition, RIDOT reserves the right to request the services for any individual staff member as deemed appropriate.

Successful Respondents' prices for ***fully inclusive hourly rates*** to compensate for the productive hours actually worked for the various proposed personnel categories defined will form the basis for the Price Agreement. Additional reimbursement will be provided for necessary pre-authorized direct expenses incurred in the course of providing services requested by RIDOT under terms and conditions described in the Scope of Work. The only costs eligible for reimbursement will include expenses associated with printing, graphics, photography/reproduction, archival supplies, archaeological survey supplies, osteological, faunal, botanical and geological laboratory analyses, Carbon 14 dating services, artifact containers, curation storage fees, equipment rental, vehicle rental, machine contractor services and GPR services. **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

No commitment to a specific level of spending is made by this request. Services will be authorized using individual requests against the Price Agreement and will be subject to the State's General Conditions of Purchase which is available through the RIVIP website, and any other specific conditions set forth in the Price Agreement.

It is anticipated that payment for services rendered will be monthly for periods when the Price Agreement is in active use. Invoices are to be fully itemized for hourly charges, -i.e., productive hours only, by individual personnel assignment and authorized reimbursement requests for eligible direct expenses. Invoices are to be submitted to the responsible RIDOT unit for review, acceptance and processing for payment.

RIDOT retains the right to audit all costs charged under this Agreement during the initial and any extended contract term. All supporting documents for costs charged under this Agreement are to be retained THREE (3) years after final payment or until three (3) years after settlement of any disputes or litigation associated with the Contract.

PROPOSAL FORMAT:

- ***Proposal Format:*** Proposal submission must be bound or contained in a single volume. All documentation submitted with the proposal must be contained in that single volume. LOI 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. LOI must contain a Table of Contents that cross-references each requirement with specific pages in Proposal.

- ***RIDOT Scope of Work and Addenda:*** Respondents shall include as an exhibit to the Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

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

INSTRUCTIONS:

Upon review of the Scope of Work one **"Original" and Seven (7) copies** of a completed **LETTER OF INTEREST** inclusive of all requested information must be submitted to the Division of Purchases by the deadline specified per the detailed instructions to follow.

To be considered responsive at a minimum the Letter of Interest must include the following administrative, technical and price information for RIDOT review and subsequent selection recommendation(s):

BACKGROUND AND PREVIOUS EXPERIENCE:

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

- ***Company Introduction:*** Qualified Respondents must provide evidence of expertise relative to services requested. Respondents are also required to include a complete description and other relevant information documenting organizational structure, business background and office locations.

- ***Relevant Experience:*** Respondents are to include a comprehensive listing of similar current and past projects and/or clients served providing services related to this Scope of Work. ***References must be provided of at least THREE (3) previous clients which include at a minimum: description of each project/services, client name, complete address, timeframe, contact person including telephone number.*** By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performance of services provided.

ORGANIZATION AND STAFFING:

- ***Staff Qualifications*:** Respondents are to include an overview of key personnel in the format provided with experience **at the required levels** as outlined in the Scope of Work to follow.

  Full disclosure of the proposed team to be available to RIDOT requires:
  1. a ***listing*** of key personnel currently on staff
  2. ***resumes*** of proposed key personnel, office location and applicable certifications
  3. ***Standard Federal Form 330*** (effective 6/8/04) must be completed by the PRIME Respondent and included in proposal submission. Access to this current form may be obtained through the following website: **www.gsa.gov**
  4. Completed **Clarification of Personnel Assignment & Mandatory Qualifications Form**

- ***Sub-Consultant(s)*:** If applicable, the Respondent must disclose a company introduction for the sub-consultant firm(s); this must include each sub-consultant's organizational structure, business background, office location and the type of work they will perform in response to this solicitation.

  Full disclosure of the proposed team to be assigned this project requires:
  1. a ***listing*** of key personnel currently on staff
  2. ***resumes*** of proposed key personnel, office location and applicable certifications
  3. Completed **Clarification of Personnel Assignment & Mandatory Qualifications Form**

- ***10% DBE Participation:*** Full disclosure of proposed DBE firm(s) is to be documented in response to this solicitation. Include copy of Rhode Island State DBE Certification(s). DBE certifications must be *approved* at the time of proposal submission to ensure DBE compliance and availability.

PROOF OF INSURANCE

- Respondents are to provide official certification (ACORD 25 FORM) from their insurance source(s), licensed to do business in Rhode Island, of the required levels of insurance protection inclusive of **Workers' Compensation**, **Professional Services Liability insurance for Errors and Omissions (MIN. $1,000,000.00)** and **Valuable Papers insurance ($150,000.00)**. Please include deductible(s), if any, on certificate submission. ***Proof of required insurance coverage MUST be included in EACH Proposal submission.***

PRICING:

- ***Hourly Rates:*** For each job title or job class of personnel applicable to the key personnel available to RIDOT, provide detailed profile of their certifications and itemized hourly rates. Rates are requested for straight time hours only; these hourly rates are to be ***fully inclusive*** of all direct charges including wages, fringe benefits and profit. Prices are requested to be fully disclosed for each of the THREE (3) YEARS in the required format below. If one price is offered, that price will remain firm and fixed for the maximum 3-YEAR contract term.

NOTE: Should MPA be extended, at RIDOT'S discretion, additional YEARS 4 and 5 hourly rates will be increased a maximum 3% over the previous YEAR'S documented rates.

PRICING: ***Fully Inclusive as Described Below in the Required Format***

NOTE: *To be considered eligible under this MPA - at minimum - Respondent Firms must supply evidence of qualified personnel in key personnel categories "SHADED" below; Additional personnel categories may not be added to any MPA award; however, additional personnel* may be *added to any approved category* ***pending RIDOT review and acceptance.***

	Applicable Certification(s)	Year 1	Year 2	Year 3
1. Project Manager	_____	$_____	$_____	$_____
2. Sr. Archaeologist/ Principal Investigator	_____	$_____	$_____	$_____
3. Sr. Architectural Historian	_____	$_____	$_____	$_____
4. Sr. Industrial Historian	_____	$_____	$_____	$_____
5. Project Archaeologist	_____	$_____	$_____	$_____
6. Field Archaeologist	_____	$_____	$_____	$_____
7. Laboratory Supervisor	_____	$_____	$_____	$_____
8. Laboratory Analyst	_____	$_____	$_____	$_____
9. Laboratory Assist./Technician	_____	$_____	$_____	$_____
10. Cartographer/ Graphics Specialist	_____	$_____	$_____	$_____
11. GIS/AutoCAD Specialist	_____	$_____	$_____	$_____
12. Administrative Assistant	_____	$_____	$_____	$_____
13. Technical Editor	_____	$_____	$_____	$_____
14. Genealogist	_____	$_____	$_____	$_____

- ***Eligible Reimbursable Costs:*** Additional reimbursement will be provided for necessary pre-authorized direct expenses incurred in the course of providing services requested by RIDOT. Eligible reimbursable items will include printing, graphics, photography/reproduction, archival supplies, archaeological survey supplies, osteological, faunal, botanical and geological laboratory analyses, Carbon 14 dating services, artifact containers, curation storage fees, equipment rental, vehicle rental, machine contractor services, and GPR services. These expenses will be considered the only reimbursable costs under this Price Agreement. Documentation for all transactions must be presented to RIDOT along with invoice voucher. Vouchers shall contain descriptions of the work and a breakdown of the productive hours actually worked and eligible reimbursable costs. Receipts of all transactions should be attached to individual monthly invoice. Other than the fully-inclusive hourly rates and eligible reimbursable costs described above, **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

PRE-PROPOSAL MEETING:

Interested parties are encouraged to attend a Pre-Proposal Meeting to be held on:
FEBRUARY 16, 2012 @ 10:00 A.M. at the RI Department of Administration, One Capitol Hill, 2nd Floor, Conference Room "B", Providence, RI 02908.

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.state.ri.us/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 project due date. **Therefore, questions will not be accepted after Midnight on FEBRUARY 25, 2012.**

Upon review of the Scope of Work (SOW), an **"Original" and SEVEN (7) copies** of completed Proposal submissions should be sent to the Division of Purchases by the specified deadline to the address listed below. RIDOT recommends that the Technical Proposal submission also be submitted not only in hard copy form but also on CD-ROM. Clearly labeled CD ROM should 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

Requested documentation is to be either mailed or hand delivered in a sealed envelope marked:
BID NO 7449449 - **ON-CALL CULTURAL RESOURCES CONSULTANT SERVICES** by MARCH 2, 2012 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

EVALUATION AND SELECTION:

Detailed submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Evaluation Committee (TEC) will be convened comprised of members of the RIDOT Division responsible for the project under consideration.

A written evaluation and ranking of each proposal will be prepared by the TEC incorporating factors based on the following using the selection criteria listed below. It is anticipated there will be multiple awards; all responsible offers receiving a score of **70 OR GREATER** will be included in the Price Agreement.

- **Capability and Qualifications of the CONSULTANT** **50 POINTS**
  - as evidenced by CONSULTANT'S apparent ability to supply a qualified staff and demonstrate accuracy in reporting documentation for a range of different assignments performed simultaneously

- **Qualifications of Available Staff** **25 POINTS**
  - as evidenced by resumes/certifications of staff members each with the required minimum experience offered to provide the requested services

- **Firm Workload** **25 POINTS**
  - as evidenced by CONSULTANT'S apparent ability to supply sufficient qualified staff upon short notice for a range of assignments performed simultaneously.

TOTAL: 100 POINTS

Minimum Acceptable: 70 POINTS

NOTE: Respondents must include pricing as part of proposal submission but final selection will be solely qualification based; pricing will not be scored as part of final evaluation process.

Upon completion of the written evaluation of all proposal submissions, the TEC may, at its discretion, contact the top-ranked candidate firm(s) to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

The TEC'S final selection recommendations will then be submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final selection recommendations from this Committee's evaluation will be submitted to Purchases in order to establish the Master Price Agreement.

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

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

SCOPE OF WORK
FOR

ON-CALL CULTURAL RESOURCES CONSULTANT SERVICES

I. PROJECT LIMITS

The limits of the proposed project will vary throughout the entire State over the duration of this Price Agreement as required by the various projects and program goals of the Rhode Island Department of Transportation/Cultural Resources Unit (RIDOT).

II. COMPLETION DATE

RIDOT seeks to establish a **3-YEAR MASTER PRICE AGREEMENT (MPA)** with an experienced firm or firms (CONSULTANT) to provide historic/archaeological (hereinafter referred to as "cultural resources") consulting services on an "as needed" basis. RIDOT may elect to extend the Price Agreement annually for an additional TWO (2) YEARS. ***Should this MPA be extended, at RIDOT'S discretion, additional YEARS' 4 and 5 hourly rates will be increased a maximum 3% over the previous YEAR'S documented rates.***

III. PROJECT CONCEPT

The CONSULTANT shall provide field survey, research, analysis, documentation, construction monitoring and other services in order to assist RIDOT in complying with federal and state historic preservation legislation and regulations concerning the protection of historic and/or archaeological resources and what are known as "Section 4(f)" and "Section 6(f)" resources. Applicable laws and regulations include: Section 106 of the National Historic Preservation Act of 1966 (PL 89-665, 16 USC 470), as amended; Executive Order 11593 of 1971; Section 4 (f) of the Department of Transportation Act of 1966, Section 6 (f) of the Land and Water Conservation Fund Act, the Rhode Island Historic Preservation Act of 1968 (and its associated regulations and procedures as promulgated by the Rhode Island Historical Preservation & Heritage Commission), Section 9 of Public Law 99-647 (November 10, 1986), the Rhode Island Historic Cemeteries Act of 1992 and the U.S. Army Corps of Engineers cultural resources regulations -- 33 CFR 325 Appendix C. Tasks may include but are not limited to assisting RIDOT in the identification, evaluation and recording of historic properties; to conduct historic, archaeological, architectural, geological, genealogical and historic cemetery delineation studies, surveys, construction monitoring and impact assessments as needed.

IV. GENERAL PARAMETERS

- RIDOT'S Cultural Resources Unit (CRU) shall be the primary contact for all work performed under this Contract.
- All CONSULTANT contact with federal, other state and local agencies, federally-recognized tribes and what are defined under Section 106 as "consulting parties" under this Contract shall be as directed by RIDOT.
- The geographical limits of the work to be performed under this Contract shall be statewide.
- All work to be performed under this Contract shall be accomplished on a demand-responsive basis -- the CONSULTANT shall provide services under any or all of the below-listed tasks for any particular assignment, as directed by RIDOT.
- The CONSULTANT shall prepare a work plan, cost estimate, and schedule for each assignment under this Contract as defined and authorized through a detailed WORK ORDER protocol for RIDOT'S written approval prior to the commencement of work on that assignment.
- The CONSULTANT shall make all necessary revisions/corrections to any product submitted under an assignment, as directed by RIDOT, prior to submission of the final invoice for that assignment.

V. PROJECT TASKS/ DELIVERABLES

Specifically RIDOT is seeking a CONSULTANT to perform ***at a minimum*** the following PROJECT TASKS and required DELIVERABLES:

- ***IDENTIFICATION OF HISTORIC PROPERTIES***

The CONSULTANT shall review the National and State Registers of Historic Places maintained by the Rhode Island Historical Preservation & Heritage Commission (RIHPHC) in their offices located at 150 Benefit Street, Providence, RI.; review the RIHPHC'S statewide Inventory of Historic and Archaeological resources and identify all of the listed/inventoried historic properties/archaeological sites which are located within each assigned project area.

Deliverables:

- ONE (1) set of copies of all those pages of the State Register, and all those pages of the statewide inventory street indices, which include properties/districts located within each assigned project area, with each such property/district clearly marked.
- ONE (1) set of copies of all RIHPHC inventory forms, and/or National Register nomination forms, and/or Local Historic District forms, plus any other pertinent information on file at RIHPHC for all of the identified listed/inventoried properties/archaeological sites within each assigned project area.

IDENTIFICATION OF ARCHAEOLOGICAL RESOURCES *(for projects determined by RIDOT not to require archaeological surveys)*

The CONSULTANT shall consult the archaeological site (U.S.G.S. topographic) maps in the RIHPHC file drawers for each project and additionally consult the RIHPHC site files for all archaeological resources shown on the site map to be located within a half-mile of the project area.

Deliverables

- ONE (1) copy of the appropriate RIHPHC archaeological site map (or maps) marked to indicate the project area relative to inventoried sites in the vicinity—provided that there is/are sites in the vicinity of the project area.
- ONE (1) set of copies of all site forms for identified archaeological resources located within a quarter-mile of the project area.
- A summary list (by RIHPHC inventory #) of archaeological sites identified in the vicinity of the project area.

Product Review/Final Deliverables

- Consult with RIDOT on the results of the RIHPHC file review.
- Conduct field reconnaissance and photography of selected sites that may require additional information and documentation, as directed by RIDOT.
- Review National Register eligibility opinions with RIDOT for any buildings or structures that may be impacted by the project.
- For each assigned RIDOT project: assemble all of the products of the historic structures/districts and archaeological resources research performed for that project, together with a cover list noting the numbers of each product type produced, in a single, labeled folder.

PROJECT NARRATIVES

The CONSULTANT shall prepare a project narrative form containing the following THREE (3) sections:

SECTION 1:	***PROJECT DESCRIPTION*** based on a review of project plans and other materials at RIDOT.
SECTION 2:	***DESCRIPTION OF RECORDED CULTURAL RESOURCES*** in/adjacent to the project area based on information resulting from review of RIHPHC files.
SECTION 3:	***DESCRIPTION OF PROJECT IMPACTS*** to recorded cultural resources based on research of RIHPHC files and review of project plans and other material at RIDOT.

PREPARATION OF SECTIONS 106/4(F)/6(F) DOCUMENTATION

The CONSULTANT shall assemble and review all available information, including information produced as a result of the *IDENTIFICATION OF HISTORIC PROPERTIES* and/or the *IDENTIFICATION OF ARCHAEOLOGICAL RESOURCES* relative to an assigned RIDOT project and all known cultural/Section 106, Section 4(f) and Section 6(f) resources (as defined by the specific process governing review -- Section 106, Section 4(f) and Section 6(f) and 33 CFR 325 App. C) within or near the project area. The CONSULTANT will also evaluate the proposed project's effects upon all identified cultural/Section 106, Section 4(f) and Section 6(f) resources within or near the project area.

Deliverables

– Prepare DRAFT and FINAL Section 106, Section 4(f) and Section 6(f) documentation as directed by RIDOT. The documentation to be prepared shall include: PHASE I Historic Property Surveys, PHASE II Historic Property Evaluations/Consensus Determinations of Eligibility/National Register Nomination Forms, Section 106 Documentation Reports, draft Memoranda of Agreement, Programmatic and Formal Section 4 (f) Evaluations and Section 6(f) Evaluations. The format for all documentation shall be in accordance with the applicable historic preservation regulations and as directed RIDOT.

ARCHIVAL-QUALITY DOCUMENTATION

The CONSULTANT shall prepare archival-quality documentation for a National Register-listed or -eligible property, as directed by RIDOT staff. The CONSULTANT may be directed to follow Historic American Buildings Survey (HABS), Historic American Engineering Record (HAER) standards, or the State Standards (RIHRA) agreed upon by RIDOT and the RIHPHC.

This task will be accomplished as follows:

- Meet with RIDOT to determine project scope and boundaries; to review the NPS "Schedule of Documentation" (if one exists) and any existing information from RIDOT files and to establish a schedule of documentation listing the number and format of all deliverables.
- If required, review RIHPHC files for existing information on the property to be recorded, as directed by RIDOT.
- Field record the property as it currently exists, through photography and the preparation of plans/drawings, as necessary to comply with the agreed-upon schedule of documentation.
- Undertake historical research as necessary to document the age/nature/use/significance of the property, sufficient to comply with the agreed-upon schedule of documentation.

Deliverables

– Provide ONE (1) **non-archival** copy of the written, graphic, and photographic documentation for the recorded property for RIDOT review.

– One or more (as specified in the agreed-upon schedule of documentation) complete sets of **archival-quality** products, comprising the written, graphic, and photographic documentation for the recorded property.

CONDUCT ARCHAEOLOGICAL SURVEYS AND HISTORIC CEMETERY DELINEATION STUDIES

PHASE 1- SURVEYS

The CONSULTANT shall identify archaeological resources within project impact areas determined by the RIDOT to warrant survey. This Phase is divided into TWO (2) STEPS.

STEP1 **–** The CONSULTANT shall collect information from documentary and informant sources to establish context and archaeological potential of the project area. The CONSULTANT shall begin the STEP 1 background research following RIDOT approval of the work plan and cost estimate.

STEP I will be accomplished as follows:

- Compile data by reviewing the inventories of the RIHPHC and local historical commissions, societies and museums, local collectors and historians; and researching historic maps, atlases, town histories and other published documents to establish historic and environmental contexts of the project area.

- Stratify the project area into zones of low, moderate and high archaeological potential based on the collected historic and environmental data.

- Review results with RIDOT to determine if further treatment will be necessary. If further treatment is deemed necessary, the Consultant will prepare a work plan, cost estimate and permit application for the STEP 2 survey.

Deliverables

– Scope of Work, cost estimate, and RIHPHC archaeological permit application for the STEP 2 field investigation shall be prepared for review and approval by RIDOT. The Scope of Work shall include a discussion of the project area's importance in regional and local history and prehistory, and its relevance to archaeological research and the Rhode Island State Preservation Plan. The Scope of Work shall also provide a description of expected site types, and a discussion of the field and analytical methods needed to locate these sites. The Scope of Work shall be appended to the RIHPHC archaeological permit application for the PHASE I permit to be submitted by RIDOT to the RIHPHC for review and approval.

STEP 2 – The CONSULTANT shall conduct field reconnaissance and subsurface testing to identify sites in the project area. The CONSULTANT shall begin the STEP 2 field investigation following RIDOT'S approval of the work plan and cost estimate, and the RIHPHC'S approval of the permit application. RIDOT will be responsible for notifying and coordinating all communications with the Narragansett Indian Tribal Historic Preservation Office for this Phase as well as all subsequent phases/investigations.

STEP 2 will be accomplished as follows:

- Conduct a field reconnaissance or walkover of the project area to verify or refine the data collected during the STEP 1 phase. The sampling configurations and intervals employed to detect archaeological remains may vary depending on environmental conditions, cultural context, and the types and sizes of sites expected in the project area. Shovel test pits may be spaced at regular intervals or in clusters as defined by the potential of specific zones. In areas of high archaeological sensitivity, judgmentally placed test units may be the preferred sampling approach. Each assignment under this contract shall require a specific scope of work subject to RIDOT review and approval. In the event cultural remains or features are found, additional shovel test pits may be placed around the artifact or feature-bearing unit to verify the integrity or authenticity of the find. All excavated soils will be screened through 1/4-inch mesh to recover

cultural materials. Stratigraphic information and soil anomalies/features will be recorded, and a photographic record of the area will be made.

- Perform laboratory analyses during STEP 2 that include, but are not limited to, soil phosphate tests, pH tests, particle size analysis, artifact identification, floral and faunal identification, qualitative and quantitative manipulation of data, and the cleaning, cataloguing and photo-documentation of artifacts.

- Store and curate all cultural materials and records collected during the project survey, in accordance with the permit regulations of the RIHPHC and 36 CFR § 79.

- Review results with RIDOT to determine if further treatment will be necessary. If further treatment is deemed necessary, the CONSULTANT will prepare a Scope of Work, cost estimate and RIHPHC archaeological permit application for a site examination (PHASE II).

Deliverables

- Prepare a short technical memorandum for RIDOT that includes a summary of the results of fieldwork and provides recommendations regarding the necessity for further treatment. Accompanying graphics shall include an engineering plan showing test locations and surface features relative to project impacts; representative soil profiles; and profiles and plans of subsurface features. This technical memorandum shall serve as a decision-making tool for RIDOT to either clear the project or expedite further survey in advance of the formal STEP 2 report. The technical memorandum shall be provided to RIDOT within TEN (10) days of completion of fieldwork.

- At the direction of RIDOT, the CONSULTANT shall prepare and submit a Scope of Work, cost estimate and RIHPHC archaeological permit application for a site examination (PHASE II) survey. The Scope of Work shall include a discussion of each site's relevance to archaeological research and the field and analytical methods needed to evaluate its significance. The Scope of Work and cost estimate shall be appended to the RIHPHC archaeological permit application for the PHASE II permit to be submitted by the RIDOT to the RIHPHC for review and approval.

- A comprehensive report shall be provided to RIDOT that includes, but is not limited to, a rationale and justification for the sampling strategy; a review of expectations; quantitative and qualitative summaries of artifacts, subsurface features, structures and their distributions; an interpretive discussion of the survey results; and recommendations regarding the necessity for conducting PHASE II investigations. The report graphics shall include, at a minimum, relevant topographic and historic maps depicting the project location; engineering plans showing test unit locations and landscape features relative to project impacts; a summary table or matrix with a breakdown of test locations by survey unit; representative soil profiles; profiles and plans of all subsurface features; photographs or illustrations of diagnostic artifacts; appropriate statistical maps, charts, and tables; a bibliography; and an itemized list of all recovered materials and their proveniences. The CONSULTANT shall submit a draft (near-final) report to RIDOT for review within THIRTY (30) calendar days of completion of fieldwork. The CONSULTANT shall provide additional copies of the final report within 10 days of receipt of CRU staff's review comments.

PHASE II - ARCHAEOLOGICAL SITE EXAMINATION

The CONSULTANT shall evaluate the significance and National Register eligibility of each site discovered during the PHASE I survey. The CONSULTANT shall begin the site examination following RIDOT'S approval of the work plan and cost estimate, and the RIHPHC'S approval of the archaeological permit application.

This task will be accomplished as follows:

- Conduct additional documentary research and subsurface testing of those sites determined by RIDOT and the RIHPHC to require further treatment. The purpose of this investigation will be to establish each site's integrity and function, its temporal and spatial boundaries, and, ultimately, its significance and eligibility for nomination to the National Register of Historic Places. For historic period archaeological sites, additional documentary research including title and deed research will be required to supplement

the subsurface investigation in establishing the site's context and significance. For Pre-Contact and Contact Period Native American sites, consultation with the NITHPO will be required to supplement the field testing in establishing the site's context and significance. In order to define more exact site boundaries, close interval testing with shovel test pits and soil cores will be added to the Phase I sample. Based on the results of the test pit sampling, a limited number of larger units (1 x 1 or 1 x 2 meter units) may be excavated within artifact and feature concentration areas or around structural remains. In some cases, the use of backhoes or heavy machinery may be appropriate for stripping overburden. A specific scope of work tailored to the research potential of each site shall be submitted to RIDOT for review and approval. All test units will be excavated by hand and screened through 1/4-inch mesh, and cultural materials and soil samples will be bagged and labeled with provenience information. Soil profiles and feature plans will be drawn, and photographs will be taken of the site areas and cultural features.

- Process (wash, measure, and catalog), identify and analyze all recovered artifacts. Floral and faunal materials extracted during flotation of soil samples will be identified, and charcoal samples will be processed for dating purposes. Statistical analyses will be conducted to quantify the frequencies and distributions of materials.

- Store and curate all cultural materials and records collected during the PHASE II investigation in accordance with the RIHPHC'S standards and per *36 CFR §79*.

- Review results with RIDOT to determine if further archaeological treatment will be necessary. If further archaeological study is deemed necessary, the CONSULTANT will prepare a Scope of Work, cost estimate and RIHPHC archaeological permit application for data recovery (PHASE III).

Deliverables

- A brief technical memorandum (end-of-field work summary) shall be provided to RIDOT that provides the results of fieldwork and preliminary analysis, interpretations of these results, and conclusions about each site's eligibility for listing in the National Register. Accompanying graphics shall include a plan of test locations and surface features relative to project impacts; representative soil profiles; and profiles and plans of subsurface features. This technical memorandum shall serve as a decision-making tool for RIDOT in advance of the formal report. The technical memorandum shall be provided to RIDOT within 10 to 20 days of completion of fieldwork.

- A comprehensive report shall be submitted to RIDOT that includes, but is not limited to, a summary of the research directives and sampling methodologies employed during the survey; descriptions of the results of the background research, field testing, and analysis; interpretations of these results in the contexts of the research framework and Rhode Island State Preservation Plan; and conclusions about the significance and National Register eligibility of each site. The report graphics shall include, at a minimum, relevant topographic and historic maps depicting the project location; engineering plans showing test unit locations and landscape features relative to project impacts; representative soil profiles; profiles and plans of all subsurface features; photographs or illustrations of diagnostic artifacts; appropriate statistical maps, charts, and tables; a bibliography; and an itemized list of all recovered materials and their proveniences. The CONSULTANT shall submit ONE (1) draft (near-final) report to RIDOT'S staff for review within 45 days of completion of fieldwork. The CONSULTANT shall provide copies of the final report within 20 days of receipt of RIDOT review comments.

- At the direction of RIDOT, the CONSULTANT shall prepare and submit a Scope of Work, cost estimate and RIHPHC archaeological permit application for archaeological data recovery (PHASE III). The Scope of Work shall include a discussion of each National Register-eligible site's importance in prehistory or history and its relevance to archaeological research, and the field and analytical methodologies needed to adequately recover its most significant contents. The Scope of Work and cost estimate shall be appended to the RIHPHC archaeological permit application for the PHASE III permit to be forwarded by RIDOT to the RIHPHC for review and approval.

PHASE III - ARCHAEOLOGICAL DATA RECOVERY

The CONSULTANT shall recover archaeological data from sites that have been determined eligible for listing in the National Register. The CONSULTANT shall begin the data recovery program following RIDOT'S approval of the Scope of Work and cost estimate, and the RIHPHC'S approval of the permit application.

This task will be accomplished as follows:

- Conduct documentary research, particularly for historic period sites, and subsurface testing and laboratory analyses for both historic and prehistoric period sites. The program shall accord with the Secretary of the Interior's Standards and Guidelines for Archaeological Documentation, it shall take into account the Advisory Council on Historic Preservation's publication, "Treatment of Archaeological Properties", and it shall meet the standards and the requirements of the RIHPHC'S "Standards and Guidelines for Archaeological Surveys". The data collection methods and techniques to be used during the data recovery will vary depending on the research value of the site. Shovel test units placed systematically across the site may be added to the Phase II sample to refine site boundaries and identify new artifact/feature concentrations or structural remains. Larger units (1 x 1, 1 x 2, or 2 x 2 meter units) may be excavated contiguously within these artifact and feature concentration areas or around structural remains to define activity areas, site formation processes, construction sequences, etc. In some cases, the use of backhoes or heavy machinery may be appropriate for stripping overburden. All units will be excavated by hand and screened through 1/4-inch mesh, and cultural materials and soil samples will be bagged and labeled with provenience information. Soil profiles and feature plans will be drawn, and photographs will be taken of the site areas and cultural features.

- Process (wash, measure and catalog), identify and analyze all recovered cultural materials. As part of the data recovery, specialized analyses may be required to address specific research problems. Analyses frequently performed during a data recovery include pollen and geomorphological studies; analyses of lithic and ceramic technology; identification and analyses of floral and faunal materials (extracted during the flotation of soil samples); and the processing and analyses of charcoal samples for dating purposes. Statistical analyses will also be conducted to quantify the frequencies and distributions of materials.

- Store and curate all materials and records collected during the PHASE III investigation in accordance with RIHPHC'S standards and per *36 CFR §79*.

<u>Deliverables</u>

- A brief technical memorandum shall be submitted to the Department that summarizes the results of fieldwork and preliminary analysis, and acknowledges that all relevant research issues established at the outset of the data recovery program have been addressed. Accompanying graphics shall include a site plan depicting test locations and surface features relative to project impacts; representative soil profiles; and relevant charts, maps, and tables. The Department's CRU staff shall use the technical memorandum to secure site clearance from the RIHPHC in advance of the formal technical report.

- An annotated outline for the formal technical report, and, if deemed necessary by CRU staff, an annotated outline for a short popular report/pamphlet shall be provided to the Department. The technical memorandum and the technical and popular report outlines shall be provided to CRU staff within 20 days of completion of fieldwork. The Consultant shall address all review comments from the Department's CRU staff and the RIHPHC prior to formal acceptance of these documents by the RIHPHC.

- A comprehensive technical report shall be provided to RIDOT that includes, but is not limited to, descriptions and justifications of all research directives, sampling methodologies, and analytical techniques employed during the data recovery; descriptions of the results of the background research, field testing, and analyses; interpretations of these results; and conclusions about the collected data in the context of the research framework. The report graphics shall include, at a minimum, relevant topographic and historic maps; site maps showing test unit locations, landscape features, and structures relative to project impacts; representative soil profiles; profiles and plans of all subsurface features; photographs or illustrations of diagnostic artifacts; appropriate statistical charts, graphs, and tables; and computer-generated artifact and feature distribution maps. The report shall also include a bibliography; a glossary of terms, and an itemized list of all recovered materials and their proveniences. The CONSULTANT shall submit TWO (2) draft (near-final) copies of the technical report to the RIDOT for review within 60 days of

completion of fieldwork. If requested by RIDOT, the CONSULTANT shall also furnish TWO (2) draft (near-final) copies of the short popular report/pamphlet within the same 60-day time frame. RIDOT shall provide copies of these draft technical and popular reports to the RIHPHC for review. The CONSULTANT shall address all RIDOT and RIHPHC comments, and submit the final reports to RIDOT staff within 20 days of receipt of the RIHPHC'S written review comments. RIDOT shall determine the number of final technical and popular reports at the outset of the data recovery program.

HISTORIC CEMETERY DELINEATION/GENEALOGICAL STUDY

The CONSULTANT shall determine through historical research and subsurface investigations as to whether or not unmarked human remains/burials are located within 25 feet of the exterior boundaries of historic cemeteries or if no exterior boundaries exist to determined the presence or absence of human remains/burials within a 25 foot width/corridor extending from the limit of ground disturbance (of the proposed project) to the nearest detectable burial of the cemetery in accordance with the Rhode Island State Historic Cemeteries Act and any applicable municipal historic cemetery ordinances.

This task will be accomplished as follows:

- The CONSULTANT shall review existing historical data on the historical cemetery and prepare a Scope of Services, cost estimate and RIHPHC archaeological permit application for conducting the archaeological cemetery delineation for review and approval by RIDOT and upon RIDOT approval, RIDOT will submit the same to the RIHPHC for review and approval.

- Upon RIHPHC approval of the permit application, the CONSULTANT shall conduct the subsurface testing to determine whether or not human remains/burials exist in the area designated for investigation; the CONSULTANT shall also conduct genealogical studies for those persons interred per RIDOT direction.

Deliverables

- A draft report shall be provided to RIDOT that includes a summary of the results of the archaeological delineation study and provides recommendations. Accompanying graphics shall show test locations. The draft report shall also include any genealogical studies prepared on the individuals interred per the direction of RIDOT; the draft report will be provided to the RIHPHC and any consulting parties for review and comment. Upon RIDOT'S receipt of RIHPHC comments, the CONSULTANT shall submit a final report within 20 days of receipt of said comments from RIDOT.

IV. CONSULTANT EXPERIENCE AND QUALIFICATIONS

The CONSULTANT must have experience working with at least the following State & Federal Laws and Regulations:

- Section 106 of the National Historic Preservation Act of 1966, as amended
- Section 4(f) of the Department of Transportation Act of 1966
- Section 6(f) of the Land and Water Conservation Fund Act
- Rhode Island Historic Preservation Act of 1968
- Section 9 of Public Law 99-647 (November 10, 1986)
- Rhode Island Historic Cemeteries Act of 1992
- U.S. Army Corps of Engineers cultural resources regulations 933 CFR § 325, Appendix C
- Advisory Council on Historic Preservation's regulations, 36 CFR § 800
- Curation of Archaeological Collections, 36 CFR § 79
- Executive Order 11593 of 1971
- National Environmental Policy Act
- RI Historical Preservation Plan (RIHPC 1986)
- Performance Standards and Guidelines for Archaeological Projects (RIHPHC 2007)

To be considered eligible under this MPA - at minimum - Respondent Firms must supply evidence of qualified personnel in the following key personnel categories:

- ***Project Manager***
- ***Senior Archaeologist***
- ***Senior Architectural Historian***
- ***Senior Industrial Historian***
- ***Project Archaeologist***
- ***Field Archaeologist***
- ***Laboratory Supervisor***

NOTE: ***Additional personnel categories may not be added to any MPA award; however, additional personnel may be added to any approved category pending RIDOT review and acceptance.***

The CONSULTANT shall provide the following specified personnel possessing *-at a minimum- t*he following qualifications:

PROJECT MANAGER

At a minimum, personnel shall have a graduate degree in archaeology, anthropology, architectural history, historic preservation or a closely related field and at least **FIVE (5) YEARS** of full-time professional experience at a supervisory level. A copy of each proposed Project Manager's résumé, along with examples of documentation prepared in support of at least **THREE (3) projects**, shall be provided to RIDOT for approval. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

SENIOR ARCHAEOLOGIST (a.k.a. PRINCIPAL INVESTIGATOR)

At a minimum, personnel shall have a graduate degree in archaeology or anthropology with a specialization in archaeology, at least **ONE (1) YEAR** of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric or historic period and at least **FOUR (4) MONTHS** of supervised field and analytic experience in North American archaeology and demonstrated ability to carry research to completion. This position shall meet the National Park Service standards found at 36 CFR Part 61, Appendix A. A copy of each proposed Senior Archaeologist's résumé, along with examples of documentation prepared in support of at least **THREE (3) projects** shall be provided to RIDOT for approval. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

SENIOR ARCHITECTURAL HISTORIAN

At a minimum, personnel shall have a graduate degree in architectural history, art history, historic preservation or closely related field with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field, plus one of the following: (a) at least **TWO (2) YEARS** of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization, or agency, museum, or other professional institution; or (b) substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history. This position shall meet the National Park Service standards found at 36 CFR Part 61, Appendix A. A copy of each proposed Senior Architectural Historian's résumé, along with examples of documentation prepared in support of at least **THREE (3)** projects shall be provided to RIDOT for approval. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

SENIOR INDUSTRIAL HISTORIAN

At a minimum, personnel shall have a graduate degree in historic preservation, history, art history, or a related field, plus at least **TWO (2) YEARS** of professional work experience; or a bachelor's degree in the same fields PLUS at least **FOUR (4) YEARS** of relevant experience. At least **ONE (1) YEAR** of supervisory experience. A copy of each proposed Senior Industrial Historian's résumé, along with examples of documentation prepared in support of at least **THREE (3)** projects shall be provided to RIDOT for approval. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing by RIDOT.

PROJECT ARCHAEOLOGIST (Prehistoric, Historical, Industrial)

At a minimum, personnel shall have a graduate degree in anthropology, archaeology or a related field. A professional in *Prehistoric Archaeology* shall have at least **ONE (1) YEAR** of fulltime professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in *Historical Archaeology* shall have at least **ONE (1) YEAR** of fulltime professional experience at a supervisory level in the study of archaeological resources of the historic period. A professional in *Industrial Archaeology* shall have at least **ONE (1) YEAR** of fulltime professional experience at a supervisory level in the study of archaeological resources at industrial sites. A copy of each proposed Project Archaeologist's résumé, along with examples of documentation prepared in support of at least **THREE (3)** projects shall be provided to RIDOT for approval. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing by RIDOT.

FIELD ARCHAEOLOGIST

At a minimum, personnel shall have an undergraduate degree in anthropology, archaeology or a related field and have at least **ONE (1) YEAR** of archaeological fieldwork experience.

LABORATORY SUPERVISOR

At a minimum, personnel shall have a graduate degree in anthropology, archaeology or a related field and at least **THREE (3) YEARS** of experience managing an archaeological laboratory. A copy of the proposed Laboratory Supervisor's resume shall be provided to RIDOT for approval. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing by RIDOT.

LABORATORY ANALYST

At a minimum, personnel shall have an undergraduate degree in anthropology, archaeology or a related field and at least **TWO (2) YEARS** of laboratory work experience.

LABORATORY ASSISTANT/ TECHNICIAN

At a minimum, personnel shall have an undergraduate degree in anthropology, archaeology or a related field and at least **ONE (1) YEAR** of laboratory work experience.

CARTOGRAPHER/ GRAPHICS SPECIALIST

At a minimum, personnel shall have an undergraduate degree in anthropology, archaeology, architectural history, art history, historic preservation or a related field and at least **TWO (2) YEARS** of experience developing maps and graphics.

GIS/AUTOCAD SPECIALIST

At a minimum, personnel shall have a technical degree or an undergraduate degree in GIS and AutoCAD and at least **TWO (2) YEARS** of experience including field experience in GPS and Total Station survey.

ADMINISTRATIVE ASSISTANT

At a minimum, personnel shall have a degree from a business school or associates degree and **THREE (3) YEARS** experience working in an office environment.

TECHNICAL EDITOR

At a minimum, personnel shall have an undergraduate degree in English, Technical Writing or a related discipline and at least **TWO (2) YEARS** experience in editing and/or technical writing.

GENEALOGIST

At a minimum, personnel shall have a license or certificate from a genealogical society or institute and at least **TWO (2) YEARS** of experience in genealogical research.

ON-CALL CU LTURAL RESOURCES CONSULTANT SERVICES **RESPONDENT NAME: _____**

PAGE 1- CLARIFICATION OF PERSONNEL ASSIGNMENT & MANDATORY QUALIFICATIONS:

Please arrange NAMES in like groups and designate information as follows UNDER appropriate category; Firms MUST designate personnel and required qualifications in order to assign PRICE to any or all personnel categories. *PRICE ALONE WILL NOT BE ACCEPTED.*

NAME/ CATEGORY	*PROJECT MANAGER MUST possess the minimum necessary requirements to qualify			*SR. ARCHAEOLOGIST MUST possess the minimum necessary requirements to qualify				*SR. ARCHITECTURAL HISTORIAN MUST possess the minimum necessary requirements to qualify			*SR. INDUSTRIAL HISTORIAN MUST possess the minimum necessary requirements to qualify			*PROJECT ARCHAEOLOGIST MUST possess the minimum necessary requirements to qualify			*FIELD ARCHAEOLOGIST MUST possess the minimum necessary requirements to qualify	
Indicate applicable information next to candidate name	GRAD DEGREE Required Course Of Study AS CITED	MIN 5 YEARS EXP AS CITED	Provide Example THREE Projects AS CITED	GRAD DEGREE Required Course Of Study AS CITED	MIN 1 YEAR EXP AS CITED	MIN 4 MOS Field EXP AS CITED	Provide Example THREE Projects AS CITED	GRAD DEGREE Required Course Of Study AS CITED	***EITHER*** MIN 2 YEARS Work Experience in research, writing or teaching ***OR*** through research or publication AS CITED	Provide Example THREE Projects AS CITED	***EITHER*** GRAD DEGREE/ Required Course Of Study ***PLUS*** 2 YEARS Work EXP and 1 YEAR Supervisory	***OR*** BACHELOR DEGEE/ Required Course Of Study ***PLUS*** 4 YEARS Work EXP and 1 YEAR Supervisory	Provide Example THREE Projects AS CITED	GRAD DEGREE Requird Course Of Study AS CITED	MIN 1 YEAR EXP AS CITED	Provide Example THREE Project	UNDER GRAD DEGREE Required Course Of Study AS CITED	MIN 1 YEAR ARCH Field Exp AS CITED

*To be considered eligible under this MPA - at minimum - Respondent Firms must supply evidence of qualified personnel in the "SHADED" categories listed above. MANDATORY PERSONNEL CATEGORIES (7) INCLUDE: PROJECT MANAGER, SR. ARCHAEOLOGIST, SR. ARCHAEOLOGICAL HISTORIAN; SR. INDUSTRIAL HISTORIAN, PROJECT ARCHAEOLOGIST, FIELD ARCHAEOLOGIST and LABORATORY SUPERVISOR. ***RESPONDENTS MAY SUBMIT MULTIPLE SHEETS AS NEEDED.***

ON-CALL CU LTURAL RESOURCES CONSULTANT SERVICES **RESPONDENT NAME: _____**

PAGE 2 - CLARIFICATION OF PERSONNEL ASSIGNMENT & MANDATORY QUALIFICATIONS:

Please arrange NAMES in like groups and designate information as follows UNDER appropriate category; Firms MUST designate personnel and required qualifications in order to assign PRICE to any or all personnel categories. *PRICE ALONE WILL NOT BE ACCEPTED.*

NAME/ CATEGORY	*LABORATORY SUPERVISOR MUST possess the minimum necessary requirements to qualify		LABORATORY ANALYST MUST possess the minimum necessary requirements to qualify		LABORATORY ASSISTANT/ TECHNICIAN MUST possess the minimum necessary requirements to qualify		CARTOGRAPHER/ GRAPHICS SPECIALIST MUST possess the minimum necessary requirements to qualify		GIS/ AUTOCAD SPECIALIST MUST possess the minimum necessary requirements to qualify		ADMINISTRATIVE ASSISTANT MUST possess the minimum necessary requirements to qualify		TECHNICAL EDITOR MUST possess the minimum necessary requirements to qualify		GENEALOGIST MUST possess the minimum necessary requirements to qualify	
Indicate applicable information next to candidate name	GRAD DEGREE Required Course Of Study AS CITED	MIN 3 YEARS EXP AS CITED	UNDERGRAD DEGREE Required Course Of Study AS CITED	MIN 2 YEARS EXP AS CITED	UNDERGRAD DEGREE Required Course Of Study AS CITED	MIN 1 YEAR EXP AS CITED	UNDERGRAD DEGREE Required Course Of Study AS CITED	MIN 2 YEARS EXP AS CITED	TECHNICAL OR UNDERGRAD DEGREE AS CITED	MIN 2 YEARS EXP AS CITED	ASSOCIATES or BUSIMESS DEGREE	MIN 3 YEARS OFFICE EXP AS CITED	UNDERGRAD DEGREE Required Course Of Study AS CITED	MIN 2 YEAR EXP AS CITED	LICENSE OR CERTIIFCATE from GENEALOGICAL Society or Institute	MIN 2 YEARS EXP AS CITED

*To be considered eligible under this MPA - at minimum - Respondent Firms must supply evidence of qualified personnel in the "SHADED" categories listed above. MANDATORY PERSONNEL CATEGORIES (7) INCLUDE: PROJECT MANAGER, SR. ARCHAEOLOGIST, SR. ARCHAEOLOGICAL HISTORIAN; SR.INDUSTRIAL HISTORIAN, PROJECT ARCHAEOLOGIST, FIELD ARCHAEOLOGIST and LABORATORY SUPERVISOR. ***RESPONDENTS MAY SUBMIT MULTIPLE SHEETS AS NEEDED.***

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 Participants

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 pubic (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 to 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 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 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 followup 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(es). 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(es). 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 o her aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (03-48-00-46), Washington, D.C. 20503.

Approved by
03-48-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 - 0348-0046
(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 Report 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):

10. 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) contracted, 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: _____

For Federal use Only:

Authorized for Local Reproduction
Standard Form – LLL-A

Approved by
03-48-0046

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

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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.

Consultant Firm Letterhead

Management Certification of Accounting System

I certify, as required by Rhode Island General Law §37-2-32, that (FIRM NAME) has an accounting system and adequate internal controls that will permit timely development of all necessary cost data required by and in compliance with Federal and State regulations, statutes and contract terms, and that the accounting system is adequate to allocate costs in accordance with generally accepted accounting principles.

Signature of Certifying Official	President	Date of Certification

Printed Name of Certifying Official

Signature of Certifying Official	Chief Financial Officer	Date of Certification

Printed Name of Certifying Official