



Solicitation Information
November 9, 2012

BID NO: 7458270

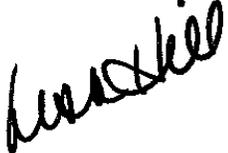
TITLE: Preliminary Engineering And Environmental Review For The
Providence Station High Speed Rail Improvement Project,
Providence, RI

Submission Deadline: DECEMBER 7, 2012 @ 11:30 AM (Eastern Time)

Pre-Proposal Conference: YES **Date:** November 20, 2012 **Time:** 1:30 P.M.
Mandatory: NO
Location: RIDOA/ Purchases, 2nd Floor Conference Room "B",
One Capitol Hill, Providence, RI 02908

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

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
Intermodal Planning Section

REQUEST FOR LETTERS OF INTEREST/ TECHNICAL PROPOSALS

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:

<p>BID NO. 7458270 Preliminary Engineering and Environmental Review for the Providence Station High Speed Rail Improvement Project Providence, Rhode Island DBE GOAL: 20%</p>

The purpose of the Providence Station High Speed Rail Improvement Project is to expand Northeast Corridor service delivery and enable growth in high speed and other intercity passenger rail service throughout the Northeast, particularly between Boston, Providence, and New York. After 25 years of effectively serving the rail travel needs of area residents and visitors, multiple issues have now developed requiring necessary actions; completion of these needed improvements will improve both the aesthetic appearance and operational flexibility of the Providence Station.

In line with the project's scope of work, RIDOT is seeking professional consultant services limited to the preliminary engineering and environmental review phase for this project as defined per tasks and details defined herein.

*This project will be 80% federally funded through an FRA Grant award and the remaining 20% will be funded by the State utilizing the State's Commuter Rail Bond Funds for its share of the project cost. RIDOT anticipates the award of **ONE (1) CONTRACT** that will have a contract completion date of **EIGHTEEN (18) MONTHS** after the date of authorization to commence work.*

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.

<p><i>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.</i></p>

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All Respondents **MUST** register online at the RIVIP 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.
- 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**

- 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 20% 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. Any questions should be directed to:

RIDOT Office of Business and Community Resources
Room 106, 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 **FOUR (4) 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.
- **W-9 FORM:** Must 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 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 services requested.
- **Relevant Firm Experience:** Respondents are to include a listing of the firm's projects similar in concept to the project being proposed. *Respondents must demonstrate **a minimum of FIVE (5) YEARS rail planning/ design 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 Railroad Engineering 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:** 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 Intermodal Planning 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
- **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:** Respondents must provide a detailed technical synopsis of the work proposed and the design services anticipated as cited in attached SCOPE OF WORK.
- **Work Plan and Project Schedule:** A detailed work plan and proposed project schedule that addresses each of the project requirements as described in the attached SCOPE OF WORK .

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 20% 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
- **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:** Respondents must provide a copy of their 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: NOVEMBER 20, 2012 @ 1:30 P.M. at the RIDOA/ Office of Purchases, Conference Room "B", 2nd Floor, One Capitol Hill, Providence, RI 0290. .

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 7 FULL CALENDAR DAYS prior to the due date for this project. **Therefore, questions will not be accepted after Midnight on November 29, 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 NO. 7458270 – Preliminary Engineering and Environmental Review for the Providence Station High Speed Rail Improvement Project, Providence, Rhode Island*** by **December 7, 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

<p><u>NOTE:</u> <i>Proposals received after the above referenced due date and time will not be considered.</i> <i>(SEE GENERAL NOTIFICATIONS)</i></p>

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 criteria:

TECHNICAL SELECTION CRITERIA:

PROJECT APPROACH inclusive of proposed Work Plan and Project Schedule	0 - 25 POINTS MAX
STAFF QUALIFICATIONS	0 - 20 POINTS MAX
PAST PERFORMANCE in terms of quality of work, timeliness of submissions and adherence to project schedule	0 - 20 POINTS MAX
CURRENT WORKLOAD	0 - 15 POINTS MAX
PAST / RELEVANT EXPERIENCE	0 - 10 POINTS MAX
FIRM'S SUITABILITY TO LEVEL OF PROJECT COMPLEXITY	0 - 5 POINTS MAX
DBE PARTICIPATION in terms of disclosure of RI certified DBE Firm(s) and assigned tasks	0 - 5 POINTS MAX
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 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 this best interest.

SCOPE OF WORK

Providence Station High Speed Rail Improvement Project Preliminary Engineering and Environmental Review

Introduction:

In October 2011, the Rhode Island Department of Transportation (RIDOT) was awarded a grant from the Federal Railroad Administration's (FRA) High Speed Intercity Passenger Rail (HSIPR) Program to undertake preliminary engineering and environmental review for long term high speed rail improvements at Providence Station. The Amtrak-owned station is served by Amtrak

Acela and Regional intercity services, and Massachusetts Bay Transportation Authority (MBTA) commuter rail (under an agreement with RIDOT). In addition, freight rail passes through the station by the Providence & Worcester Railroad Co. (P&W). Over 1 million passengers utilized the station, consisting of intercity and MBTA commuter rail riders. The station is ranked 17th nationally in the Amtrak network in ridership, and is the highest ridership station in the MBTA commuter rail system.

The Providence Station facility consists of four primary elements: the exterior site area, the street or concourse level, the platform level, and the parking garage. The exterior site area accommodates buses, taxis, and drop-off activity as well as pedestrian and bicycle access. The concourse/street level includes a passenger waiting area, restrooms, ticket windows, vending machines, passenger information and services, and several retail shops. The platform level, which is located below grade, includes five tracks and two island platforms. Tracks 1 and 2 serve an island platform on the east side of the station and are used primarily by Amtrak. Tracks 3 and 5 serve an island platform in the middle of the station. Amtrak and the Massachusetts Bay Transportation Authority (MBTA) use Track 3 while Track 5 is used primarily by the MBTA. Track 7, also known as the Freight Railroad Improvement Project (FRIP) Track, runs along the west wall of the station and is used exclusively by the Providence & Worcester Railroad (P&W) for the NEC freight rail service operation.

After 25 years of effectively serving the rail travel needs of area residents and visitors, multiple issues have developed at Providence Station, which require action.

- Freight train movement restriction through the platform level of the station constrains operation and capacity on the corridor. Specifically, freight operations through Providence Station frequently involve the movement of potentially hazardous materials.
- Platform-level access and egress points may be inadequate for existing and future ridership projections, which currently create significant egress bottlenecks as trains alight passengers. Specifically, platform-level access at Providence Station is constrained to two sets of stairs, an elevator and a single reversible escalator per platform.
- The station and its adjacent garage are in a state of deteriorated physical condition. In addition, there are inadequate parking accommodations for station staff, an inadequate heating and cooling system, and undersized and outdated passenger amenities (particularly the restroom facilities). Since its design in the early 1980's and opening in 1986, Providence Station and its associated parking garage have not been updated to meet changing needs and have also suffered significant deterioration.

- Station site access is inadequate, which provides an inefficient connection to the Kennedy Plaza bus terminal, constrains vehicular, pedestrian, and bicycle access and limits economic opportunities at the station. Vehicular access to Providence Station is via Gaspee Street on the west and Railroad Street/Park Row to the east. Access to the parking garage is from Railroad Street/Park Row.

The purpose of the Providence Station High Speed Rail Improvement Project is to expand Northeast Corridor service delivery and enable growth in high speed and other intercity passenger rail service throughout the Northeast, particularly between Boston, Providence, and New York. The Project would also allow more attractive and increased MBTA Commuter Rail service. The overarching Project purpose is to advance a more efficient and attractive high speed passenger rail network for the northeastern United States.

SCOPE OF WORK:

The following task for the Providence Station High Speed Rail Improvement Project is limited to the preliminary engineering and environmental review phase only.

TASK 1: PROJECT MANAGEMENT

As part of this task, the consultant will monitor, organize and control assignments, work effort, schedules, costs, to ensure that the project is developed in a manner that is consistent with RIDOT and FRA procedures and standards through the following tasks:

- 1.1 Assist RIDOT is revising as necessary the project Work Plan, Project Management Plan and procedure manual in coordination with RIDOT and FRA Project management oversight procedures.
- 1.2 Prepare for and administer Project Kick-off meeting with RIDOT.
- 1.3 Prepare for and conduct monthly project management/progress meetings with RIDOT in anticipation of RIDOT's monthly progress conference calls with FRA and FRA's Project Management Oversight Consultant (PMO).
- 1.4 Develop and maintain project schedule that identifies milestones for task deliverables.
- 1.5 Develop a QA/QC manual for submission to RIDOT that will be followed throughout the PE/NEPA Phase.

TASK 2: PUBLIC PARTICIPATION

Under this task, the consultant will assist RIDOT with providing an interactive and collaborative public process, including the solicitation of input from the general public, key stakeholders, local and state government agencies, railroads and advocacy groups.

- 2.1 Project Committee Meetings: Prepare for and attend previously RIDOT-established Providence Station Area Improvements committee (6 meetings). Task includes developing presentation materials (i.e. boards and PowerPoint).
- 2.2 Public Information Meetings: Assist RIDOT in holding six (6) general public information meetings during the PE/NEPA phase. Task includes developing presentation materials (i.e. boards and PowerPoint).
- 2.3 Special Briefings: Due to the level of interest in this project, the consultant will assist RIDOT in the preparation of special briefing meetings with local and/or state officials (4 meetings).
- 2.4 Individual Stakeholder Meetings: Assist RIDOT in preparing for and attending meetings with individual stakeholder entities, including Amtrak, P&W, City of Providence, Capital Center Commission, and Providence Foundation.

TASK 3: TRANSPORTATION PLANNING

The consultant will work with RIDOT to gather all relevant documents, reports and data pertaining to Providence Station, Northeast Corridor plans and Next Generation high speed rail plans.

- 3.1 Data Collection: Collect existing and projected ridership data at Providence for Amtrak, MBTA Providence-Boston service, an MBTA Providence-Wickford Junction Service (from RIDOT). In addition, traffic data will be obtained' parking garage usage; rail passenger survey data and results; bicycle usage data; and bus schedules, ridership and streetcar plans from RIPTA.
- 3.2 Hazardous Materials: The consultant will obtain from RIDOT and P&W the hazardous materials shipments that pass through station and tunnel.

- 3.3 Station Building: Consultant will obtain station building, tunnel and garage plans for review.
- 3.4 Planning Documents: Consultant will obtain and review all commuter rail plans from RIDOT, Northeast Corridor Master Plan and Next Generation reports, as available.

TASK 4: FUTURE RAIL ANALYSIS & ASSESSMENT

The consultant will review all the available plans, reports, documents & data obtained in Task 3.

- 4.1 Parking Capacity: Explore additional parking options within the surrounding station area.
- 4.2 Station Building Analysis: Consultant will provide recommendations on station improvements, including future expansion, pedestrian circulation, and vertical circulation to platforms.
- 4.3 Additional Access/Egress: Provide recommendations on feasibility of additional access/egress locations to the east and west of the station, including use of adjacent retail centers and parking facilities.
- 4.4 Tunnel Analysis: Currently there is an operational restriction placed upon freight trains carrying certain hazardous materials through the Providence Station tunnel when passengers or passenger trains are at the station's platforms. This situation has the potential to be problematic in the future as passenger and freight rail traffic are projected to increase.

The Consultant will coordinate directly with P&W on their operations, and their operating windows. The consultant will gather all existing studies, risk assessments and action plans undertaken by RIDOT to date for review. A detailed engineering inspection and review of the tunnel will be undertaken.

The Consultant will analyze all alternatives, both operational and infrastructure, including separation walls, ventilation systems, operational coordination and windows of operation.

The Consultant in close coordination with RIDOT, Amtrak, P&W, and City and State emergency officials, will develop recommendations to advance the possible lifting of the restriction.

- 4.5 Intermodal Connections: Review and provide recommendations to improve intermodal connections to enhance linkages to downtown Providence and Kennedy Plaza. Consultant will consider enhanced bus service, shuttle service along Exchange Street, future streetcar connection, enhanced bicycle and pedestrian connections. Improved connections to retail centers, including Providence Place Mall, will be considered.

TASK 5: CONCEPTUAL DESIGN:

- 5.1 Control Surveys: Prepare and include base control surveys within the limits of the work to support design, and obtain existing survey (or undertake new survey) of property lines and ownership.
- 5.2 Field Review and Site Condition: Prepare a site review of existing inventory including building condition or architectural reports, HVAC systems, safety and security. Prepare existing condition summary of station and parking, pedestrian access and site civil surrounding the station.
- 5.3 Traffic Counts: Prepare a vehicular traffic count for the area roads adjacent to project area.
- 5.4 Structural Analysis/Visual Inspection: Prepare structural analysis and conduct visual inspection of Providence Station, adjacent parking garage, NEC tunnel and existing track infrastructure.
- 5.5 Conceptual Design Alternatives: Consultant will develop Conceptual Design Report (CDR) to include results of above analysis and inspections, and alternative conceptual layouts for various improvements recommended.

TASK 6: ENVIRONMENTAL REVIEW

At this time it is anticipated that a Categorical Exclusion (CE) checklist documentation will satisfy the requirements of NEPA utilizing the FRA CE Form. Accordingly, the consultant will undertake the following:

- 6.1 Environmental Resources: Identify all potential environmental resources that could be impacted by the project. Identify all local, state and federal agencies to be coordinated with. Research and review available existing environmental information and documents.

6.2 Evaluate Environmental Resources: Consultant will evaluate all environmental resources to determine if impacts exist and if further analyzing is required:

- Air Quality
- Traffic
- Water Quality
- Historic
- Archeological Resources
- Noise and Vibration
- Hazardous Waste
- Land Use
- Economic Effects
- Relocations
- Environmental Justice
- Visual Impacts
- Construction Impacts
- Public Safety/Security

6.3 Categorical Exclusion Form: Complete the CE form (obtained from FRA) in close coordination with RIDOT's Environmental Office. Meet with RIDOT and FRA to review CE form and obtain comments and concurrence.

6.4 State and Local Permitting: Develop list and supporting information for possible permits for Rhode Island Coastal Resources Management Council (CRMC), Rhode Island Department of Environmental Management for water quality and stormwater runoff, and City of Providence building codes and fire safety codes.

6.5 Environmental Assessment (if required): In the event an EA is required by FRA, the consultant will undertake a Draft EA and Final EA in accordance with NEPA leading to a finding of No Significant Impact (FONSII). This work will only be done under supplement agreement to the consultant contract, at RIDOT's discretion.

TASK 7: PRELIMINARY ENGINEERING:

The Consultant will prepare preliminary engineering plans (30% design) and reports as necessary for station improvements, parking expansion, tunnel modifications and ventilation, bus circulation and pedestrian access/egress improvements.

- 7.1 Site/Civil Plans: Prepare preliminary plans for:
- Demolition
 - Layout
 - Drainage/utility
 - Grading
 - Details
 - Landscape
 - Erosion & sedimentation control
- 7.2 Architectural Plans – Headhouse Concourses: Prepare preliminary architectural plans relative to the proposed Headhouse and Concourses that include:
- Program development
 - Elevations
 - Floor plans
 - Roof plans
 - Reflective ceiling plans
 - Vertical access plans
 - Building sections
 - Typical wall sections
 - Details
 - Renderings
 - Providence Station pedestrian concourse to the new access point on Francis Street
- 7.3 Mechanical/Electrical/Plumbing: Prepare a set of preliminary mechanical, electrical and plumbing plans for the new headhouse facilities that includes:
- Elevator/stair/escalator sizing
 - M/E/P equipment
 - Layout
 - Details
- 7.4 Building Structural: Prepare a set of preliminary structural plans with:
- Foundations
 - Pedestrian concourse
 - Braced frame elevations
 - Wall sections
 - Elevator/escalator/stair/ramp systems
 - Details

- 7.5 Leadership in Energy & Environmental Design (LEED): Prepare a report on the LEED certifications and criteria to be met by the Headhouse. Prepare planning and engineering documents in a fashion that will allow for the designs to meet LEED Plus criteria, as determined by the State of Rhode Island.
- 7.6 Vehicular/Pedestrian/Bicycle Access Plans: Prepare preliminary engineering plans for the following:
- Kiss and Ride Drop-off/pick-up area
 - Bus Drop-off/pick-up area
 - Pedestrian and vehicle circulation plans with identified accommodation for bicycle parking.
- 7.7 Site Drainage: Prepare preliminary engineering plans relative to drainage of station surface pedestrian ways, vehicle driveways and surface parking and station tunnel/garage subsurface drainage including:
- Existing conditions and utilities plan
 - Erosion and Sedimentation Controls plan
 - Plan for temporary pedestrian and emergency access to Station and adjacent properties.
 - Site excavation and demolition of existing drainage and subdrainage system.
 - Details and location for repair of water damaged concrete, flashing, waterproofing and subdrainage collection system.
 - Waterproofing station tunnel roof/walls and garage walls.
 - Layout of proposed surface and subsurface drainage system.
 - Details.
- 7.8 Preliminary Cost Estimating: Consultant will prepare capital costs for each project element in the PE. Estimates will be indexed based on various future construction year scenarios.
- 7.9 Flagging and Railroad Protection: Consultant will obtain Right of Entry permit from Amtrak for all inspections within the tunnel, complying with RIDOT and Amtrak procedures. A schedule for necessary Flagging services will be developed for concurrence by RIDOT and Amtrak.

-END OF SCOPE-

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

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> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance </div>	<p>2. Status of Federal Action:</p> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award </div>	<p>3. Report Type:</p> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. initial filing b. material change </div> <p>For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Report Entity:</p> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known: Congressional District, if known: _____	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> Congressional District, if known: _____	
<p>6. Federal Department Agency:</p>	<p>7. Federal Program Name/Description:</p> CFDA Number, if applicable: _____	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> \$ _____	
<p>10. a. Name and Address of Lobbying Entity:</p> (if individual, last name, first name, mi): _____	<p>10. b. Individuals Performing Services (including address if different from No. 10a)</p> (last name, first name, mi): _____	
<p>11. Amount of Payment (check all that apply)</p> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<p>13. Type of Payment (check all that apply):</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>12. Form of Payment (check all that apply):</p> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
<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-LLL-A, if necessary):</p> 		
<p>15. Continuation Sheet(s) SF-LLL-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> Print Name: _____	
	<p>Title: _____</p> Telephone No: _____ Date: _____	
<p>For Federal use Only:</p>	<p>Authorized for Local Reproduction Standard Form – LLL-A</p>	

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

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.

