

Solicitation Information
February 17, 2012

BID # 7449489

TITLE: RI HISTORIC BRIDGE INVENTORY AND MANAGEMENT PLAN

Submission Deadline: **MARCH 16, 2012 @ 11:30 AM (Eastern Time)**

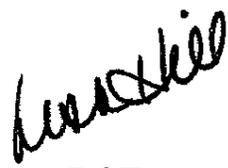
PRE-PROPOSAL CONFERENCE: YES **DATE:** MARCH 1, 2012 **TIME:** 10:00 AM

Mandatory: NO

Location: RIDOT/Transportation Management Center, Two Capitol Hill, Room 126,
Providence, RI 02903

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

REQUEST FOR PROPOSAL
RI DEPARTMENT OF TRANSPORTATION
CULTURAL RESOURCES UNIT

BID NO. 7449489

RI HISTORIC BRIDGE INVENTORY AND MANAGEMENT PLAN

DBE GOAL: NONE

INTRODUCTION:

The Rhode Island Department of Administration / Office of Purchases, on behalf of the Rhode Island Department of Transportation / Cultural Resources Unit (RIDOT) is seeking to establish a performance-based contract with a qualified consultant (CONSULTANT) to revise and update the current Historic Bridge Inventory for all bridges and culverts built prior to and including the year 1965, to prepare a Management Plan for Historic Bridges in Rhode Island and to develop a Programmatic Agreement (PA) between RIDOT, the Rhode Island Historical Preservation and Heritage Commission (RIHPHC), the Federal Highway Administration (FHWA) and the Advisory Council on Historic Preservation (ACHP) to integrate said Management Plan with RIDOT'S Transportation Improvement Program (TIP).

RIDOT conducted the original historic bridge inventory from 1985 to 1988, which included the inventory of pre-1938 bridges. At that time, 47 of the pre-1938 bridges were found to be listed on or eligible for listing in the State and National Registers of Historic Places. A report and a management plan were developed from the inventory.

Currently, there are nearly 2,000 bridges and culverts presently in *RIDOT'S Bridge Inventory and Inspection System (BIIS)* many of which were built prior to and including the year 1965. Since the original inventory, there has been removal of some historic bridges. Such removal of historic structures, combined with limited inventory period (bridges built prior to 1938) of the existing inventory, underscores the need to determine the eligibility of all pre-1966 bridges including those previously inventoried and evaluated. The new inventory will need to revisit the existing inventory in today's context and to incorporate the pre-1938 bridges into the Management Plan.

CONTRACT TERM / CONDITIONS: RIDOT anticipates the award of ONE (1) contract that will have a maximum contract completion date of **ONE (1) YEAR** after the date of authorization to commence work. Upon contract conclusion, RIDOT may elect to renew, upon completion of the initial contract term, annually for a 1-YEAR extension for a maximum of TWO (2) additional years contingent upon: **(1)** results and recommendations generated through this contract and, **(2)** the State's satisfaction and acceptance of the selected CONSULTANT'S services and deliverables, as described herein, upon completion of each anticipated contract year.

Respondents are instructed to submit a **TECHNICAL PROPOSAL** response along with a separate **COST PROPOSAL** both described in detail herein.

Detailed Cost Proposals will be capped at \$200,000.00 for total contract costs. It is the intention of RIDOT to award based on fees for services outlined on the required **Cost Proposal** format defined herein. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents ***SEE COST PROPOSAL SECTION INSTRUCTION AND FORMAT.***

Although there is **NO DBE GOAL** assigned to this project, RIDOT encourages the utilization of DBE Firms on all projects. At the point of project completion RIDOT will determine and assess the overall DBE participation, if any, which will be attributed to the fulfillment of the Department's annual DBE Goal requirement.

Proposals received shall be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program*, or "RIVIP" as it is known, @ <http://www.purchasing.ri.gov>

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

GENERAL NOTIFICATIONS

- All Respondents shall register online at the RIVIP'S Internet website @ www.purchasing.ri.gov
- A fully completed signed **RIVIP Bidder Certification Cover Sheet** – All three pages shall accompany response submitted. Failure to make a complete submission inclusive of this three-page document may **result in disqualification**. A copy of this 3-PAGE certification form should be in all proposals (originals and copies) submitted to the state for consideration.
- 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, Nondiscrimination 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 bidders 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 an award.
- All costs associated with developing or submitting documents in response to this Request and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- It is intended that an award pursuant to this Request will be made to a Prime Respondent, who will assume responsibility for all aspects of the work. Joint venture(s) and will not be considered, but subcontract(s) are permitted provided that Sub-Respondent(s) proposed are clearly identified along with the type of work to be performed in response to this RFP.
- All pricing submitted will be considered to be **firm and fixed** unless otherwise indicated herein
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred and twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, 2nd Floor, One Capitol Hill, Providence, Rhode Island.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.
- In accordance with RI Gen. Laws 7-1 1-99, no foreign corporation (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of

Authority to do so from the Office of the Secretary of State (401) 222-2357. IF APPLICABLE, A COPY OF RESPONDENT'S CERTIFICATE OF AUTHORITY SHALL BE INCLUDED AS PART OF THE SUBMITTED RFP LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL. FAILURE TO DO SO MAY RESULT IN AUTOMATIC DISQUALIFICATION.

- Although there is **NO DBE GOAL** assigned to this project, RIDOT encourages the utilization of DBE Firms on all projects. At the point of project completion RIDOT will determine and assess the overall DBE participation, if any, which will be attributed to the fulfillment of the Department's annual DBE Goal requirement.

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 **THREE (3) 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.

- **DEBARMENT FORM:** Shall be completed and signed by an authorized agent of your Firm.
- **LOBBYING FORM:** Enter known project information on PAGE 1 (DESCRIPTION etc.); Firm shall complete FORM and submit signed by an authorized agent of your Firm.
- **CONFLICTS DISCLOSURE STATEMENT:** In line with directions stated, completed FORM(s) shall be signed and submitted accordingly.
- **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:** For W-9 only, ONE (1) unbound "original" copy shall be completed and signed by authorized agent of your Firm. Form may be downloaded @ www.purchasing.ri.gov.

All FORMS (except W-9) are attached to solicitation and shall be completed and copies submitted along with each TECHNICAL PROPOSAL submission. ("Original" & copies). Please note, for W-9 form only, one (1) unbound "Original" copy is required at time of submission. Copies of W-9 need not be included in individual proposal submissions.

TECHNICAL PROPOSAL CONTENT AND FORMAT

Upon review of the Scope of Work (SOW), **TECHNICAL PROPOSAL** submissions ("**ORIGINAL "plus EIGHT (8) COPIES**") shall include at a minimum the following information for RIDOT review and subsequent final selection recommendation. RIDOT recommends that the Technical Proposal submission also be submitted not only in hard copy form but also on CD-ROM. **A clearly labeled CD ROM should be attached to the inside cover of EACH Technical Proposal submission.** RIDOT recommends that the electronic version of said Proposals be submitted in Adobe PDF format.

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

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

TECHNICAL PROPOSAL: (ORIGINAL plus EIGHT (8) both "HARD" COPY" and on "DISK")

Upon review of the Scope of Work (SOW), **TECHNICAL PROPOSAL** submissions shall include, at a minimum, the following information for RIDOT review and subsequent final selection recommendation:

- **Letter of Transmittal:** A Letter of Transmittal shall accompany each response signed by an owner, officer, or other authorized agent of the firm
- **RIVIP BIDDER CERTIFICATION FORM:** ALL THREE (3) Pages shall accompany each response submitted. Failure to make a complete submission of this document may result in disqualification. (SEE GENERAL NOTIFICATIONS).
- **Proposal Format:** **TECHNICAL PROPOSAL** shall be bound or contained in a single volume. All pages of the proposal are to be numbered in consecutive order. All documentation submitted with the proposal shall be contained in that single volume. **TECHNICAL PROPOSAL** shall 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 shall be tabbed and included in the bound submission. Font size shall be a minimum of **12 POINTS** for all submittals. ALL documentation in excess of 25 PAGE MAXIMUM will be removed and discarded. **TECHNICAL PROPOSAL** shall contain a Table of Contents that cross-references each requirement with specific pages in the **TECHNICAL PROPOSAL** submission.
- **RIDOT Scope of Work and Addenda:** Respondents shall include as part of **TECHNICAL PROPOSAL** submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable

BACKGROUND AND PREVIOUS EXPERIENCE:

- **Company Introduction:** Respondents are to include a complete description of their organizational structure and other relevant information documenting the firm's professional practice and specialization
- **Relevant Experience:** Respondents are to include a comprehensive listing of similar projects and/or clients served similar in concept to the project being proposed

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

- **Existing Workload:** Respondents are to provide a list of up to **FIVE (5) PROJECTS** currently in progress and/or those completed within the last **FIVE (5) YEARS** which are germane to the services requested. Indicate key personnel who are working, or have worked on projects cited. If selected, discuss how your firm will be able to accommodate these services in addition to your firm's current and anticipated workload projected during the defined contract term

ORGANIZATION AND STAFFING:

- **Staff Qualifications:** Key Personnel must be diverse having 1) demonstrated actual experience; 2) possess academic degrees in either Structural Engineering, History, Historic Preservation, Architecture, Architectural History or Preservation Planning and 3) meet the Secretary of the Interior's Professional Qualification standards as identified in 36 CFR Part 61 (APPENDIX A). Key personnel must also demonstrate knowledge of history and technology of bridge building and design. Experience of team in conducting similar historic bridge inventories and/or developing management plans for historic bridges for transportation agencies is very desirable

Respondents are to include an overview of key personnel to be assigned to project including resumes, curricula vitae or statements of prior experience and/or qualifications. Staff assignments and concentration of effort for each staff member are to be addressed

Identify the individual who will act as **PROJECT DIRECTOR** and will be responsible for communicating with RIDOT on all pertinent matters. The Project Director must have a **Master's Degree** in either Anthropology (Archaeology), History, Architectural History, Art History, Historic Preservation, Architecture, or Engineering, knowledge of history and technology of bridge building and design, and must demonstrate at least **TWO (2) YEARS** experience in the evaluation of historic bridges.

All other assigned staff must possess a Bachelor's Degree in either Structural Engineering, History, Historic Preservation, Architecture, Architectural History or Preservation Planning

The RIDOT/Cultural Resources Unit shall be informed in writing of any changes in personnel at any time during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate this agreement

- **Sub-Consultant(s)**: As applicable, disclosure of any sub-respondent firm(s)' organizational structure and business background as well as the type of work they will perform must be documented in response to this Request. Full disclosure of the proposed team to be assigned this project is required in the **Technical Proposal**
- **Organizational Chart**: Respondents are to provide an organizational chart which lists all key personnel including any sub-consultant(s).
- **Staffing TABLE**: Respondents are to provide a staffing table identifying 1) the key personnel to be assigned to each task; 2) the concentration of effort (%) contributed by such key personnel to each task; 3) an estimate of total work hours for each task and 4) the total work estimated for the project. Do **not** include contractual cost information, i.e., hourly rates, in the staff table/worksheet.
- **Standard Federal Form 330** (eff 6/8/04) shall be completed (**BY PRIME ONLY**) and included in response to this RFP. Access to this current form may be obtained through the following website: www.gsa.gov.

PROJECT WORK PLAN/ SCHEDULE:

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

At a minimum your technical approach shall include the following:

Provide a discussion that clearly demonstrates an understanding of the processes involved in progressing transportation projects on bridges determined to be State and National Register eligible. The discussion must include consideration of compliance with National Historic Preservation Act (Section 106), USDOT Act (Section 4(f)), State Historic Preservation Act (Section 14 09), and National Environmental Policy Act (NEPA).

Discuss the importance and role of the contextual study in meeting the project objectives including the key elements to be covered by the study

Discuss how the bridge population will be stratified to define types of data and levels of survey to be conducted, including those bridges previously inventoried

Discuss how the historic bridge evaluation criteria will be developed and applied

Discuss the long term implications of the management plan. Highlight the most important elements to be included in the management plan proposed

- **Work Plan:** Respondent shall submit a complete and comprehensive project work plan inclusive of proposed deliverables and activity milestones associated with each defined task. The proposed work plan shall describe how the project will be managed, directed and controlled inclusive of sub-consultant(s), as applicable. Firms shall also identify how project personnel will be phased into proposed work plan as well as how overall coordination efforts with RIDOT will be achieved.
- **Project Schedule:** Respondent shall provide a detailed project schedule defining completion of anticipated tasks and delivery of proposed deliverables / activity milestones. Specify if a given task is dependent on the completion of other tasks, and which, if any, tasks can be performed concurrently.
- **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.

COST PROPOSAL: (THREE (3) "HARD" COPIES ONLY)

- Respondent is to submit, separate from Technical Proposal, **THREE (3) COPIES** of a completed *signed and sealed* **COST PROPOSAL** using the required format attached.
- **COST PROPOSAL** shall reflect a Lump Sum total contract budget itemized per defined PROJECT TASK inclusive of proposed deliverables/activity milestones and anticipated delivery date associated with each task as defined in the Respondent's TECHNICAL PROPOSAL.
- **COST PROPOSAL** prices submitted will be considered *firm and fixed*. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents.
- Describe, in detailed narrative, all aspects of your pricing policy.

Failure to fully disclose formatted total contract cost and pricing policy as cited may result in disqualification.

PRE-PROPOSAL CONFERENCE AND ON-LINE QUESTIONS:

A **Pre-Proposal Conference** for the purpose of clarifying the Scope of Work and intent of this Request, as well as the evaluative criteria to be employed in the State's review of proposals received will be held on **MARCH 1, 2012 @ 10:00 A.M.** in the RIDOT Transportation Management Center, Room 126, Two Capitol Hill, Providence, RI 02903. *Persons requiring the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-1205 forty-eight hours in advance of the Conference.*

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 due date for this project. Therefore, questions will not be accepted **after Midnight on MARCH 10, 2012.**

SUBMISSION REQUIREMENTS AND DUE DATE

TECHNICAL PROPOSAL ("Original" plus **EIGHT (8) COPIES**) and a *separately sealed* **COST PROPOSAL** (**THREE (3) COPIES**) are to be submitted simultaneously. RIDOT requests that the Technical Proposal submission 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 Technical 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.7449489 - RI HISTORIC BRIDGE INVENTORY AND MANAGEMENT PLAN**" by **MARCH 16, 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

NOTE: Proposals received after the above-referenced due date and time will not be considered. SEE GENERAL INSTRUCTIONS AND NOTIFICATIONS.

EVALUATION AND SELECTION

A Technical Evaluation Committee (TEC) will be convened comprised of RIDOT technical personnel responsible for the project under consideration based on the cited evaluation criteria:

<u>SELECTION CRITERIA:</u>		
1.	FIRM'S CAPABILITY, CAPACITY, AND STAFF QUALIFICATIONS	0-50 POINTS
2.	QUALITY OF THE PROJECT WORK PLAN / SCHEDULE Inclusive Of Proposed Deliverables And Activity Milestones	0-30 POINTS
3.	SUITABILITY OF APPROACH/METHODOLOGY	0-10 POINTS
4.	COST PROPOSAL (Evaluated separately)	0-10 POINTS
MAXIMUM SCORE		100 POINTS

Technical
Criteria

Technical and Cost Proposals will be evaluated separately. **COST Proposals** will remain sealed at RIDOA/Purchases until such time as technical scoring has been completed.

NOTE: Technical Proposals receiving scores of less than 70 POINTS out of the 90 eligible POINTS will NOT be scored for cost and will be disqualified.

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

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

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

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

Evaluation will also consider commitment to Affirmative Action and DBE Participation. The State may, at its sole option, elect to require presentation(s) by Respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to solicit separately for selected initiatives within this Scope of Work.

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

SCOPE OF WORK FOR

RI HISTORIC BRIDGE INVENTORY AND MANAGEMENT PLAN

INTRODUCTION

The Rhode Island Department of Transportation (RIDOT) is seeking the services of a qualified consultant to revise and update the RI Historic Bridge Inventory for all bridges and culverts built prior to and including the year 1965 and to prepare a Management Plan for Historic Bridges in Rhode Island.

RIDOT conducted the original historic bridge inventory from 1985 to 1988, which included the inventory of pre-1938 bridges. At that time, 47 of the pre-1938 bridges were found to be listed on or eligible for listing in the State and National Registers of Historic Places. A report and a management plan were developed from the inventory.

There are nearly 2,000 bridges and culverts presently in *RIDOT'S Bridge Inventory and Inspection System (BIIS)* many of which were built prior to and including the year 1965. A method will need to be developed to determine how the entire pre-1966 bridge population will be inventoried. Since the original inventory, there has been removal of some historic bridges. Such removal of historic structures, combined with limited inventory period (bridges built prior to 1938) of the existing inventory, underscores the need to determine the eligibility of all pre-1966 bridges including those previously inventoried and evaluated. The new inventory will need to revisit the existing inventory in today's context and to incorporate the pre-1938 bridges into the management plan.

PROJECT OBJECTIVES

The primary objectives of the RI Historic Bridge Inventory and Management Plan are as follows:

- To establish a **Historic Bridge Inventory** that will facilitate and streamline the processes necessary to address up-front the concern for projects involving State and National Register listed and eligible bridges
- To update the **Historic Bridge Management Plan** to ensure that preservation is conducted in a proactive, rational, and cost-effective manner
- To develop a **Programmatic Agreement (PA)** to integrate the Management Plan with RIDOT'S Transportation Improvement Program (TIP) The PA will address the rehabilitation or replacement of all bridges and culverts that are determined eligible for listing in the National Register of Historic Places including mitigation measures

PROJECT ORGANIZATION

Overall project direction will be provided by RIDOT'S Cultural Resources Unit. Day to day activities, general oversight and project guidance will be the responsibility of a RIDOT Project Manager, who will be assigned to the project by RIDOT. The selected Consultant should not consider this individual a staff resource; the Consultant has the ultimate responsibility for obtaining necessary information, completing tasks and preparing and submitting deliverables. The State Historic Preservation Office and the Federal Highway Administration will be involved in the project as review agencies, and their participation will be coordinated by and through the RIDOT Project Manager. The RIDOT Project Manager will be the Consultant's point of contact throughout the project. The Consultant and RIDOT will maintain weekly communication via telephone, e-mail or fax.

- **Meetings** - It is anticipated that there will be between 12 and 18 Meetings during the period of performance of the project:

Kick-Off Meeting: Upon contract award, the Consultant shall meet with RIDOT at its office in Providence, to review the scope of services, schedule and deliverables for the project.

TASK Meetings: The following TASK Meetings shall be held with RIDOT at its office in Providence, to discuss the results/status of the task work and associated deliverables as defined herein:

TASK A →	2 Meetings Anticipated
TASK B →	3-5 Meetings Anticipated
TASK C →	4-6 Meetings Anticipated
TASK D →	2-4 Meetings Anticipated

- **Monthly Progress Reports** - In addition to the required task deliverables and reporting requirements, the Consultant shall prepare and submit monthly progress reports. The reports will list staff assigned and hours committed to each work task, describe progress to date, compare progress to the original project schedule, and identify problem areas that must be resolved in order to assure project objectives and scheduled completion dates are met.

CONTRACT TERM

The term of any award resulting from this request shall not exceed a maximum **ONE (1) YEAR** completion date, with the option to renew, upon completion of the initial contract term, annually for a 1-YEAR extension for a maximum of **TWO (2)** additional years contingent upon: **(1)** results and recommendations generated through this contract and, **(2)** the State's satisfaction and acceptance of the selected CONSULTANT'S services and deliverables upon completion of each anticipated contract year.

COMPENSATION/ INVOICE AND PAYMENT TERMS

This RFP will result in a performance-based contract. Compensation will be based on the annual Cost Proposal of the successful CONSULTANT. Scheduled payments will be triggered by the successful completion and formal acceptance of the **defined critical deliverables and activity milestones** as defined in the selected CONSULTANT'S accepted Technical Proposal. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The RIDOT reserves the right to purchase part of the proposal or the entire proposal.

Detailed invoices indicating the submission of deliverables and completion of activity milestones are to be accompanied by (1) a listing of administrative and operating costs incurred to-date with appropriate back up and (2) Monthly progress report outlining work accomplished; hours and costs expended as well as any outstanding questions which require resolution. Payment invoices will be processed only if the required progress reports are current.

RIDOT will review and accept invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all contract requirements and (2) complete, accurate submission of scheduled deliverables.

It is understood by all parties that failure to comply with performance standards and/or deliverables due may warrant termination of this Contract. Should such circumstances emerge RIDOT will issue 30-day written notification and the CONSULTANT will deliver to RIDOT all report documentation and work papers and any other work products relating to this Contract in a timely manner. RIDOT agrees to compensate the CONSULTANT for the percentage of work completed as applied to the total lump sum contract value, mutually agreed upon by RIDOT and the CONSULTANT, and will be paid to the CONSULTANT as a final payment in full settlement for their services under this Contract.

RIDOT retains the right to audit all costs charged to this Contract during the initial and any extended contract term. All supporting documents for costs charged to this Contract 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.

AVAILABLE RESOURCES

RIDOT maintains several sources of data that will be available to the selected consultant upon contract award for use in developing the Historic Bridge Inventory and Management Plan. These resources will include:

- ***RIDOT Bridge Inventory And Inspection System (BIIS) Electronic Database-***
This database is maintained by RIDOT'S Highway and Bridge Maintenance Division located at 360 Lincoln Avenue, Warwick RI. (See **ATTACHMENT C** for a copy of the Table of Contents of the Bridge Inventory Manual listing records codes for use with the BIIS and **ATTACHMENT D** for a sample printout.)
- ***PRE-1938 Historic Bridge Inventory Database-***
This database is maintained by RIDOT'S Cultural Resources Unit located at Two Capitol Hill, 2nd Floor, Providence, RI. (See **ATTACHMENT B** for a sample printout.)
- ***Bridge Identification Number (BIN) FILES*** maintained by the RIDOT Bridge Inspection Unit located at Two Capitol Hill, 1st Floor, Providence, RI. These files include a paper copy of the BIIS database for the bridge, record plans and modifications to the bridge, recent inspection records, and photographs of the bridge.
- ***Record Plans*** maintained by the RIDOT Bridge Inspection Unit located at Two Capitol Hill, 1st Floor, Providence, RI.

PROJECT TASKS/ DELIVERABLES

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

TASK A - Update the Contextual Study of the History of Bridges in Rhode Island

TASK A1: The Consultant will update the contextual study for historic bridges in Rhode Island. This context should include a history of bridge engineering and bridge design in Rhode Island and a context for the historical development of transportation networks and systems at the local, regional, and state levels.

TASK A1 DELIVERABLE: The Consultant shall provide the Contextual Report of the history of historic bridge in Rhode Island

TASK A1 REVIEW/ APPROVAL: RIDOT will review the draft version of the Contextual Report and provide the Consultant with written comments. The Consultant shall revise the report to address and incorporate RIDOT'S comments, and RIDOT, SHPO, and the Federal Highway Administration (FHWA) will review the Consultant's revised draft. Based upon that review, RIDOT will provide the Consultant with any additional written comments on the report. The Consultant shall prepare the Contextual Report in final form to address and incorporate all comments provided by RIDOT. The Consultant shall submit the final Contextual Report to RIDOT for final review and approval

TASK B - Develop Methodology for Bridge Inventory

TASK B1: The Consultant will stratify the bridge population according to level of data needed for evaluation. The Consultant should develop a method for separating the bridge population into subgroups based on type of data needed for their evaluation. The Consultant shall also establish a procedure for addressing previously evaluated bridges (included pre-1938 bridges) and State and National Register eligible/listed bridges.

TASK B1 DELIVERABLE: The Consultant shall provide a list of bridge subgroups for inventory and discussion of methodology for stratifying bridge population.

TASK B1 REVIEW/APPROVAL: RIDOT will review and approve list of bridge subgroups and detailed methodology for stratifying bridge population

TASK B2: The Consultant shall identify and present rationale for what types of data will be needed for the evaluation of each bridge subgroup.

TASK B2 DELIVERABLE: The Consultant shall provide a list of, and detailed rationale for, evaluation data types needed for each bridge subgroup

TASK B2 REVIEW/APPROVAL: RIDOT will review and approve list of data types and rationale

TASK B3: The Consultant will develop procedures and discuss how the data will be collected and documented for each subgroup.

TASK B3 DELIVERABLE: The Consultant shall provide written procedures for collecting and synthesizing bridge inventory data

TASK B3 REVIEW/APPROVAL: RIDOT will review and approve written procedures.

TASK B4: Using the Historic Context and State and National Register Criteria for Evaluation, the Consultant shall develop bridge evaluation criteria and implementation procedures

TASK B4 DELIVERABLE: The Consultant shall provide RIDOT with "draft" of evaluation criteria and implementation procedures.

TASK B4 REVIEW/APPROVAL: RIDOT will review the "draft" version of the evaluation criteria and implementation procedures and provide the Consultant with written comments. The Consultant shall revise draft criteria and procedures to address and incorporate RIDOT'S comments; then RIDOT, SHPO, and FHWA will review the revised draft. Based upon this review and receipt of any additional comments, the Consultant shall prepare the criteria and procedures in final form to address and incorporate all comments. The Consultant shall submit the final evaluation criteria and implementation procedures to RIDOT for final review and approval.

TASK C: Conduct Bridge Inventory and Analyze Inventory Data

TASK C1: The Consultant shall collect bridge inventory data for all subgroups, including field survey and photo documentation for those bridges identified for intensive field survey.

TASK C1 DELIVERABLE: The Consultant shall provide documentation of bridge inventory, including bridge evaluation forms and photographs for field-inventoried bridges.

TASK C1 REVIEW/APPROVAL: RIDOT will review and approve documentation.

TASK C2: The Consultant shall develop Historic Bridge Inventory database for all bridges and culverts built prior to and including the year 1965. The Historic Bridge Inventory will incorporate data from the pre-1938 bridge inventory (See **ATTACHMENT A** for sample of the pre-1938 historic bridge inventory card files and **ATTACHMENT B** for sample printout of the pre-1938 historic bridge inventory electronic database). Subtask C1 will involve identifying the relevant RIDOT Bridge Inventory & Inspection Systems (BIIS) data elements to include and additional relevant fields (e.g., evaluated, determined eligible, etc.) not currently included in the BIIS (See **ATTACHMENT C** for a copy of the Table of Contents of the Bridge Inventory Manual listing record codes for use with the BIIS and **ATTACHMENT D** for a sample printout from the BIIS electronic database). The Historic Bridge Inventory database must be recorded electronically in ASCII format as well as hard copy. Each data element and file must be precisely defined in data dictionary format, detailing attributes, properties, semantics, domain, and constraints. Identification of selected BIIS data and new data not presently in BIIS must be in concert with the RIDOT Highway & Bridge Maintenance Division and their current automation efforts.

TASK C2 DELIVERABLE: The Consultant shall provide Historic Bridge Inventory Data in both hard copy and digital ASCII format for all bridges and culverts built prior to and including the year 1965. The Consultant shall provide the Historic Bridge Inventory Data Dictionary in both hard copy and digital WordPerfect format.

TASK C2 REVIEW/ APPROVAL: RIDOT will review and approve final Historic Bridge Inventory Data and Data Dictionary.

TASK C3: The Consultant shall apply the approved bridge evaluation criteria (SUBTASK B4) to identify and recommend bridges potentially eligible for listing in the State and National Registers of Historic Places. The Consultant shall prepare a brief summary report providing documentation of rationale for determination of significance for all bridge subgroups (i.e., those potentially eligible as well as those determined not eligible for inclusion in the State and National Registers).

TASK C3 DELIVERABLE: The Consultant shall provide a list of bridges recommended for eligibility for the State and National Register of Historic Places along with a brief summary report discussing the implementation of the evaluation process and rationale for eligibility determinations.

TASK C3 REVIEW/ APPROVAL: The Consultant shall provide written recommendations as to which bridges may be eligible for listing which will in turn be reviewed and approved by RIDOT prior to being presented to a Panel of acknowledged experts (including RIDOT, SHPO, FHWA and others) for consensus. RIDOT will review the draft version of bridge list and summary report and provide written comments. The Consultant shall revise the bridge list to address and incorporate RIDOT'S comments; RIDOT, SHPO, and FHWA will review revised draft bridge list and summary report. Based upon that review, RIDOT will provide the Consultant with any additional written comments. The Consultant shall prepare the bridge list and summary report in final form to address and incorporate all comments provided by RIDOT. The Consultant shall submit the final bridge list and summary report to RIDOT for its review and approval.

TASK D Prepare Management Plan for Historic Bridges in Rhode Island

TASK D1: The Consultant shall survey other States' transportation agencies which have or are currently developing historic bridge inventory management plans. This survey shall identify, at a minimum, programmatic approach, overall effectiveness of the agency plan, and information on cost estimates of various management practices. The Consultant shall also analyze the results of the survey and summarize in a brief report.

TASK D1 DELIVERABLE: The Consultant shall provide survey forms, responses and brief summation of survey results.

TASK D1 REVIEW/ APPROVAL: RIDOT will review and approve survey forms prior to being sent to select State Transportation Agencies. RIDOT will review the draft report of survey results, and provide the Consultant with written comments. The Consultant shall revise the report to address and incorporate RIDOT'S comments, and shall submit the report in final form for RIDOT'S review and approval.

TASK E Prepare Programmatic Agreement To Integrate Historic Bridge Inventory Management Plan with RIDOT'S Transportation Improvement Program (TIP)

TASK E1: The Consultant will be responsible for the development of draft Programmatic Agreement to streamline the National Historic Preservation Act (Section 106), USDOT Act (Section 4(f)) and State Historic Preservation Act (Section 14 09) processes based on models from other States, data, experience and input from RIDOT, SHPO, FHWA, Advisory Council on Historic Preservation (ACHP) and other involved agencies.

TASK E1 DELIVERABLE: The Consultant shall provide an outline of the "draft" Programmatic Agreement.

TASK E1 REVIEW/APPROVAL: RIDOT will review the "draft" Programmatic Agreement outline and provide the Consultant with written comments. The Consultant shall revise the outline to address and incorporate RIDOT'S comments. RIDOT will solicit input from SHPO and others as deemed appropriate on the revised outline, and provide the Consultant with any additional written comments. The Consultant shall prepare the outline in final form to address and incorporate all comments provided by RIDOT, and will submit the final Programmatic Agreement to RIDOT for review and approval.

REFERENCE MATERIALS:

1. Pertinent federal guidelines can be accessed @ <http://environment.fhwa.dot.gov/histpres/index.asp>

BID# 7449489 – RI HISTORIC BRIDGE INVENTORY AND MANAGEMENT PLAN
MAXIMUM 1-YEAR COST PROPOSAL: ITEMIZED PER TASK

CONSULTANT NAME: _____
 Street Address/PO Box _____
 City/State/Zip _____
 (Area Code) Phone # _____

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

TASK	TASK DESCRIPTION	COST PER TASK	ASSOCIATED DELIVERABLE(S) / MILESTONES	DELIVERABLE(S) DUE DATE
A	Update Contextual Study of the History of Bridges in RI			
	TASK A1	\$		
B	Develop Methodology for Bridge Inventory			
	TASK B1	\$		
	TASK B2	\$		
	TASK B3	\$		
	TASK B4	\$		
C	Conduct Bridge Inventory and Analyze Inventory Data			
	TASK C1	\$		
	TASK C2	\$		
	TASK C3	\$		
D	Prepare Management Plan for Historic Bridges in RI			
	TASK D1	\$		
E	Prepare Programmatic Agreement			
	TASK E1	\$		
	TOTAL CONTRACT	\$		

Narrative Disclosure

ATTACHMENT A

96003		HOPKINS MILL BRIDGE	
TOWN	Foster	CROSSING	Ponaganset River
STATE ROUTE NO.	US 6	HIGHWAY NAME	Danielson Pike (Old alignment)
F. A. PROJECT NO.	61	F. A. ROUTE NO.	6
TYPE	Substructure Stone abutments 1 stone pier	Foundation	
Superstructure	Concrete Tee Beam and slab.	Deck	Bituminous Concrete
Approaches	Filled gravel	Pavement	Bituminous Concrete
CHRONOLOGY	Date	Authority or Fund	Contractor
Original			
Construction	1912	Loan	Saunders Const Co. Brunswick, Maine
Reconstruction			
Widening			
REFERENCES AND REMARKS			
RHODE ISLAND STATE BOARD OF PUBLIC ROADS-BRIDGE DEPARTMENT			

96003		HOPKINS MILL BRIDGE	
LENGTH	Project, Sta.	to Sta.	
Spans	No. 2	Lengths	17.5 to 18 and 21 to 22
Bridge, On Road	Centerline	53+9" 51	
Including Walls	108		
Approaches			
WIDTH	Between Curbs rails	19'8"	Above Curbs Clear
Sidewalks	22'8"x		Shoulders
Including Railings	22'8"		Including Walls 22'8"
SKEW	Angle between Centerlines	Square	
VERTICAL CLEARANCE	Highway		Railroad
CAPACITY	Designed	Estimated 1710	Tested
WATERWAY	Normal Water Level, Grade		
Depth below	1.±	Clearance Above	12.3±
Area Below	38.4±	Area Above	472±
Capacity Below		Flood Capacity	
RUN-OFF	Water Shed 13.646	Sq Miles	
Flow, Normal,		Sec. Ft	
Flow, Max Flood		Sec. Ft	
FILING EQUIPMENT BUREAU K17272			

Inventory of National Register Highway Bridges and Culverts

Number	Name	Classification	Date	Location	Type	NR Status
1	Elmwood Avenue	Bridge	1918	Elmwood Avenue Cranston/Warwick	Conc. Arch	Determined Eligible
2	Greenwood RR	Bridge	1930	US 1 Post Road Warwick	Steel Multi-Beam	Determined Eligible
7	Hunts River RR	Bridge	1930	US 1 Post Road North Kingstown	Conc. Steel	Determined Eligible-C NR Listed Historic District
11	Clarence L. Hussey Memorial Bridge	Bridge	1925	Boston Neck Road North Kingstown	Conc. Arch	Individually Determined Eligible
15	Austin Farm	Bridge	1930	US 1 Post Road North Kingstown/ Warwick	Conc. T-Beam	Determined Eligible-C
22	Pawcatuck	Bridge	1932	US 1 Post Road Westerly/Stonington	Conc. T-Beam	Determined Eligible-C
26	Natick	Bridge	1937	RI 33 Providence Street Warwick/W. Warwick	Conc. Arch	Determined Eligible
27	Royal Mills	Bridge	1923	RI 33 & 115 West Warwick	Conc. Arch	Determined Eligible
28	Centerville	Bridge	1926	RI 117 W. Warwick Ave. West Warwick	Conc. Arch	Determined Eligible
32	Washington	Bridge	1919	South Main Street Coventry	Conc. Arch	Determined Eligible
35	Usquepaug River	Bridge	1931	RI 138 Usquepaug Rd. Richmond/S. Kingstown	Conc. Arch	Determined Eligible-C
38	Brownings Mill	Bridge	1913	Old Nooseneck Hill Rd. Exeter	Conc. Arch	Determined Eligible
39	Brownings Mill	Culvert	1913	Old Nooseneck Hill Road Exeter	Conc. Arch	Determined Eligible-C
46	Hope Valley	Bridge	1922	RI 3 & 138 Hopkinton	Conc. Slab	Determined Eligible
62	Lilibridge Farm	Culvert	9999	RI 138 Richmond	Conc./Stone Slab	Determined Eligible-C
63	Beaver River	Culvert	1933	RI 138 Richmond	Conc.	Determined Eligible-C
64	Usquepaug	Bridge	1922	Old Kingstown Road Richmond/S. Kingstown	Conc. Arch	Determined Eligible-C
65	White Rock	Bridge	1907	White Rock Road Westerly/Stonington	Steel Truss	Determined Eligible
78	Manton Village	Bridge	1913	Manton Avenue Johnston/Providence	Steel Girder	Determined Eligible-C

ATTACHMENT C

Item 43 - Structure Type, Main (cont'd)

The second and third digits indicate the predominant type of design and/or type of construction and shall be coded using one of the following codes:

<u>Code</u>	<u>Description</u>
01	Slab
02	Stringer/Multi-beam or Girder
03	Girder and Floorbeam System
04	Tee Beam
05	Box Beam or Girders - Multiple
06	Box Beam or Girders - Single or Spread
07	Frame (except frame culverts)
08	Orthotropic
09	Truss - Deck
10	Truss - Thru
11	Arch - Deck
12	Arch - Thru
13	Suspension
14	Stayed Girder
15	Movable - Lift
16	Movable - Bascule
17	Movable - Swing
18	Tunnel
19	Culvert (includes frame culverts)
20 *	Mixed types
21	Segmental Box Girder
22	Channel Beam
00	Other

* Applicable only to approach spans - Item 44

<u>EXAMPLES:</u>	<u>Code</u>
Wood or Timber Through Truss	710
Masonry Culvert	819
Steel Suspension	313
Continuous Concrete Multiple Box Girders	205
Simple Span Concrete Slab	101
Tunnel in Rock	018

Item 44 - Structure Type, Approach Spans

3 digits

Indicate with a 3-digit code composed of 2 segments, the type of structure for the approach spans to a major bridge or for the spans where the structural material is different. The codes are the same as for Item 43 preceding. However, code 000 if this item is not applicable. Use code 20 (Item 44B) when no one type of design and/or construction is predominate for the approach units. If the kind of material (Item 44A) is varied, code the most predominant.

ATTACHMENT D

All_Bridge_List_mode_year

005201	Potter Hill POTTER F PAWCATLY	01	Hopkinton	2002	-1 5	05
005301	Escoheag Escoheag I Parris Broc N	01	Exeter	1990	-1 7	2
005401	First Carol RI 112 RM MILL CAN/Y	01	Richmond	1947	-1 1	1
005501	Second Ca RI 112 RM MILL CAN/Y	01	Richmond	1947	-1 1	1
005601	Third Carol RI 112 RM PAWCATLY	01	Richmond	1947	-1 1	1
005701	Carolina St RI 112 CRI AMTRAK Y	01	Charlestown	1999	-4 5	1
005801	New Pawc SHANNOC PAWCATLY	01	Charlestown	1926	1948 1	1
005901	Shannock I AMTRAK SHANNOC N	27	Richmond	1948	-1 3	2
006001	Canal Broc Shannock I Mill Canal N	01	Richmond	1974	0 1	1
006101	Pawcatuck SHANNOC PAWCATLY	01	Charlestown	1974	-1 5	2
006201	Lillibridge F RI 138 King Meadow Br N	01	Richmond	1900	1935 1	19
006301	Beaver Riv RI 138 King Beaver Riv N	01	Richmond	1933	-1 1	1
006401	Usquepaug OLD USQL USQUEPA Y	01	South King	1922	-1 1	11
006501	White Rock WHITE RC PAWCATLY	03	Westerly	1996	-1 4	2
006521	White Rock PEDESTRI PAWCATL N	03	Westerly	1907	1996 3	10
006601	Queens Riv RI 2 So Ct Queen Riv N	01	Exeter	1918	-1 1	19
006701	Exeter Holl RI 102 Vict Queen Riv N	01	Exeter	1918	1933 1	19
006801	Brown Broc RI 102 Vict Queens Fo N	01	Exeter	1918	1934 1	19
006901	Hendrick's RI 102 Ten Goosene N	01	North King	1919	1931 1	19
007001	Town Farm RI 117 Flat Flat River N	01	Coventry	1928	-1 1	19
007101	Flat River RI 117 FLA FLAT RIVE Y	01	Coventry	1954	-1 1	11
007201	Coventry C Old Flat Riv Flat River FN	01	Coventry	1925	-1 1	19
007301	Summit Bri Old Summi Bucks Hor N	01	Coventry	1927	-1 1	19
007401	Summit Gr RI 117 Flat Bucks Hor N	01	Coventry	1924	1990 1	19
007501	Green Brid RI 117 Flat Bucks Hor N	01	Coventry	1924	-1 1	19
007601	Bucks Hor RI 117 Flat Bucks Hor N	01	Coventry	1924	-1 1	11
007701	Fairbanks RI 14 PLNI MOOSUP I Y	01	Coventry	1928	-1 1	11
007801	Manton Av MANTON / WOONAS Y	01	Providence	1913	2001 3	2
007901	Hardig Bro RI 115 Toll Hardig Bro N	01	Warwick	1953	-1 1	1
008001	Hopkins Hc Hopkins Hc ROARING Br N	01	Coventry	1924	-1 1	11
008101	Thornton RI 14 PLNI POCASSE Y	01	Cranston	1897	-1 8	11
008201	Locust Bro RI 14 Plnfc Locust Bro N	01	Cranston	1924	1965 1	19
008301	Samson Ar Central Av Pocasset FN	01	Johnston	1930	-1 1	19
008401	Kent Dam RI 12 TUNI KENT DAM Y	01	Scituate	1921	-1 1	11
008501	Great Oak RI 14 Plnfc Cork Brook N	01	Scituate	1929	-1 1	19
008601	Knight's Br RI 12 Tunk Knights Br N	01	Scituate	1930	-1 1	19
008701	Wilbur Bro Old Plfld Pl Wilbur Bro N	01	Scituate	1912	-1 1	11
008801	Clayville Br Old Plainfc Clayville Br N	01	Foster	1921	-1 1	19
008901	Cranberry I Old Plainfc Cranberry I N	01	Foster	1921	-1 1	19
009001	Clayville Ar RI 14 Plnfc Clayville Br N	01	Scituate	1922	-1 1	11
009101	Pocasset E US 6 Hartfc Pocasset FN	01	Johnston	1924	-1 1	19
009201	Glocester F US 44 Putr Pedestrian N	01	Glocester	1967	-1 1	19
009301	North Scitu US 6A DNI MOSWANI Y	01	Scituate	1921	-1 1	4
009401	Rush Brool US 6 Danic Rush Brool N	01	Scituate	1932	-1 1	19
009501	Dolly Cole OLD DANII DOLLY CC Y	01	Foster	1924	-1 1	11
009601	Hopkins Mi OLD DANII PONAGAN Y	01	Foster	1912	-1 1	2
009701	Paine Broo US 6 Danic Paine Broo N	01	Foster	1927	-1 1	19
009801	Douglas Ar RI 7 Dougl West River N	01	North Prov	1923	1987 1	11
009901	Greenville US 44 Smi Slack Rese N	01	Smithfield	1900	-1 8	19
010001	Chepachet US 44 PUT CHEPACH Y	01	Glocester	1920	1937 1	11
010101	Ashaway RI 216 HIG ASHAWAY Y	01	Hopkinton	1950	-1 1	1
010201	Wallum Po RI 100 Will Clear River N	01	Burrillville	1922	0 1	19

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 other 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.

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)

<p>1 Type of Federal Action:</p> <p><input type="checkbox"/> a contract <input type="checkbox"/> b grant <input type="checkbox"/> c cooperative agreement <input type="checkbox"/> d loan <input type="checkbox"/> e loan guarantee <input type="checkbox"/> f loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a bid/offer/application <input type="checkbox"/> b initial award <input type="checkbox"/> c post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a initial filing <input type="checkbox"/> b material change</p> <p>For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4 Name and Address of Report Entity:</p> <p><input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known:</p> <p>Congressional District, if known:</p>	<p>5 If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department Agency:</p>	<p>7 Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8 Federal Action Number, if known:</p>	<p>9 Award Amount, if known:</p> <p>\$ _____</p>	
<p>10 a Name and Address of Lobbying Entity:</p> <p>(if individual, last name, first name, mi):</p>	<p>10 b Individuals Performing Services (including address if different from No 10a)</p> <p>(last name, first name, mi):</p>	
<p>11 Amount of Payment (check all that apply)</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13 Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a retainer <input type="checkbox"/> b one-time fee <input type="checkbox"/> c commission <input type="checkbox"/> d contingent fee <input type="checkbox"/> e deferred <input type="checkbox"/> f. other; specify: _____</p>	
<p>12 Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a cash <input type="checkbox"/> b in-kind; specify: nature _____ value _____</p>		
<p>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-I.L.L.-A, if necessary):</p>		
<p>15. Continuation Sheet(s) SF-L.L.L.-A attached: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>		
<p>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.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	
<p>For Federal use Only:</p>	<p>Authorized for Local Reproduction Standard Form - L.L.L.-A</p>	

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

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 public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes 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

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.

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
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Printed Name of Certifying Official

Signature of Certifying Official	Chief Financial Officer	Date of Certification
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Printed Name of Certifying Official