



**Solicitation Information**

**December 12, 2012**

**Addendum #1**

**RFP # 7458306**

**Title: Sustainable Rhode Island: A Regional Plan for Sustainable Development**

**Submission Deadline: January 17, 2013 at 11:00 AM (EST)**

**PLEASE NOTE THAT THE SUBMISSION DEADLINE HAS BEEN EXTENDED TO THURSDAY, JANUARY 17, 2013 AT 11:00 AM (EST).**

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES. ADDITIONAL QUESTIONS AND ANSWERS WILL BE POSTED SOON.**

**Daniel W. Majcher, Esq.**

**Assistant Director, Special Projects**

## **Addendum #1**

### **RFP # 7458306; Sustainable Rhode Island: A Regional Plan for Sustainable Development**

- **Please be advised that the submission deadline is being pushed back to January 17, 2013, at 11AM.**
- **Below are the responses to the first batch of questions. Additional questions and responses will be posted after the pre-bid conference.**
- **Please continue to monitor the website on a regular basis for additional information and addendums.**
- **Please have a Happy New Year!**

#### **Batch 1 Responses:**

1. Page Count Clarification – Miscellaneous Instructions. Should Tab 3, Tab 4, and Tab 5 combined be no more than 10 pages in total or does each Tab have an allowance for 10 pages, for a total of 30 pages between the three Tabs? For Tab 3, in particular, is the SF330 included in that page count? Page 51 of RFP: “The technical proposal (TAB 3, TAB 4, and TAB 5 above) should be no more than 10 pages in length for each task and should: include the qualifications and related background of the contractor; responses to each area of the required Scope of Work elements listed above. Supplemental information such as personnel information for key staff including resumes and final work products of similar projects may be appended to the technical proposal, but should not exceed 30 pages. Please make sure that the material submitted does not contain personal information (i.e. home addresses, emails, phone numbers on employee resumes.)”

#### **RESPONSE:**

**The SF330 is not included in the total page count.**

**Tab 3-Staff Qualifications and Experience: 10 pages maximum.**

**Tab 4-Project Approach and Understanding: Each scope of work element (Public Participation, Communication and Relations, Social Equity, Economic Development Plan, Growth Centers, Housing, Data and Performance Measures, Technical Assistance and Capacity Building, Implementation) is permitted up to 10 pages of response for a maximum of 90 pages.**

**Tab 5-Relevant Experience and Expertise: 10 pages maximum.**

2 Page Count Clarification – Supplemental Information. The RFP states not to exceed 30 pages for the Supplemental Information. Does this mean double-sided pages so a total of 60 pages, or is it instead 15 double-sided pages?

Page 50 of RFP: “1. Staff Qualifications/Experience of the respondent and project principals - Describe the respondent’s general experience as well as its experience and qualifications with projects of a similar size, scope and use specific to the project elements. Identify the overall project manager, project managers for each element, other consultants, as well as other members of the project team and the percentage of their time to be spent on any task. (Supplemental information such as personnel information for key staff including resumes and final work products of similar projects may be appended to the technical proposal, but should not exceed 30 pages.)”

**RESPONSE:**

**A page is a single side of a sheet of paper. Fifteen double sided sheets of paper equals 30 pages.**

3. On page 50 and 51 of the RFP, the following statement occurs regarding “supplemental information”:

“Supplemental information such as personnel information for key staff including resumes and final work products of similar projects may be appended to the technical proposal, but should not exceed 30 pages.”

Can you confirm that the 30-page limit is for the entire set of supplemental materials and not portions thereof?

**RESPONSE:**

**The 30 page limit is for the entire set of supplemental materials and not portions thereof.**

4. On page 51 under Section 6.3.6, the first sentence states that materials for TAB 3, TAB 4, and TAB 5 should not exceed “10 pages in length for each task...” (emphasis added). Can you clarify what the word “task” refers to here? For example, some of the Elements have well over 10 tasks/subtasks included, which may indicate that the word “task” actually refers to the word “Element”? Please clarify.

**RESPONSE:**

**Please refer to the answer for question 1.**

5. A Standard Form (SF) 330 is required to be included in 6.3.3 TAB 3 Staff Qualifications and Experience. Is both Part I and Part II being requested?

**RESPONSE:**

**If the firm has a branch office that is bidding on the project or if the bidder has subcontracting partners as part of the team, Part II should be completed for each party.**

6. Proposal Binding Clarification – Supplemental Information. Is a ring binder preferred or is a spiral ring bind acceptable?

a. Detailed Technical Proposal Format Respondents' Technical Proposals should be formatted as ring bound documents with at least 5 tabs.

**RESPONSE:**

**A three ring binder is preferred.**

6. Clarification about Attachment C. and Attachment D. At the bottom of page 51 in the RFP, the following text references Attachment C and but there was no Attachment C or D in the RFP. Attachment D is downloadable and contains two files: Copy of Attachment D and Cost Proposal. Is the later considered Attachment C?

Additionally, in the cost proposal, the vendor shall provide the spreadsheet marked as Attachment D for each element detailing the personnel costs by including the position titles, rates and level of effort (hours) necessary to complete each element. The personnel costs included in Attachment D should correlate to the costs included in Attachment C.

**RESPONSE:**

**Yes, the two downloadable files are considered Attachments C and D.**

7. Electronic Proposal Format Clarification. Is a PDF of both the technical and cost proposal acceptable for the electronic copy requested on the CDROM?

Page 49 of RFP: "In addition to the multiple hard copies of proposals required, as noted above, Respondents are requested to provide two (2) electronic copies of the technical and cost proposal in electronic format (CDROM, diskette, or flash drive). Microsoft Word/Excel format is preferable and should be marked appropriately."

**RESPONSE:**

**Microsoft Word/Excel format is preferable for the electronic copy. However if your proposal is created in a software program other than Microsoft Word/Excel a PDF copy is acceptable.**

8. Project Definition Clarification on the Generated Bidder Certification Cover Form: Does the proposed project outlined in the RFP qualify as a public works projects related bid or proposal?

Page 1 of the RIVIP Generated Bidder Certification Cover Form: "Effective January 1, 2012 all public works projects related bids or proposals exceeding SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars are required to include a "public copy". All agency contract solicitations, requests for proposals, invitations for bids, etc. shall state that any bid or proposal that exceeds SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars must include a copy to be available for public inspection upon the

opening of the bids. Any bid or proposal that exceeds SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive. Additionally, proposals submitted for a Master Price Agreement, when the total amount potentially may exceed SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars and the solicitation expressly requires any or all vendors to submit a public copy, must include a copy to be available for public inspection. For further information, please see RI Gen Laws §37-2-18(j) and State of RI Procurement Regulations at <http://purchasing.ri.gov/rulesandregulations/rulesandregulations.aspx>. Please see Question #11 below for further instructions regarding RIDOT Highway and Bridge construction projects.”

**RESPONSE:**

**This procurement is through a Request for Proposals and is a competitive negotiation process in accordance with R.I. Gen. Laws § 37-2-19. This is not a competitive bidding process for a public works project (based cost) under R.I. Gen. Laws § 37-2-18. Therefore, the “public copy” requirement under R.I. Gen. Laws § 37-2-18 does not apply to this procurement process. Proposals will be evaluated based on technical factors, in addition to cost. Pre-mature disclosure may place the State at a competitive disadvantage. Therefore, pursuant to State Procurement Regulation 6.3.1.3, the only item that will be made public at the time of the bid opening is the name(s) of any entities responding. Please keep in mind that at the time of contract award to a vendor, all proposals submitted and the evaluation of the review team may be subject to public disclosure in accordance with the Rhode Island Access to Public Records Act, R.I. Gen. Laws 38-2-1 *et seq.***