



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov

Date: 2/20/12

Addendum # 7449449A1

BID# 7449449

TITLE: ON-CALL CULTURAL RESOURCES CONSULTANT SERVICES

The minutes of Pre-Proposal Meeting held on February 16, 2012 and a courtesy copy of the Attendance Sheet is also included for review.

Lisa Hill
Chief Buyer - DOT

A handwritten signature in black ink, appearing to read "Lisa Hill", is written over the printed name.

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
RIDOT Addendum Notification

**7449449 – On-Call Cultural Resources Services
3-YEAR MASTER PRICE AGREEMENT**

Per the issuance of Department of Transportation **ADDENDUM # 7449449A1** the following changes are noted:

- **CLARIFICATION**

Attached responses 1 through 11 will clarify questions and comments discussed at the Pre-Proposal Meeting held February 16, 2012.

- **ADDITION**

With regard to DBE reporting requirements for selected firms under this MPA, please add the following statement:

“Selected Firms under this MPA will be required to submit a MONTHLY DBE UTILIZATION REPORT documenting aggregated TOTAL CONTRACT COSTS and TOTAL DBE participation to date. TWO (2) COPIES of the DBE reporting documentation will be forwarded directly to the RIDOT/ Office of Business and Community Resources as well as a copy included with the monthly progress report/ invoice package.”

- **DELETION**

The following statement on PAGE 2 of RFP was inadvertently cited; please delete in its entirety from project solicitation.

“Respondents must possess a working knowledge 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 at www.dot.ri.gov .”

- **ATTENDANCE SHEET**

Courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on February 16, 2012.

TO ALL RESPONDENTS:

The purpose of this solicitation is to establish a **3-YEAR Master Price Agreement** to provide historic/archaeological services (a.k.a. "Cultural Resources") to RIDOT on an "as-needed" basis. To be considered eligible under this MPA, cultural resources services must either be the primary function or represent a significant component of the services provided by your firm. Pending availability of funding and the State's satisfaction with the work performed, RIDOT may elect to extend the MPA annually for an additional 2 YEARS. ***Should this MPA be extended, additional YEARS 4 and 5 hourly rates will be increased a maximum of 3% over the previous YEAR'S documented rates.***

Utilization of these services will be at RIDOT'S discretion based on project need; anticipated work assignments under this MPA will typically be small in scope and easily expedited. Larger project assignments will remain under the designated PRIME Consultant to either provide or secure the cultural resources subconsultant services needed.

It should be noted that with regard to the mandatory educational guidelines starting on PAGE 17 of the RFP, for those personnel classifications requiring a **GRADUATE DEGREE**, if proposed personnel have completed a graduate school's academic program but have not yet obtained a diploma/degree, these individuals can be provisionally included in your firm's qualified personnel listing; however, **provisional personnel cited MUST obtain a diploma/degree by the end of the initial 3-YEAR MPA contract term or no time extensions will be granted to your FIRM beyond the end of the 3-YEAR period.**

RIVIP BIDDER CERTIFICATION COVER FORM MUST be completed and submitted with proposal; "**ORIGINAL**" **RIVIP FORM** should be clearly presented for Purchases review and a "**COPY**" of **RIVIP FORM** should be included in **EACH** proposal submission.

Respondents are instructed to submit a **LETTER OF INTEREST** inclusive of all requested administrative and technical information limited in length to **25 PAGES** exclusive of "exhibits" which must also be tabbed and included in bound submission. Proposal pages must be **numbered in consecutive order** and must contain a **Table of Contents** that cross references each requirement with specific pages in the submission.

As cited in RFP requirements, the only pricing to be submitted at this time will be **fully inclusive hourly rates** for the various proposed categories cited on PAGE 6 of the RFP. These hourly rates are to include all direct charges including wages and fringe benefits, and any and all indirect charges including preparation of reports and administrative expenses. Respondents are instructed to fully disclose pricing for **each of the THREE (3) YEARS** in the required format provided. These prices will form the basis of the Price Agreement. If one price is offered, that price will remain firm and fixed for the maximum three-year contract term. Additional reimbursement will be provided for specifics defined on PAGE 7 of the RFP. **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

Respondents will be required to also complete and submit the **CLARIFICATION OF PERSONNEL ASSIGNMENT SHEETS** (PAGES 20 & 21) included in RFP solicitation. Completed sheets should be part of each Proposal Submission submitted as an "exhibit" and tabbed accordingly. Information requested should be limited to personnel requirements cited in RFP.

At a minimum, Respondents must provide evidence of qualified personnel in **SHADED** Personnel Categories as listed on PRICE SHEET and CLARIFICATION listing. If subconsultant is providing service please cite "(SUB)" next to applicable category on Pricing Sheet.

Project has been assigned an overall **10% DBE GOAL** to be applied to the total DBE costs awarded this Cultural Resources initiative. This 10% DBE requirement will apply for the lifetime of the MPA Contract. Disclosure of proposed RI certified DBE firms must be documented in Proposal submission and must be approved at the time of proposal submission to ensure DBE compliance and availability. Copies of RI DBE certification(s) must be included for RIDOT review.

Additionally PRIME Respondents are required to complete and submit the required **FORMS** (Debarment, Lobbying, Disclosure, Accounting and W-9); Subconsultant firm(s) will be required to submit Lobbying and Debarment Forms only. With the exception of the W-9 which is submitted unbound, all forms must part of each submission presented as “exhibits” and tabbed accordingly.

Proof of required **insurance** coverage (PAGE 5) must also be provided by each PRIME Respondent.

DUE DATE for submission is MARCH 2, 2012 no later than 11:30 AM. “ORIGINAL” + **SEVEN (7) Copies** of proposal must be directed to the Department of Administration/ Division of Purchases (Receptionist Desk) to be time-stamped and reviewed for required documentation. Please ensure your submission package is clearly labeled as to Bid # and Project Description.

RIDOT requires that LOI 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.**

Following this meeting, any questions may be posted to the RIDOT website @ www.dot.ri.gov through steps outlined in RFP. **The closing date for questions will be MIDNIGHT on FEBRUARY 25, 2012.** A determination will be made by RIDOT, in coordination with Purchases, whether an addendum will be required.

The following responses 1 through 11 will clarify questions and comments discussed at the Pre-Proposal Meeting held February 16, 2012.

1. **Q** – RFP cites that Respondents must have a working familiarity with the RIDOT’S “Blue Book”. Can you explain how this applies under this MPA?

A – *This statement was inadvertently included as part of this solicitation and does not apply to the services requested. Per issuance of this Addendum, please disregard this statement in its entirety in preparation of your submission.*

2. **Q** – Respondents are asked to provide examples of documentation prepared in support of three previous projects performed. Are “report copies” required or will a “project description and summary” be acceptable?

A – *A complete project description and summary along with location where project is on file will be accepted.*

3. **Q** – A significant amount of the work described is generally performed by our in-house staff and therefore it may be difficult to define the 10% DBE GOAL assigned this project. Is “report production” acceptable as a potential DBE task assignment?

A – *YES - As long as the proposed DBE Firm is RI Certified and a copy of their certification is provided for RIDOT review.*

It should be noted that RIDOT expects that for the lifetime of this MPA selected firms will place a good faith effort to utilize DBE firms wherever possible. We recognize that under these specialized services this may not be possible dependent on the complexity of the work assignment. In an effort to monitor this requirement, the selected PRIMES under this MPA will be required to submit a MONTHLY DBE UTILIZATION REPORT to RIDOT'S Office of Business and Community Resources documenting DBE SUB-CONTRACT COST(S) for this period and TOTAL DBE participation to date. Upon contract completion RIDOT will assess the aggregate percentage of DBE services earned by DBE firms under this MPA. Should this GOAL be unfulfilled, the reporting documentation presented monthly will be reviewed and a determination will be made by RIDOT to accept or reject the final DBE GOAL achieved.

4. Q – Will CLIENT REFERENCES be considered an "exhibit"?

A – YES. All "supporting" documents to 25 PAGE narrative will be considered exhibits to be tabbed and referenced accordingly in Table of Contents.

5. Q – Will RESUMES be required to be presented as part of the SF 330 and also separately submitted as a project "exhibit"? With regard to WORK PROJECTS also??

A – RESUMES and WORK PROJECTS need only be presented once in your proposal submission. If presented as an exhibit, please reference exhibit tab reference under SF 330 entry.

6. Q – Please define FOREIGN CORPORATION requirement as it applies to proposal submission.

A – If Respondent does NOT have proper Certificate of Authority at this time they must acknowledge written non-compliance at this time and attest that they will secure prior to award. Application is provided through the RI Secretary of State's Office; if available at time of submission, a "copy" of pending application may also be included at your discretion.

7. Q - Is MILEAGE excluded from eligible direct expenses?

A – YES.

8. Q – How will work be formulated in terms of timetables?

A – The majority of work assigned will probably be relative to unanticipated tasks encountered during Final Design of an active RIDOT project. This MPA will be utilized to quickly expedite the task needed requiring minimum coordination and final reporting in letter format only.

9. Q – Why is there no personnel category cited specific to “Landscape Preservation”?

A – The possibilities are too numerous to determine all potential personnel categories relative to potential cultural resources activities. Therefore, RIDOT did intentionally include under “SENIOR ARCHITECTURAL HISTORIAN” (PAGE 17) a statement citing that the applicant’s required course of study may be in a “closely related field” which would include Landscape Preservation.

10. Q – How shall proposal submission be bound? Shall RIVIP FORM be bound also??

A– Preference would be for submissions to be “spiral bound” instead of 3-RING binder simply for easier storage and portability but the selection will be your decision. RIVIP shall be fully-completed and submitted bound as part of EACH Proposal Submission.

11. Q – How many CD ROMS are needed? Submitted in which format?

A – Respondents are directed to provide their Proposal submission both in “hard copy” and in “electronic” format. Respondents shall include ONE (1) CD-ROM submitted in Adobe PDF format affixed to the inside cover of EACH Proposal submission (“ORIGINAL”+ 7 COPIES).

-END-

