

# SOLICITATION INFORMATION

July 5, 2012

**RFP #7457853**

**TITLE: ON-CALL DESIGN CONSULTANT FOR THE  
STATE TRAFFIC COMMISSION (STC)**

**CLOSING DATE AND TIME: 8/3/12 – 11:30 A.M.**

**PRE-BID/ PROPOSAL CONFERENCE: YES**

**DATE: 7/19/12 TIME: 10:00 AM**

**MANDATORY: NO**

**LOCATION: RHODE ISLAND DEPARTMENT OF TRANSPORTATION  
TRAFFIC MANAGEMENT CENTER  
TWO CAPITOLHILL  
PROVIDENCE**

**SURETY REQUIRED: NO**

**BOND REQUIRED: NO**



**LISA HILL  
CHIEF BUYER**

**Vendors register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)  
to be able to download a Bidder Certification Cover Form.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**RHODE ISLAND DEPARTMENT OF TRANSPORTATION**  
**Traffic Design Section**

**REQUEST FOR LETTERS OF INTEREST/TECHNICAL PROPOSALS**  
**LOI/RFP #7457853**

Letters of Interest / Technical Proposals (LOI/TECH) are hereby solicited by the State of Rhode Island's Department of Administration's Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire professional engineering services for:

**ON-CALL DESIGN CONSULTANT FOR THE STATE TRAFFIC COMMISSION (STC): To Provide Traffic Engineering Services Relative to Geometric Improvements and Traffic Signal Design On Behalf of the RIDOT Traffic Design Section and the State Traffic Commission (STC)**

**DBE GOAL: 10%**

*RIDOT is seeking to acquire consultant services to provide "on call/ as needed" traffic signal design services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested traffic signal design tasks associated with roadway and/or intersection improvements approved by the State Traffic Commission (STC). The selected firm will work under the direction of the Chief Engineer and the RIDOT Traffic Design Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.*

*Respondents must demonstrate **a minimum of FIVE (5) YEARS traffic engineering experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT'S design and construction policies, procedures and standard specifications. As stated herein, in accordance with RI General Laws, the selected firm must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.*

*The selected firm must establish and maintain throughout the lifetime of their Contract an office in or near Providence, Rhode Island for the purpose of performing the work required and to assume all costs thereof including all costs incidental to moving personnel to said office.*

*The RIDOT anticipates the award of **ONE (1) CONTRACT** that will have a contract completion date of **THIRTY-SIX (36) MONTHS** after the date of authorization to commence work.*

***The initial contract award amount will be \$400,000.00 for services performed under the defined contract term;** should the State, after expenditure of this sum, find further need for the Consultant's services, such services may be authorized by RIDOT under conditions set forth in a supplemental agreement.*

*"Post" contract award, RIDOT will assign specific location sites to the selected Consultant; **at that time** the Consultant will negotiate proposed hours and fees for services requested with the Traffic Design Section, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of the initial contract amount. Negotiated salary costs must be in line with RIDOT salary caps and approved OH rates. **Initial profit allowance will be set at 10% and will remain at 10% for the entire contract term.** All other project expenditures must conform to current RIDOT policies and accepted procedures.*

LOI/TECH submittals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the Rhode Island Vendor Information Program, or "RIVIP" as it is known, @

**<http://www.purchasing.ri.gov>**

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

**NOTE: This is a Request for Letters of Interest combined with Technical Proposals, not an Invitation for Bid. Evaluation will be on the basis of the merits of the proposal submitted. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded.**

## **GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:**

- All respondents **MUST** register online at the RIVIP'S Internet website @ **<http://www.purchasing.ri.gov>**.
- A fully-completed signed *RIVIP Bidder Certification Cover Sheet* – All three pages **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three-page document may **result in disqualification**.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 and request the 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.
- It is intended that an award pursuant to this RFP will be made to a PRIME Respondent who will assume all aspects of the work. Joint Venture(s) will not be considered, but sub-contract(s) are permitted, provided the Sub-Respondent(s) proposed are clearly identified along with the type of work to be performed in response to this RFP.
- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the 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, One Capitol Hill, Providence, Rhode Island.
- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004*, and subsequent revisions, which is currently available on-line @ **[www.dot.ri.gov](http://www.dot.ri.gov)**.

- Persons or firms practicing engineering services in the State of Rhode Island must possess a proper registration and/ or Certificate of Authorization in accordance with RI Gen Laws 5-8. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island registrations(s), FOR THE INDIVIDUAL(S) who would perform the specified engineering services required **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

Any Respondent who does **NOT** have a current Certificate of Authorization for the firm and applicable Rhode Island registration(s) **MUST** acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization **prior to award**. The letter of acknowledgement **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

The State Board for Design Professionals can be contacted as follows:

**Board for Design Professionals  
1511 Pontiac Avenue  
Building 68-2  
Cranston, RI 02920**

**Telephone: (401) 462-9592  
Fax: (401) 462-9532  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)**

- 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 7-1.1-1401, no foreign corporation (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. **IF APPLICABLE, A COPY OF RESPONDENT'S CERTIFICATE OF AUTHORITY MUST BE INCLUDED AS PART OF THE SUBMITTED LOI/TECH LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

Any Respondent who does **NOT** have a current Certificate of Authority for the firm **MUST** acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for the project, will expedite acquisition of the Certificate of Authority **prior to award**. This letter of acknowledgement **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

- **This contract has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal.** In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed **MUST be included in LOI/TECH PROPOSAL SUBMISSION** along with a copy of current state certification letter(s). *DBE certifications must be approved at the time of technical proposal submission to ensure DBE compliance and availability.* The total cost of the DBE work assigned must meet or exceed 10% of Total Contract costs. Be advised that this requirement will apply for the lifetime of the contract; PRIME Consultants will be responsible to submit a **MONTHLY DBE UTILIZATION REPORT** documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ [www.mbe.ri.gov](http://www.mbe.ri.gov). Any questions should be directed to:

RIDOT Office of Business and Community Resources  
Room 109, Two Capitol Hill  
Providence, RI 02903  
(401) 222-3260

### **ADDITIONAL 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 **FIVE (5) 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:** Must be completed and signed by an authorized agent of your Agency.
- **LOBBYING FORM:** Enter known project information on PAGE 1 (DESCRIPTION etc.); Agency must complete FORM and submit signed by an authorized agent of your Agency.
- **CONFLICTS DISCLOSURE STATEMENT:** In line with directions stated, completed FORM(s) must 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:** Must be completed and signed by authorized agent of your Firm. **Form may be downloaded @ [www.purchasing.ri.gov](http://www.purchasing.ri.gov).**

***\*ALL FORMS (Except W-9) ARE ATTACHED TO SOLICITATION AND MUST 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.***

### **INSTRUCTIONS FOR PROPOSALS:**

Upon review of the Scope of Work (SOW), LOI/TECH submissions must include, at a minimum, the following information for RIDOT review and subsequent final selection recommendation:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **RIVIP BIDDER CERTIFICATION FORM:** ALL THREE (3) Pages **MUST** accompany each response submitted. Failure to make a complete submission of this document may result in disqualification. (**SEE GENERAL NOTIFICATIONS**).
- **Proposal Format:** LOI/TECH must be bound or contained in a single volume. All documentation submitted with the proposal must be contained in that single volume. LOI/TECH must be prepared on **8 1/2" x 11"** letter sized white paper printed on both sides **sequentially numbered and limited in length to a total of 25 PAGES** – exclusive of exhibits, which must be tabbed and included in the bound submission. Font size shall be a minimum of **12 POINTS** for all submittals. ALL documentation in excess of 25 PAGE MAXIMUM will be removed and discarded. LOI/TECH must contain a Table of Contents that cross-references each requirement with specific pages in the LOI/TECH submission.

- **RIDOT Scope of Work and Addenda:** Respondents shall include as part of LOI/TECH Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

### **RELEVANT EXPERIENCE/ PAST PERFORMANCE/ CURRENT WORKLOAD**

- **Company Introduction:** Respondents are to include a complete description of the firm and other relevant information documenting organizational structure and expertise specific to traffic engineering services.
- **Relevant Firm Experience:** Respondents are to include a listing of the firm's projects similar in concept to the projects being proposed. *Respondents must demonstrate **a minimum of FIVE (5) YEARS traffic engineering experience*** as well as describe the experience of the Project Team.

Names, addresses, and telephone numbers of at least **THREE (3)** previous clients who are familiar with the services provided by your firm must 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 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.

- **Current Workload:** Respondents must include a current listing of projects contracted to perform and anticipated completion dates. This may include only those projects assigned to your firm's Traffic Design Section.
- **Performance Record:** RIDOT will take into consideration not only the quality of previous work performed but also the timeliness of requested submissions and adherence to project schedule.

### **STAFF QUALIFICATIONS / PROJECT TEAM**

- **Staff Qualifications:** RIDOT seeks the services of an experienced traffic engineering firm to design numerous work assignments performed concurrently.

The firm selected must designate a **Project Manager** with the authority and expertise to assign personnel to specific tasks and to schedule tasking to complete tasks as required. The Project Manager must be flexible in his/her approach to this contract.

Respondents are to include 1) a listing of experienced personnel currently on staff, 2) resumes of proposed personnel to be assigned to this project, including identification of the Project Manager and 3) the approximate percentage of each employee's time to be expended on this project.

Management of this contract will be under RIDOT'S Traffic Design Section responsible for approval of all staff assigned to the project. RIDOT must be informed 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 the contract.

- **Organizational Chart** of the proposed project team must be included. The Respondent shall describe how the proposed organizational structure addresses the full scope of this project.
- **Standard Federal Form 330** (effective 6/8/04) must be completed by the Prime Respondent only and included in each LOI/TECH Proposal. Access to this current form may be obtained through the following website: [www.gsa.gov](http://www.gsa.gov)
- **Sub-Consultant(s):** The Respondent must disclose the identity and work arrangements established between the Prime and proposed Sub-Consultant firm(s), if any, to be assigned to this project. Full disclosure of the proposed project team requires 1) a listing of experienced personnel currently on staff, 2) resumes of proposed personnel to be assigned to this project, including identification of the

key Project Manager, and 3) the *approximate percentage* of each employee's time to be expended on this project.

## **PROJECT APPROACH AND WORK PLAN AND PROJECT SCHEDULE**

- **Project Approach:** Since tasks are undefined at this time, Respondents must provide a detailed technical synopsis of *anticipated* design services as cited under **highlighted SECTIONS 2 and 3 on PAGES 10 and 11** of the attached SCOPE OF WORK
- **Work Plan and Project Schedule:** Discuss your firm's ability to respond and the process for responding to on-call requests for the services associated with a broad range of likely assignments as described in the Scope of Work to follow. Provide your answer in terms of response time and turnaround capabilities.

## **FIRM'S SUITABILITY TO PROJECT**

- **Firm's Suitability To Project Needs:** As part of the evaluation process, RIDOT will take into consideration the size and scope of the project proposed in determining the technical suitability of a firm to provide the requested services. RIDOT will assess each firm's technical capacity and relative firm size in relationship to the level of project complexity and scope.

## **DBE PARTICIPATION**

- **This contract has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal.** In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed **MUST be included in LOI/TECH PROPOSAL SUBMISSION** along with a copy of current state certification letter(s). DBE certifications must be *approved* at the time of technical proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 10% of Total Contract costs. Be advised that this requirement will apply for the lifetime of the contract; PRIME Consultants will be responsible to submit a **MONTHLY DBE UTILIZATION REPORT** documenting aggregated **TOTAL** contract costs and **TOTAL** DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ [www.mbe.ri.gov](http://www.mbe.ri.gov)

- **Supplemental Technical Information:** Respondents are encouraged to submit any other technical information deemed useful to provide RIDOT with sufficient information to evaluate the firm's qualifications to perform the requested services.

Once a **Final Selection recommendation** has been determined, the **selected** Consultant will be required to submit the following documentation to RIDOT for review and acceptance **prior to contract award**:

- **Commitment to Affirmative Action:** RIDOT will request and transmit a copy of your firm's current Affirmative Action Plan to the State EEO Office for compliance review and approval.
- **Financial Status:** For projects that **equal or exceed \$500,000.00**, the selected Consultant will be required to submit **Audited Financial Statements** to RIDOT for review and entry in Consultant's file for duration of contract term. For projects totaling **less than \$500,000.00**, the selected Consultant will be required submit a **Financial Review**. All financial documentation submitted will be kept confidential and on permanent file in the Contracts & Specifications Office.

## PRE-PROPOSAL MEETING

Interested parties are encouraged to attend a Pre-Proposal Meeting to be held on **THURSDAY, JULY 19, 2012 @ 10:00 AM** to be held at the RI Department of Transportation, 1<sup>st</sup> Floor Transportation Management Center, Two Capitol Hill, Providence, RI 02903.

Any questions relative to the SOW as well as any questions regarding RIDOT procedures and proposal format will be addressed at the Pre-Proposal Meeting.

A summary of the Pre-Proposal Meeting will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty eight (48) hours in advance of the scheduled Meeting.

## PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS

Any pertinent questions subsequent to this solicitation may be posted at RIDOT'S "*Bidding Opportunities*" web page accessible at: <http://www.dot.state.ri.us/contracting/bids> and follow the link to "?" to submit questions for this solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu.

A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. The Q & A Forum will disable 5 FULL CALENDAR DAYS prior to the due date for this project. Therefore, questions will not be accepted **after Midnight on JULY 28, 2012.**

Upon review of the Scope of Work (SOW), an "**Original**" and **SIX (6) copies** of completed **LOI/TECH PROPOSAL** submissions should be sent to the Division of Purchases by the specified deadline to the address listed below. RIDOT recommends that the Technical Proposal submission also be submitted not only in hard copy form but also on CD-ROM. Clearly labeled CD ROM should be attached to the **inside cover of each 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 # XXXXXXXX - ON-CALL DESIGN CONSULTANT FOR THE STATE TRAFFIC COMMISSION (STC): To Provide Traffic Engineering Services Relative to Geometric Improvements and Traffic Signal Design On Behalf of the RIDOT Traffic Design Section and the State Traffic Commission (STC) by AUGUST 3, 2012 no later than 11:30 A.M. to:**

### BY COURIER OR MAIL:

RI Department of Administration  
Division of Purchases (2<sup>nd</sup> fl)  
One Capitol Hill  
Providence, RI 02908-5855

**NOTE: Proposals received after the above referenced due date and time will not be considered.  
(SEE GENERALNOTIFICATIONS)**

### **EVALUATION AND SELECTION:**

Detailed LOI/TECH submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Review Committee (TEC) will be convened comprised of members of the RIDOT Division responsible for the project under consideration. A written evaluation and ranking of each proposal will be prepared by the TEC incorporating factors based on the following:

Evaluation will also consider commitment to Affirmative Action and DBE Participation. Upon completion of the written evaluation of all LOI/TECH submissions, the Technical Review Committee may, at its discretion, contact the top-ranked candidate firm(s) to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

The TEC'S final selection recommendation will then submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final RIDOT selection recommendation will be presented to the State's Architectural / Engineering Consultant Services Selection Committee for consideration. Upon final selection approval from the Director of Administration, all respondents will be notified that a final selection has been made.

### **TECHNICAL SELECTION CRITERIA:**

1. **PROJECT APPROACH** inclusive of "on-call" response time and turnaround capabilities. **0 - 25 POINTS MAX**

*Technical Presentation to include:*

*Respondents are to provide a detailed technical synopsis of anticipated design services as cited under **highlighted SECTIONS 2 and 3 on PAGES 10 and 11** of the attached SCOPE OF WORK*

2. **STAFF QUALIFICATIONS** **0 - 20 POINTS MAX**
3. **PAST PERFORMANCE** in terms of quality of work, timeliness of submissions and adherence to project schedule **0 - 20 POINTS MAX**
4. **CURRENT WORKLOAD** **0 - 15 POINTS MAX**
5. **PAST / RELEVANT EXPERIENCE** **0 - 10 POINTS MAX**
6. **FIRM'S SUITABILITY TO LEVEL OF PROJECT COMPLEXITY** **0 - 5 POINTS MAX**
7. **DBE PARTICIPATION** in terms of disclosure of RI certified DBE Firm(s) and assigned tasks **0 - 5 POINTS MAX**

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**MAXIMUM SCORE      100 POINTS MAX**

## **NEGOTIATION / AUDIT STATUS**

The selected Consultant will be directed to submit a formal financial proposal to the RIDOT, and negotiations will be completed on a cost plus fixed fee basis. The selected Consultant and/or Sub-consultant(s) may be required to undergo a pre-negotiation audit conducted by the RIDOT Audit Division. Pre-negotiation audits may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal agency or an audit performed by another local governmental agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by RIDOT Audit Division prior to contract award.

## **CONTRACT AWARD**

Contractual arrangements will be established on a cost plus 10 % fixed fee basis. The successful Respondent must be prepared to provide necessary data to support all costs associated with project expenditures.

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.

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 make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.*

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## **SCOPE OF WORK FOR**

### **ON-CALL DESIGN CONSULTANT FOR THE STATE TRAFFIC COMMISSION (STC): To Provide Traffic Engineering Services Relative to Geometric Improvements and Traffic Signal Design On Behalf of the RIDOT Traffic Design Section and the State Traffic Commission (STC)**

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#### **INTRODUCTION:**

RIDOT is seeking to acquire consultant services to provide "on call/ as needed" traffic engineering services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested traffic design tasks associated with roadway and/or intersection improvements approved by the State Traffic Commission (STC). The selected firm will work under the direction of the Chief Engineer and the RIDOT Traffic Design Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

This new STC initiative will be in addition to the current STC Design contract scheduled to expire in 2014. The purpose for the additional contract is due to the current backlog of design work in addition to the work anticipated through the current STC Studies contract.

Respondents must demonstrate **a minimum of FIVE (5) YEARS traffic engineering experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT'S design and

construction policies, procedures and standard specifications. As stated herein, in accordance with RI General Laws, the selected firm must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.

**Initial Contract Award:** The initial contract award amount will be \$400,000.00 for services performed under the defined contract term; should the State, after expenditure of this sum, find further need for the Consultant's services, such services may be authorized by RIDOT under conditions set forth in a supplemental agreement.

**Negotiation of Fees:** "Post" contract award, RIDOT will assign specific location sites to the selected Consultant; at that time the Consultant will negotiate proposed hours and fees for services requested with the RIDOT Traffic Design Section, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of the initial contract amount. Negotiated costs must be in line with RIDOT approved salary and OH rates; all other project expenditures must conform to current RIDOT policies and accepted procedures. At the point of negotiation, RIDOT coordination and Consultant/ Sub-Consultant participation along with proposed work items and associated costs will be documented through the development of a **WORK ORDER/ TASK IMPLEMENTATION SHEET**.

**Profit Allowance:** Profit allowance will be 10% and will remain 10% for entire contract term.

**Contract Term:** The RIDOT anticipates the award of **ONE (1) CONTRACT** that will have a contract completion date of **thirty-six (36) months** after the date of authorization to commence work. Notice of Contract Award/Purchase Order will be issued in accordance with the State's Purchasing Regulations and General Conditions of Purchase copies of which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**10% DBE Participation:** This contract has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal. The total cost of the DBE work assigned must meet or exceed 10% of Total Contract costs. Be advised that this requirement will apply to total costs for the lifetime of the contract; PRIME Consultants will be responsible to submit a **MONTHLY DBE UTILIZATION REPORT** documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

**ON-CALL DESIGN CONSULTANT FOR THE STATE TRAFFIC COMMISSION (STC) AGREES:**

1. To act as the selected **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design at the direction of the Chief Engineer and the Managing Engineer of the Traffic Design Section within RIDOT in conjunction with the Federal Highway Administration, applicable City and Town Municipalities and other State Agencies as required.
2. To prepare contract plans and specifications at locations requested by the STC, as directed by the Chief Engineer and the Managing Engineer of the Traffic Design Section within RIDOT, and as such to either perform or procure the services of a qualified Consultant to perform the following:
  - Complete traffic signal plans for proposed and existing signal systems, including the capacity analysis required to determine appropriate signal operation
  - Complete signing and striping plans
  - Complete maintenance and protection of traffic plans
  - Identify and locate existing utilities and coordinate with utility companies
  - Complete soil borings, sampling, or testing
  - Complete property, topographic, or highway baseline surveys
  - Complete wetland flagging and permit applications
  - Complete ROW plans, plats, SD lists, and descriptions
  - Complete historic documentation i.e. Section 106 and 4f

- Complete archaeological research, exploration and reporting
  - Test, identify and locate hazardous waste sites or material
  - Complete engineering estimates, specifications, DOQ, and contract disks necessary for advertising
  - Complete review and approval of shop drawings during construction for any equipment in the contract that requires shop drawing submittals
3. Upon request when it becomes necessary to supplement the design data as provided by the RIDOT, as directed by the Chief Engineer and the Managing Engineer of the Traffic Design Section, to perform the following:
- Complete traffic counts
  - Complete speed studies
  - Complete accident analysis
  - Complete delay studies
4. To perform other and similar services, in addition to or in amendment of the above, as shall be mutually agreed upon by the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design and RIDOT.
5. To permit RIDOT to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by RIDOT.
6. To be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner as RIDOT shall require, the services of personnel experienced in the pertinent fields of traffic engineering, as applicable, together with administrative and clerical personnel. Any person who, in RIDOT'S opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT'S best interest, shall be removed from the project payroll immediately upon RIDOT request.
7. To establish and maintain throughout the life of this Contract an office in or near Providence, Rhode Island, for the purpose of performing the work required, and also to assume all costs thereof, including all costs incidental to moving personnel to said office.
8. Upon request, the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design will furnish RIDOT with statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person.
9. To keep separate accounts on an individual design project basis of all costs for engineering services under the terms of this Contract as performed by the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design, and to submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the original records of the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design by RIDOT.
10. The requirements for drafting, plan materials, plats, etc. will be in accordance with the requirements of RIDOT'S Design Policy Memos.

**RIDOT AGREES:**

1. To furnish to the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design copies of State and Federal policies, manuals, publications, standards, forms, and data required to carry out the work under the terms of this Contract. (SEE ATTACHMENT 1 FOR A LIST OF DESIGN CRITERIA FOR THIS PROJECT)
2. To advertise, to receive bids, and to award all construction contracts.

**RIDOT AND THE ON-CALL DESIGN CONSULTANT FOR THE STATE TRAFFIC COMMISSION (STC) ADDITIONALLY AGREE:**

1. The field notes, records, computations, work sheets, drawings, traffic data, correspondence, and all other property resulting from the operation of the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design will be the permanent property of RIDOT; the final payment by RIDOT to the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design will be withheld until the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design transfers all property to RIDOT.
2. That in any case total payments by RIDOT to the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design, under the terms of this Contract will not exceed **Four Hundred Thousand and 00/100 Dollars (\$400,000.00)** and if RIDOT, after the expenditure of this sum, finds further need for the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design services, such services may be authorized under conditions to be set forth in a supplemental agreement.
3. The **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design will maintain the required registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract.
4. As the work progresses, the workload handled by RIDOT may increase or decrease. RIDOT reserves the right to add or withdraw individual projects, or portions thereof under this Contract, in keeping with its workload, without regard to the status of completion of the individual projects.
5. When an individual project is removed from the work under this Contract, the **On-Call Design Consultant for the State Traffic Commission (STC)** for Geometric Improvements and Traffic Signal Design will turn over to RIDOT all materials and records incidental thereto and will receive no further compensation for that project.
6. This Contract will have a completion date of **thirty-six (36) months** after the date of authorization to commence work.
7. Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress reports must outline work accomplished; hours and costs expended; outstanding questions which require resolution. In addition, progress reports for this project must have man-hours and costs expended broken down per roadway and/or intersection improvement for that month. Payment invoices will be processed only if the required progress reports are current.

## ATTACHMENT I

**Design Criteria For This Project:** The following applicable design criteria are to be utilized in the development of all alternate solutions and the final detail design.

- 1) A Policy on Geometric Design of Highways and Streets, 6<sup>th</sup> Edition. American Association of State Highway and Transportation Officials, 2011.
- 2) AASHTO'S "Policy on Design Standards – Interstate System", January 2005.
- 3) Highway Capacity Manual Transportation Research Board, 2010.
- 4) Manual on Uniform Traffic Control Devices. Federal Highway Administration, 2009.
- 5) Rhode Island Standard Specifications for Road and Bridge Construction, 2010, with latest revisions
- 6) Rhode Island Standard Details, 1998 and the Bridge Design Standard Details, 2003 both with latest revisions.
- 7) Design Policy Memos, with latest revisions.
- 8) Rhode Island Bridge Design Manual
- 9) Rhode Island Traffic Design Manual
- 10) RIDOT CAD Standard Manual (2007)
- 11) 2008 RIDOT Highway Design Manual
- 12) Manual of Transportation Engineering Studies, 2<sup>nd</sup> Edition. Institute of Transportation Engineers, 2010.
- 13) Traffic Engineering Handbook, 6<sup>th</sup> Edition. Institute of Transportation Engineers, 2009.
- 14) Roundabouts: An Informational Guide. FHWA-RD-00-067, Federal Highway Administration, 2000.
- 15) AASHTO Standard Specifications for Highway Bridges, 17th Edition 2002, including latest interim specifications.
- 16) Rhode Island Department of Transportation Action Plan.
- 17) RI Department of Transportation Design Procedures for Pavement Design, with latest revisions.
- 18) Federal Aid Policy Guide Part 626.5, Pavement Design.
- 19) ANSI/AASHTO/AWS D 1.5-2002 Bridge Welding Code.
- 20) AASHTO Manual for Maintenance Inspection of Bridges 1983, including latest interim specifications.
- 21) Federal Aid Policy Guide, part 625, Design Standards for Highways.
- 22) 23 CFR part 650, "Bridges, Structures, and Hydraulics".

**DATA TO BE SUPPLIED BY RIDOT:**

- 1) The RIDOT Transportation Development Division will supply copies of all available highway/bridge plans and right-of-way plans for the State's highway facilities in the area of the study.
- 2) The RIDOT Transportation Development Division will supply the latest available skid numbers.
- 3) RIDOT Bridge Inspection Reports.
- 4) RIDOT will provide all necessary pavement cores