



July 19, 2012

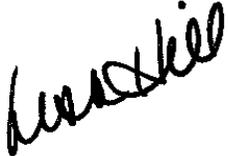
ADDENDUM 7457853A2

BID # 7457853

TITLE: On-Call Design Consultant for the State Traffic Commission (STC)

SUBMISSION DEADLINE: AUGUST 3, 2012 @ 11:30 AM (Eastern Time)

Minutes and Attendance Sheet from Pre-Proposal Meeting held on July 19, 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

7457853 – 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%

Per the issuance of Department of Transportation **ADDENDUM # 7457853A2** the following changes are noted:

- **CLARIFICATION**

Minutes from Pre-Proposal Meeting including courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on July 19, 2012.

TO ALL CONSULTANTS:

Respondents are to submit a combined **LETTER OF INTEREST/ TECHNICAL PROPOSAL** limited to requirements cited in RFP. Submission package should be clearly labeled as to *Bid# and Project Description* and should contain **“ORIGINAL” plus SIX (6) COPIES** plus a **labeled CD ROM** of Proposal document must be included in each hard copy submission. **(SUGGEST ATTACH CD TO INSIDE OF FRONT COVER)**

RIDOT anticipates ONE (1) contract award for this Project with a completion date of **36 MONTHS** from issuance of Notice to Proceed. **Initial award amount will be \$400,000.00**; once funds are expended, RIDOT may elect to extend these services through conditions set forth under a supplemental agreement.

RIVIP BIDDER CERTIFICATION FORM must be fully completed and authorized; a “copy” must be included in each proposal submission; “original” RIVIP form should be clearly presented for Purchases review and acceptance.

Proposal documentation will be limited to **25 TECHNICAL PAGES** exclusive of “exhibits” which must be tabbed and included in the bound submission. All technical documentation in excess of 25 PAGES will be removed and discarded. Detail on PROPOSAL FORMAT is described in Addendum document.

POTENTIAL EXHIBITS, AS APPLICABLE (not necessarily in this order):

- *Transmittal Letter*
- *Completed RIVIP FORM*
- *Copy of PRIME’S RI PE License (FOR INDIVIDUAL) and Certificate of Authorization (FOR THE FIRM)*
OR PE Non-Compliance acknowledgement
- *Foreign Corporation Certificate of Authority*
OR Foreign Corporation Non-Compliance acknowledgement
- *RIDOT RFP and Addenda*
- *PRIME’S Key Resumes*
- *Sub-Consultant Proposal(s) inclusive of individual requirements i.e. resumes*
- *Current DBE certification(s)*
- *Required FORMS: Debarment. Lobbying, Disclosure (ONE TAB FOR ALL)*
- *References (NO MORE THAN **THREE** REQUIRED)*
- *Current Workload and Anticipated Completions Dates*
- *PRIME’S Organizational Chart*
- *FEDERAL FORM SF 330 (PRIME ONLY)*

NOTE: Exhibits should be individually tabbed and labeled; exhibit information must also be brief and specific to documents requested. For instance, resumes should be limited to “key participants” only. Do not provide exhibit information that is either not applicable to the project under consideration or excessive in size; RIDOT review will also take presentation into account when evaluating Proposals received.

Required Forms (**Debarment, Lobbying, Disclosure and Management Certification of Accounting System**) must also be completed and submitted with each copy of Proposal Submission. **FOR W-9 FORM, only ONE (1) unbound “ORIGINAL” COPY is required at time of submission.**

All information should be bound in a single volume and include a Table of Contents that cross references each requirement with specified pages in Proposal document.

By statute, all Firms practicing engineering in the State of Rhode Island must possess a proper **RI PE License and Certificate of Authorization**. Requirements and reference materials are outlined in the RFP.

Project has been assigned a **10% DBE GOAL**. Disclosure of RI certified DBE firm(s) and the proposed work to be performed must be included as part of Proposal submission along with a copy of current State certification(s). To qualify towards Goal, DBE certification must be **approved at the time of Proposal submission.**

Prime Consultants are advised to provide anticipated DBE services based on the disciplines referenced in the Scope of Work. At the end of the Contract term, DBE cost compliance will be assessed based on not only TOTAL CONTRACT COST but also the PRIME'S good faith effort to engage DBE participation where applicable.

Due Date and submittal deadline to RIDOA/Purchases for 7457853 – ON-CALL DESIGN CONSULTANT FOR THE STATE TRAFFIC COMMISSION is **AUGUST 3, 2012 no later than 11:30 A.M.**

Any pertinent questions subsequent to this solicitation may be posted at RIDOT'S “*Bidding Opportunities*” web page accessible at: <http://www.dot.ri.gov/contracting/bids/> and following the link to “?” to submit new questions for each individual solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu. **Only questions submitted through the RIDOT Website will be acknowledged.** A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required.

On-line questions regarding 7457853 – ON-CALL DESIGN CONSULTANT FOR THE STATE TRAFFIC COMMISSION will not be accepted on the RIDOT website **after Midnight on JULY 28, 2012.**

1. Q – Do Sub-consultant firm(s) need to complete the required FORMS?

A – YES. Sub-consultant firms on all federally-funded RIDOT Projects are required to submit the federally mandated LOBBYING and DEBARMENT Forms; DISCLOSURE Form shall be submitted by a Sub-Consultant only if there is an apparent need for formal disclosure of a personal relationship with a RIDOT employee. Applicable Forms provided by a Sub-consultant shall be included as part of their fully-inclusive sub-proposal presented as an “exhibit” within the PRIME'S proposal submission.

Be advised disclosure of any kind by either a PRIME or a Sub-Consultant will not affect either the evaluation or consultant selection for these services.

+++PRE-PROPOSAL MEETING+++

DATE: July 19, 2012

TIME: 10:00 A.M.

LOCATION: RIDOT/ TMC Room 126

SUBJECT: 7457853 – On Call Traffic Design Consultant Services for the STC

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