



Solicitation Information

20 Feb 2012

LOI # 7449498

TITLE: A & E Services for Study & Design of College Road One-Way to Two-Way Conversion (RI College)

Submission Deadline: 19 March 2012 @ 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 1 March 2012 Time: 10:00 AM (ET)

Mandatory : No

**Location: Physical Plant, 2nd Floor Conference Room
Rhode Island College, 600 Mt. Pleasant Avenue, Providence, RI**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov. Questions must be received no later than **29 Feb 2012 @ 12:00 Noon** (ET). Questions should be submitted in a *Microsoft Word attachment*. Please reference the LOI / RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

1. INTRODUCTION

1.0 GENERAL INFORMATION

The Rhode Island Department of Administration/Office, on behalf of Rhode Island College, is soliciting proposals from qualified firms to provide for Architectural & Engineering services, as described elsewhere herein, and in accordance with the terms of this request and the State's Governing Terms and Conditions, which is available on the State of Rhode Island Division of Purchases internet home page www.purchasing.ri.gov .

The Architectural & Engineering Services are for the study of a proposed one-way traffic to two-way traffic conversion along a section of College Road on the Rhode Island College. At the completion of the study complete bid-ready design documents shall be developed for the selected alternative.

This is a Request for Qualification / Letter of Interest, not an Invitation to Bid: response will be evaluated on the basis of 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 Offerors who have submitted proposals.

The solicitation states the instructions for submitting offers, the procedures and criteria by which a vendor may be selected and the contractual terms by which The State of Rhode Island intends to govern the relationship between it and the selected vendor.

Architectural / Engineering Services

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

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

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

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

1.1 Definition of Parties

Rhode Island College with henceforth be referred to as RIC or the College. Respondents to the RFP shall be referred to as Offerors. The Offeror to whom the contract is awarded shall be referred to as the Contractor.

1.1.1 Terms/Definitions

"Request for Proposal", or "RFP", refers to this document or the contents of this document.

"Customer" or "State" refers to the State and/or associated State institution or agency covered under this RFP.

The terms "Vendor", "Bidder", and "Offeror" used herein all refer to the vendor submitting a response to this RFP. The terms "proposal" and "response" are synonymous.

Throughout this document the word "project" refers to the study and design of the one-way to two-way traffic conversion of a section of College Road on the Rhode Island College campus.

1.2 Instructions and Notification to Offerors

1.2.1 General Conditions

This contract will be awarded under the State of Rhode Island Division of Purchases general conditions of purchasing which are available on the State of Rhode Island's website <http://www.purchasing.ri.gov>

Potential offerors are advised to review all sections of this RFP carefully, and to follow instructions completely, as failure to make a complete submission as described herein may result in rejection of the proposal.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

1.2.2 Non-Mandatory Pre-Submission Conference

There will be a non-mandatory pre-submission conference held on the date, time, & location detailed on page one of this solicitation. This will provide vendors with the opportunity to talk to the staff responsible for administering the project. Vendors will also be taken on a tour of the buildings in order to familiarize themselves with the project.

Prospective bidders may also make written inquiries concerning this RFP to obtain clarification of requirements. See the cover page of this solicitation for instructions.

Beyond the terms and conditions expressed herein, no additional discussions regarding this solicitation with State Employees will be permitted.

1.2.3 MBE Goal

The State of Rhode Island has a goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website www.mbe.ri.gov. To speak with an MBE officer, call (401) 574-8253.

1.2.4 Equal Employment Opportunity

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

1.2.5 This section has been eliminated.

1.2.6 No Guarantee of Services

Selection of Vendor under this solicitation is not a guarantee that the Vendor will be selected to provide services during the agreement period. Vendors and services will be selected by Customer based on need, in addition to vendor qualifications, pricing, and ability.

1.2.7 Proposal Costs

All costs associated with developing or submitting a response to this solicitation, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

1.2.8 Proposal Validity

Responses are considered to be irrevocable for a period of not less than one hundred and twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

1.2.9 Foreign Corporations

In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the selected vendors.

1.2.10 Right to Reject

The State reserves the **right to reject** the proposal of any vendor that fails to comply with all of the specifications and requirements contained herein. The State also reserves the right to approve or reject a vendor's participation in any portion of the requested services without rejecting the vendor's entire offer.

1.2.11 Modifications to the Solicitation

The State reserves the right to revise, modify, supplement, or withdraw this solicitation at any time. Vendors are encouraged to visit the Division of Purchases' website on a regular basis, as any additional information relating to this solicitation will be released in the form of addenda relating to this RFP.

1.2.12 Submission Materials

All materials submitted regarding this RFP will become the property of the State and will only be returned to the vendor at the State's option. Disqualification of a vendor or non-acceptance of the RFP does not eliminate this right. Bidders are advised that all materials submitted to the State for consideration in response to this Request will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

1.2.13 Solicitation Submission Compliance

Submittals which are not present in the Division of Purchases at the time of opening for any cause will be determined to be late and not considered. For the purposes of this requirement, the official time and date shall be set by the time clock in the Division of Purchases reception area.

2.0 INTRODUCTION

Rhode Island College is located on a 180-acre campus in the Mount Pleasant section of Providence. There are forty eight (48) buildings on campus with a total of approximately 1.5 million square feet. The buildings include classrooms, offices, dormitories, dining, performance spaces, a library, and recreational facilities. The original campus buildings were constructed in the mid to late 1950s. In 1992, RIC took possession of ten existing buildings formerly belonging to the Department of Youth, Children, and Families. These buildings largely make up the East Campus.

The College now serves approximately 9,000 students in courses and programs both on and off campus. Approximately 1,500 students live in the dormitories.

The College is open year-round, as well as evenings and weekends. College Road is the main road through campus and it connects the College's two main entrances on Mt. Pleasant Avenue and Fruit Hill Avenue. It is estimated that approximately 50% of the traffic on College Road is non-College traffic passing through campus.

Currently, a section of College Road is designated as one-way traffic from west to east. This section is approximately 1,100 linear feet and runs from the western terminus of the "s" curve in front of the Henry Barnard School to the point where the road returns to two-way traffic at the fork in the road at the southern end of Parking Lot B. Henry Barnard School is an elementary school located on the College campus.

The College recently completed a ten-year Master Plan and the plan recommended that this section of roadway be converted to a two-way road. This project shall review this recommendation in detail and develop a conceptual design plan. If the results of the study and

the conceptual design are acceptable to the college the project will then proceed with the development of a set of biddable construction documents.

3.0 SCOPE OF WORK

The following scope items shall be considered the minimum requirements. The offeror shall include any additional scope items in their proposal that they believe will allow RIC to better meet the project objective.

3.1 Meetings - Meet with representatives from the College at outset of project to discuss details of project prior to beginning work. Summarize meeting in a memorandum. Plan for at least eight (8) progress meetings during the project. Meeting minutes shall be developed by the offeror for all meetings. In addition, allow for two presentations (one for study and one for draft design).

3.2 Codes & Laws – Recommendations and design shall conform to latest editions of the applicable codes and guidelines established by the Rhode Island Department of Transportation (RIDOT), Transportation Research Board, the Americans with Disabilities (ADA), Manual on Uniform Traffic Control Devices (MUTCD), American Association of State Highway and Transportation Officials (AASHTO), and the U.S. Department of Transportation. Applicable sections of relevant documents shall be referenced in the study findings and design documents.

3.3 Existing Data Review - Review existing roadway plans and conduct detailed onsite reviews of the roadways. Review available maps and schematics of existing utilities. Review 2010 Master Plan and 2009 Pedestrian Safety Study.

3.4 Study – Conduct a study to review various elements related to the proposed roadway conversion. It is recognized that this conversion may have impacts on campus traffic. Accordingly, the purpose of this study is to evaluate this proposed conversion and the potential impacts. Upon completion of the study a conceptual design plan shall be developed. Further, the study should result in a conceptual design and budget cost estimate.

If the potential traffic impacts are deemed to be significantly negative then the college reserves the right to conclude the project upon completion of the study and conceptual design.

The following elements shall be reviewed as part of this project:

- a) Evaluate roadway width and alignment (and removal/reduction of curves). The one-way section of road is approximately 24-feet wide, whereas the two-way sections of roadway are 30-feet wide.

- b) Evaluate types of traffic calming measures need to be implemented.
- c) Evaluate need for turning lanes.
- d) Review potential impact on vehicles entering and exiting parking lots E & D.
- e) Review potential impact on pick-up/drop-off at Henry Barnard School.
- f) Review potential impact on traffic coming out of 5th Avenue.
- g) Review potential impact on RIPTA bus stop.
- h) Review potential impact on eastbound traffic turning left from College Rd. just east of Roberts Hall.
- i) Review potential impact on westbound traffic (from Mt. Pleasant).
- j) Review site distances and traffic speeds (particularly as cars proceed westerly along College Rd. from Henry Barnard School.
- k) Assess potential for increasing cut-through traffic (particularly from Mt. Pleasant Ave.).
- l) Evaluate need for additional signage and/or traffic signals.
- m) Review pedestrian traffic needs (i.e. sidewalks, crosswalks, etc.). Specific attention shall be given to crosswalks located west of the “s” curve from the residence halls.
- n) Review utilities (above and below ground) that may need to be re-located and/or re-designed as part of a roadway construction project. It shall be noted that there are existing drainage concerns at the “s” curve.

3.4.1 Traffic counts – Conduct traffic counts in the vicinity of the one-way section of College Road to include but not be limited to:

- 1) Traffic travelling west bound approaching one-way;
- 2) Traffic travelling east and west bound on western terminus of one-way;
- 3) Traffic entering and exiting Henry Barnard drop-off/pick-up circle; and
- 4) Traffic passing westbound in front of Roberts Hall and re-joining College Road westbound

Counts shall be conducted during peak usage times (i.e. weekdays while both RIC and Henry Barnard School are in session and during the peak morning and afternoon hours).

3.4.2 Conceptual design – Develop several alternatives for roadway re-alignment and conversion to two-way traffic for the College’s consideration. Develop a budget cost estimate for each option. The conceptual design shall be developed with consideration to all of the traffic elements described in Section 3.4 with the goal being that overall traffic flow on campus is improved as a result of this project and any negative side-effects of this project are negligible or non-existent.

3.4.3 Report – Submit a report to the College that includes the findings and recommendations, conceptual design alternatives and budget costs for the College’s review. Meet with the College to present the report and discuss the recommendations. The report shall be submitted within 60 calendar days of the issuance of a purchase order.

3.5 Draft Design – Prepare a draft design for the selected alternative. The draft design shall be submitted within 60 calendar days from the college’s acceptance of the conceptual design plan. RIC will provide a baseplan with aerial mapping for the area in AutoCAD format. The consultant shall supplement the mapping with ground survey as necessary to develop design plans. Survey shall include property line survey on the south side of College road in the project vicinity. The plans shall include all surface features and utilities.

Recognizing the extensive use of this roadway, the design must include construction sequencing that provides for one-lane vehicular travel throughout the duration of the construction. Provision for pedestrian travel must also be included.

The design shall be all inclusive and shall include, but not be limited to: roadway work, curbing, sidewalks, striping, driveways/entryways, Henry Barnard School pick up/drop-off area, traffic control measures, signage, utility work (new or relocated as required), and site work. Submit design criteria to be used in the design of the project for approval by the College prior to beginning design work.

3.6 Final Design – Upon approval of draft design, complete final design within 15 days of receipt of College’s comments on draft. Final design plans and specifications shall be in full conformance with the State of Rhode Island Division of Purchases requirements and shall be bid-ready documents. Provide final design plan documents in AutoCAD and PDF format, as well as five (5) hard copies. The specifications shall be provided in Microsoft Word and PDF, as well as five (5) hard copies. All designs shall be stamped by a Professional Engineer licensed in the State of Rhode Island. Designs shall be approved by regulatory agencies having jurisdiction over the roadway.

4.0 QUALIFICATIONS

4.1 Offerors shall have at least 10 years of experience in the design of roads and highways. Offerors shall also have experience conducting traffic studies. It is preferable that Offerors have experience working for institutions of higher education.

It is preferable that offerors have conducted at least 3 studies and designs of similar size and complexity in the last 5 years. It is preferable that at least one (1) of these shall have been completed in the State of Rhode Island. Offerors shall have thorough knowledge of local and national codes and regulations.

4.2 Project manager/lead engineer to have at least 10 years experience in traffic studies and roadway design. Experience on college/university campuses or similar environments is preferable. Project Manager/Lead Engineer must be a Professional Engineer licensed in the State of Rhode Island.

5.0 AVAILABLE DOCUMENTS

Documents available to the Offerors are as follows:

- Campus Map
- Utility Plans
- Rhode Island College Pedestrian Safety Study, July 2009
- Rhode Island College 2010-2020 Master Plan, November 2010

6.0 PROJECT DELIVERABLES

The following is a list of end products for this project:

- 6.1 Memorandum from initial meeting with College.**
- 6.2 Memorandums that summarize each progress meeting (minimum 5 meetings)**
- 6.3 Report & Presentation with Study Findings**
- 6.4 Draft Design Plans and Specifications and presentation (5 hard copies and electronic copies)**
- 6.5 Final Design Plans and Specifications (5 hard copies and electronic copies)**

7.0 PRE-PROPOSAL QUESTIONS AND MEETING

Pre- Proposal Conference

A non-mandatory pre-proposal conference will be held on the date, time, and location detailed on page one of this solicitation. The purpose of this conference is to answer questions and provide further clarification as may be required. Firms planning to attend this pre-proposal conference, or to get directions to the campus, visit <http://www.ric.edu/aboutRIC/directions.php>.

A tour of Study/design area will follow the pre-proposal conference. The information discussed at this pre-proposal meeting will be released as an addendum to the RFP and posted on the Internet at www.purchasing.ri.gov

Pre-Submission Questions

Questions, in **Microsoft Word Format**, concerning this solicitation may be emailed to the Division of Purchases in accordance with the terms and conditions expressed on page one of this solicitation. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interest parties to download this information. Questions, submitted via email, may also be discussed at the pre-submission meeting.

8.0 PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

Submission Requirements

- A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
- A summary section providing an overview of the services being proposed.
- Evidence of Qualifications as described in Section 4.0, Section 8.0 and Section 9.0. It is preferable for the Response to contain the actual text of the RFP followed by the Vendor's response to that paragraph.
- An exceptions listing, by paragraph number, of any specifications that have not been met (exceptions for specifications relating to services not being offered do not need to be provided).
- A completed and signed W-9 (taxpayer identification number and certification.) Form is downloadable at www.purchasing.ri.gov.
- Vendor may include further sections or appendices containing drawings, planning documents, or any other supplementary information the Vendor would like to include in their response. Additional information such as marketing and sales brochures is welcome, but is in no way a substitute for the information requested above.
- Not-to-exceed fee and approach to establishing fee. Documents are to be signed, sealed, and separate from the technical response.
- In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked "original".

Submission Format

The deadline for submission is listed on page one of this solicitation.

Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date & time indicated on page one of this solicitation. Responses (an original plus five(5) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI #7449498: A& E Services for Study & Design of College Road One-Way to Two-Way Conversion" to:

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

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

Reminder: In addition to the multiple hard copies of proposals required, offerors are requested to provide their proposal in electronic format (CD / flashdrive). Microsoft Word / Excel OR PDF format is preferable. **Only 1 electronic copy is requested and it should be placed in the proposal marked “original.** This electronic file will be used to facilitate public access requests, once an award has been made.

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Division of Purchases for final award determination.

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

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

Proposal submission should include (in addition to above):

8.1 Firm information – Provide name, address, phone number, primary contact person, and number of years firm has been designing roadways and conducting traffic studies. Provide resumes of key personnel who will be assigned to the project.

8.2 Reference Projects – Provide a list of at least three similar projects completed in the last five years, including reference contact person and phone number, date of project installation, and cost of project. It is preferable that at least one of these projects was completed in the State of Rhode Island.

8.3 Sub-contractor Listing – Use the attached Fee Form to provide a list of sub-contractors to be used on project and their role on the project.

8.4 Schedule – Provide a detailed proposed project schedule from date of award. Demonstrate that firm has capacity to complete the project on schedule.

8.5 Costs – Use the attached Fee Form to provide Fee information.

9.0 EVALUATION FACTORS

In order to select the Vendor that will be awarded this RFP, the RFP responses will be evaluated in the following manner.

The College will convene a Selection Committee that will score each response. The response will be scored in the following categories, in which each category is given a weight factor expressed in a percentage of the total. The evaluation categories are:

- **Experience in performing design of roads and highways (max. of 25 Technical points)**
The offerors will be evaluated on their demonstrated experience in designing similar systems. Offerors shall have at least 10 years of experience in the design of roads and highways. It is preferable that Offerors have experience working for institutions of higher education and have conducted at least 3 designs and installations of similar size and complexity in the last 5 years. It is preferable that at least one (1) of these projects was completed in the State of Rhode Island.
- **Technical Expertise (max. of 25 Technical points)**
The consultants shall demonstrate expertise in the design of roads and highways, and other appropriate disciplines. Knowledge of all local and national codes is mandatory. Describe how the project will be managed and include the names and resumes of all key personnel who would work on project.
- **Ability to Complete Project Within Schedule (max. of 20 points)**
It is important to the College that the offeror complete this work within the proposed schedule. Proposal should demonstrate that the company has sufficient staffing and that the proposed staff is available to complete the work required.
- **Fees (max. of 30 Cost points)** The fee will be evaluated along with the above items as a factor in selection. This project is structured as a not-to-exceed fee.

RIC will then select at least one (1) firm based on the scoring for an interview. The interview will be the basis for final selection.

Fee Form

Not-to-Exceed Fee – Study, Conceptual Design & Cost Estimate	\$
Not-to-Exceed Fee – Design (draft & final)	\$
Total Not-to-Exceed Fee	\$

Note: Fees should be provided in numbers (i.e. \$100.00) and writing (i.e. one hundred dollars and zero cents).

Listing of Proposed Subcontractors

Company	Type of Work To Be Completed (i.e. role on project)	Approximate % of Total Fee

Company: _____

Name of Representative (typed or printed):

Signature of Representative

Date
