



March 8, 2012

ADDENDUM 7449489A1

BID # 7449489

TITLE: RI HISTORIC BRIDGE INVENTORY AND MANAGEMENT PLAN

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

Meeting Minutes and Courtesy Copy of Attendance Sheet recorded from Pre-Proposal Meeting held on March 1, 2012.

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

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
RIDOT Addendum Notification

7449489 – RI Historic Bridge Inventory and Management Plan

Per the issuance of Department of Transportation **ADDENDUM # 7449489A1** the following changes are noted:

- **CLARIFICATION**

Attached responses 1 through 26 will clarify questions and comments discussed at the Pre-Proposal Meeting held March 1, 2012.

- **ATTENDANCE SHEET**

Courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on March 1, 2012.

TO ALL RESPONDENTS:

RIDOT is seeking to establish a **performance based** contract with a qualified CONSULTANT to update and expand the current 1988 Historic Bridge Inventory to include both bridges and culverts constructed prior to and including the year 1965.

Respondents are instructed to submit a **TECHNICAL PROPOSAL** ("Original" plus **EIGHT (8) Copies**) along with a separately sealed **COST PROPOSAL (3 "HARD" COPIES)** to the Department of Administration Office of Purchases by ***FRIDAY, MARCH 16, 2012 no later than 11:30 AM.*** Submission package should be clearly labeled as to Bid # and Project Description

TECHNICAL PROPOSAL MUST be bound in a single volume and limited to **25 PAGES** in length; any requested certifications, forms, resumes etc. will be considered "exhibits" and not part of the 25 PAGE technical narrative. Any exhibit information must be tabbed and included after technical summation in bound submission. Any technical pages in excess of the 25 Page Maximum will be removed and discarded. Technical Proposal only must be submitted in hard copy form and on **CD ROM**.- clearly labeled and included on the inside cover of each TECHNICAL Proposal submitted.

Resumes of key personnel must be included in proposal submission. Specific academic requirements are cited on PAGE 5 of the RFP document.

Although there is **NO DBE GOAL** assigned to this project, please note that the RFP states that 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.

Detailed COST PROPOSALS will be capped at \$200,000.00 for total contract costs. The term of the Contract is for **1 YEAR**; upon contract completion, based on the results generated through this Contract, RIDOT may elect to renew for a 1-YEAR EXTENSION for a maximum of TWO (2) additional years.

Proposals received will be evaluated based on **Selection Criteria** defined on **Page 7** of RFP.

Technical and Cost Proposals will be evaluated separately. **COST** Proposals will remain sealed at DOA until such time as technical scoring has been completed. Only firms receiving qualifying technical scores of 70 POINTS or more will advance to the cost evaluation phase. Firms who do not qualify will be disqualified from any further consideration.

Each Respondent **must** include the **RIVIP BIDDER CERTIFICATION COVER FORM -all 3 Pages-** signed, completed and submitted along with TECHNICAL PROPOSAL submission. "**ORIGINAL**" **RIVIP FORM** should be presented separately -unbound for Purchases review and ownership AND a "**COPY**" of the **RIVIP FORM** should be included in **EACH** technical proposal submission.

Respondents must register on-line at the RIVIP'S website www.purchasing.ri.gov to access RIVIP Form. Should there be a need for assistance in registering or downloading any document, please contact the RIVIP HELP DESK @ (401) 574-8100 for technical assistance.

Additionally, the following required **FORMS** - included in the RFP - MUST be completed and included in each **TECHNICAL PROPOSAL** submission.

- [CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES \(SFF-LLL\)](#)
- [CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION](#)
- [CONFLICTS DISCLOSURE FORM](#)
- [MANAGEMENT CERTIFICATION OF ACCOUNTING SYSTEM](#)

A **W-9 FORM** is also required from each PRIME Respondent but should be submitted “unbound” for DOA review. Copies of W-9 need **NOT** be included in each Proposal submission.

In accordance with RI General Laws, no **FOREIGN CORPORATION**, (a corporation established other than in RI) has the right to transact business in RI until it has procured a **CERTIFICATE OF AUTHORITY** from the **OFFICE OF THE SECRETARY OF STATE (401) 222-2357**. If Applicable, a copy of the Respondent's Certificate of Authority **MUST** be Included as part of Proposal submission behind the front page of each copy of the Proposal for immediate review.

If you do not possess Certificate, your firm must acknowledge **NON-COMPLIANCE** with this requirement and confirm in writing that if selected you will expedite acquisition of Certificate of Authority **prior to award**. This letter of acknowledgement must be included behind the front page of each copy of the Proposal.

Any questions may be posted to the RIDOT website @ www.dot.ri.gov through steps outlined in RFP. The Q&A Forum will disable 5 full calendar days prior to the due date for this Project; therefore, **the closing date for questions will be MIDNIGHT on MARCH 10, 2012.** A determination will be made by RIDOT, in coordination with Purchases, whether an addendum will be required.

The following responses 1 through 25 will clarify questions and comments discussed at the Pre-Proposal Meeting held March 1, 2012.

1. **Q** – Are the Table of Contents and RIVIP Form to be considered part of the 25 PAGE Technical Proposal?

A – NO.

2. **Q** – COST Form requests a “Narrative Disclosure” is to be provided along with the COST PROPOSAL. Please clarify.

A – Disclosure shall include breakdown of all itemized costs as part of the Firm Fixed Price submittal including Labor, Materials, Equipment, Travel and all other applicable costs used to calculate FIRM FIXED PRICE TOTAL and to document any ASSUMPTIONS relative to submitted pricing.

3. **Q** – Please explain FOREIGN CORPORATION requirement.

A – Firms based outside of Rhode Island must register as a Foreign Corporation with the Secretary of State's Office in order to perform business in the State. If applicable and you are not registered at this time, you must acknowledge non-compliance in writing as part of your Proposal submission and acknowledge that if selected, you will comply with the requirement prior to award. If available, you may include copy of application in your submission to attest to fulfillment of this requirement.

4. **Q** – Shall “exhibits” be presented double-sided also?

A –It is not necessary but also not incorrect to present exhibits as “double-sided” as long as supporting information is properly tabbed and cross-referenced in Table of Contents.

5. Q – Are the original Historic Bridge Inventory reports scanned as PDF and available on a website?
- A - NO. RIDOT currently has FIVE (5) “hard copies” available for review by interested Respondents. Firms are directed to contact Mr. Michael Hebert at 222-2023 Extension 4040 to set up an appointment to review the reports.**
6. Q – Are only available data resources those cited on PAGE 10 of RFP?
- A – There maybe other data available but those listed are the key, primary resources that are essential to this Project.**
7. Q – Is PONTIS a proprietary program?
- A – All data on PONTIS can be shared; the selected CONSULTANT will be given full access to PONTIS during lifetime of Contract.**
8. Q – Please provide description of “culverts” to be inventoried under this Contract.
- A – Do not include small stone drainage structures but rather culverts which include an actual visual parapet and are at least 4’ or larger shall be included. The exceptions are masonry culverts which may not have parapets. There may be some town owned culverts that are not included in the PONTIS database but there is information available through RIDOT’S Cultural Resources Unit.**
9. Q – Shall inventory take into account demolitions and major alterations?
- A – YES.**
10. Q – Will Railroad Bridges be included in inventory?
- A – NO. There are no RR Bridges in the current bridge inventory.**
11. Q – Why then do some bridges listed in ATTACHMENT B include the word “railroad” in their description such as the “Greenwood Railroad Bridge”?
- A – Bridges that have “railroad” in their name are highway bridges constructed over railways. Although RIDOT owns several railroad bridges, this Contract is only for highway bridges and culverts.**
12. Q – There are some bridges built before 1965 but work was done on these same bridges in 1966. Shall their 1966 status be incorporated in new HBI?
- A - YES. Please include bridges along with explanation for inclusion in updated HBI.**
13. Q – Are there any site elements associated with updating the HBI?
- A- These elements will be included only if the bridge or culvert is within a National Register Historic District.**

14. Q – TASK D describes Survey under new HBI. Can this be researched on-line in terms of northeast geographical area?
A - YES. Survey assessment shall be brief and will be included as part of Management Plan;
15. Q – Are there options for Management Plan?
A – Management Plan can be done by Bridge Group with recommendations cited for individual bridges. Assessment shall take into account mitigation measures and proposed costs as documented by what other States are doing.
16. Q - Was RIDOT satisfied with the original Plan and measures proposed?
A – YES. But RIDOT is seeking an innovative Management Plan through researching what other States have done such as NY State and Indiana which are both available on-line.
17. Q- Is initial YEAR 1 funding capped at \$200K? Are there any known financial provisions for YEAR 2 should contract be renewed??
A – YES. YEAR 1 funding is fixed at \$200K and renewal of these services will be dependent on recommendations generated through this Contract and the availability of funding at that time.
18. Q – Please clarify process should any changes in personnel occur during contract term?
A - Any personnel change which occurs during term of contract that differs from representation presented in your original Technical Proposal, whether in staffing or in base salary rates, shall be submitted in writing along with resume if applicable for review by RIDOT'S Project Manager; a written response will be submitted to Consultant and the effective date for change will be date of RIDOT written acceptance.
19. Q – Please clarify collection tasks cited under TASK C1. Does the HPHC have any photographs available?
A - Selected CONSULTANT may need to go out and photograph bridges particularly masonry and steel bridges built pre-1938; newer structures built in the 40's, 50's and 60's have good photographs available. The HPHC may have documentation available but another depository that is available on-line is the Providence Public Library website.
20. Q – Is mileage reimbursable under this Contract?
A – NO. Pricing must include all costs associated with each task including mileage.
21. Q- Is RIDOT considering a popular publication on the updated HBI?
A – NO. Not at this time.
22. Q – Does SHPO have any work products available?
A - NO. Original HBI was a thematic nomination with photos placed on card stock paper. You may use original format as current template for new HBI but RIDOT is looking for creative proposals presenting a more modernized/updated template/format..

23. Q- Will the selected CONSULTANT be required to provide an electronic version of HBI?
A – YES. Both electronic and hard copy format will be required.
24. Q – Will there be any coordination with SHPO? What is time schedule for reviews?
A - SHPO will be involved in project meetings as well as review of all submittals cited in the RFP. Generally RIDOT allows 60 DAYS for SHPO review but hopes to limit to 30 DAYS if possible; RIDOT in-house review turnaround will be limited to 2 WEEKS.
25. Q – RFP mentions that staff members may be bridge engineers? Will a “RI” PE License be required under this Contract?
A – NO. If available, current P.E. licenses issued by other States will be accepted since this is not considered an engineering project.
26. Q – Is there GIS data available for review?
A – GIS information may be available on RIGIS website @ www.edc.uri.edu/rigis/ ; there should be information on bridges and culverts although it may not include Off-System (i.e. Cities and Towns) bridges. Additionally, RIGIS has available GPS coordinates for all State owned bridges and culverts.

-END-

+++PRE-PROPOSAL MEETING+++

DATE: March 1, 2012

TIME: 10:00 AM

LOCATION: RIDOT/TMC Room 126

SUBJECT: BID# 7449489 - RI Historic Bridge Inventory and Management Plan

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