

**Solicitation Information**  
February 1, 2013

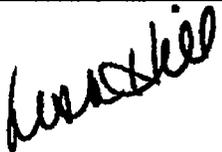
**BID NO: 7459284**

**TITLE: On-Call Natural Resources Consultant Services**

**Submission Deadline: MARCH 6, 2013 @ 11:30 AM (Eastern Time)**

**Pre-Proposal Conference: YES Date: February 19, 2013 Time: 10:00 A.M.**  
**Mandatory: NO**  
**Location: RIDOT TRAFFIC MANAGEMENT CONFERENCE ROOM (TMC):**  
**Two 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](http://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  
Natural Resources Unit

**ON-CALL NATURAL RESOURCES CONSULTANT SERVICES**  
DBE GOAL: NONE

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Transportation / Natural Resources Unit (RIDOT) seeks to establish a **1-YEAR MASTER PRICE AGREEMENT (MPA)** with an experienced Consultant firm or firms (CONSULTANT) to provide environmental services to include wetlands, wildlife, soils analysis and water quality (hereinafter referred to as "natural resources" services) on an "as needed" basis. RIDOT may elect to extend the Price Agreement annually for an additional TWO (2) YEARS. ***Should this MPA be extended, at RIDOT'S discretion, additional YEARS 2 and 3 hourly rates will be increased at a maximum 3% over the previous YEAR'S documented rates.*** The work to be done is detailed in the Scope of Work to follow.

To be considered responsive under this MPA, natural resources services must be the primary function or must represent a significant component of the services provided by the CONSULTANT based on recent past experience. Work assignments under this Agreement will be specific to assisting RIDOT in the identification and evaluation of environmental impacts resulting from RIDOT Infrastructure Improvements.

Personnel to be assigned under this MPA must have experience working with the applicable State & Federal Laws and Regulations as defined herein; in addition, assigned personnel must possess the minimum experience, qualifications and/or certifications as defined in the Scope of Work to qualify under these services. It is NOT ESSENTIAL that each Respondent provide personnel in ALL natural resources categories cited. In any response to this RFP, each Respondent shall make clear *which types of natural resources services your firm is seeking to perform* for RIDOT. At a minimum, ***each Respondent must designate a lead PROJECT MANAGER and provide personnel in at least one of the primary natural resources services defined.*** Your experience and qualifications should be outlined in terms of addressing these areas. If selected under this MPA, only pricing for submitted personnel categories will be utilized under this Agreement; **additional personnel categories may NOT be added to any MPA award; however, additional personnel may be added to any approved category pending RIDOT review and acceptance.**

Responses to this solicitation 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 (RIVIP)* at:

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

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

**NOTE: This solicitation is a request for a Letter of Interest (LOI), not an Invitation for Bid. 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. Per the instructions to follow, Respondents MUST provide the following to be considered responsive:**

1. A fully-completed, signed **RIVIP Certification Cover Sheet**, and
2. A complete **LETTER OF INTEREST** inclusive of all requested administrative, technical and proposed price information
3. A fully-completed, signed **DEBARMENT FORM**
4. A fully-completed, signed **LOBBYING FORM**
5. A fully-completed, signed **CONFLICT DISCLOSURE STATEMENT**
6. A fully-completed **W-9 FORM**
7. As applicable, **FOREIGN CORPORATION** Certificate of Authority (*See General Instructions*)

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

- All Respondents MUST REGISTER online at the State Division of Purchases' website @ <http://www.purchasing.ri.gov>. This website is the *Rhode Island Vendor Information Program* (RIVIP). A copy of this three-page certification form should be included in all proposals (original and copies) submitted to the State for consideration.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 for **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 Respondents 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 award.
- It is intended that a Master Price Agreement will be established pursuant to this solicitation. Award(s) will be made to prime Respondent(s) who by virtue of participating in this solicitation assume full responsibility for all aspects of the services to be provided under the Scope of Work. Joint venture and cooperative proposals will not be considered. Subconsultant(s), however, will be considered provided any proposed subconsultant(s) are clearly identified along with a full disclosure as to the type of work to be performed within the Scope of Work.
- 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 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.
- 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.
- 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.
- 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).
- In accordance with RI Gen. Laws 7-1.2-1401, 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 LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL. FAILURE TO DO SO MAY RESULT IN AUTOMATIC DISQUALIFICATION.**

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, they will expedite the acquisition of a Rhode Island Certificate of Authority **prior to award**. The letter of acknowledgement **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

- Although there is **NO DBE GOAL** assigned to this project, RIDOT encourages the utilization of DBE Firms on all projects. At the point of project completion RIDOT will determine and assess the overall DBE participation, if any, which will be attributed to the fulfillment of the Department's annual DBE Goal requirement.

#### **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. ***PRIME Respondent must complete and submit all requested FORMS; Sub-Consultant Firm(s) must provide Lobbying and Debarment Forms only.***

- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION** - Signature sheet only must be completed by an authorized agent of your Firm and a copy must be submitted along with EACH response.
- **CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES** (SFF-LLL) - Enter known project information on PAGE 1 (DESCRIPTION, etc.). Agency must complete and submit FORM signed by an authorized agent of your Firm and a copy must be submitted along with EACH response.
- **CONFLICTS DISCLOSURE STATEMENT** - In line with directions stated, completed FORM(s) must be signed and submitted accordingly. A copy must be submitted along with EACH response.
- **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 ARE ATTACHED TO SOLICITATION AND MUST BE COMPLETED AND COPIES SUBMITTED ALONG WITH EACH PROPOSAL SUBMISSION. ("ORIGINAL" & COPIES). PLEASE NOTE, FOR W-9 FORM ONLY, ONE (1) UNBOUND "ORIGINAL" COPY ONLY IS REQUIRED AT TIME OF SUBMISSION. COPIES OF W-9 NEED NOT BE INCLUDED IN INDIVIDUAL PROPOSAL SUBMISSIONS.**

#### **CONTRACT TERMS AND CONDITIONS:**

The Master Price Agreement that will be established as a result of this solicitation will be for **ONE (1) YEAR**. The State intends to establish a qualified vendor list with multiple consulting firms. *Be advised that placement on the approved MPA list is no guarantee of annual income under this project.*

The qualified CONSULTANT(S) selected as a result of this solicitation will provide personnel on an as-needed on-call basis to conduct field activities and report recommendations to RIDOT for the natural resources services as described in the Scope of Work to follow. Respondents will be required to furnish technically qualified personnel in a timely manner that will perform the requested services as defined and authorized through a detailed WORK ORDER protocol. Respondents must also demonstrate the capacity to work on multiple assignments simultaneously. **Assignments will be determined by RIDOT.** RIDOT reserves the right to refuse to accept the services of any individual staff member under the Price Agreement. In addition, RIDOT reserves the right to request the services for any individual staff member as deemed appropriate.

Successful Respondents' prices for **fully inclusive hourly rates** to compensate for the productive hours actually worked for the various proposed personnel categories defined will form the basis for the Price Agreement. Additional reimbursement will be provided for necessary pre-authorized direct expenses incurred in the course of providing services requested by RIDOT under terms and conditions described in

the Scope of Work. The only costs eligible for reimbursement will include **EXPENSES** associated with: printing, graphics, photography/reproduction, specimen/sample collection, preservation, and/or storage fees; permitting-fees, borings, traffic control services, equipment rental, vehicle rental, rental of machine contractor services laboratory analysis, consumable field supplies/materials (i.e. flagging tape, monitoring well construction material, equipment disinfectant supplies).

Natural resources services requested under this RFP not provided by the PRIME Respondent may be performed by **SUB-CONSULTANT firm(s)** eligible for reimbursement under this MPA as long as individual sub-proposal(s) are included defining proposed services and fees associated.

- **QBS SUB-CONSULTANT** proposal(s) are subject to same **qualification** requirements as PRIME prefaced by dated Cover Letter (from Sub to Prime) and complete with individually prepared **Clarification of Personnel Assignment & Mandatory Qualifications Form** and **Equipment Listing Form**, if applicable. PRIME must cite "**SUB**" next to applicable personnel category on PRICING Sheet to be fulfilled by proposed QBS subconsultant(s); supporting documentation for proposed sub-consultant fully-inclusive rate must be included in sub-consultant proposal.
- **FBS SUB-CONSULTANT** services must also be identified in Proposal submission along with "RATE SHEET" for current fees. RIDOT will pay actual FBS cost based on backup submitted along with final WORK ORDER invoice.

Potential sub-consultant services may include but are not limited to: field survey & AutoCAD (as defined per RIDOT current fixed PER DIEM and HOURLY survey rates -- **SEE TAC-0188 ATTACHED**), professional engineering (i.e. civil or environmental service), marine biology, resource economics, landscape architecture, LEED services. Only those sub-consultant services defined up front will be eligible under this Agreement. **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

No commitment to a specific level of spending is made by this request. Services will be authorized using individual requests against the Price Agreement and will be subject to the State's General Conditions of Purchase which is available through the RIVIP website, and any other specific conditions set forth in the Price Agreement.

It is anticipated that payment for services rendered will be monthly for periods when the Price Agreement is in active use. Invoices are to be fully itemized for hourly charges, -i.e., productive hours only, by individual personnel assignment and authorized reimbursement requests for eligible direct expenses. Invoices are to be submitted to the responsible RIDOT unit for review, acceptance and processing for payment.

RIDOT retains the right to audit all costs charged under this Agreement during the initial and any extended contract term. All supporting documents for costs charged under this Agreement are to be retained THREE (3) years after final payment or until three (3) years after settlement of any disputes or litigation associated with the Contract.

#### **PROPOSAL FORMAT:**

- **Proposal Format:** Proposal submission must be bound or contained in a single volume. All documentation submitted with the proposal must be contained in that single volume. LOI 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 must contain a Table of Contents that cross-references each requirement with specific pages in the proposal submission.
- **RIDOT Scope of Work and Addenda:** Respondents shall include as an exhibit to the Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDOT with sufficient relevant information to evaluate the firm's qualifications and technical approach to the project.

## **INSTRUCTIONS:**

Upon review of the Scope of Work one **"ORIGINAL" AND SEVEN (7) COPIES** of a completed **LETTER OF INTEREST** inclusive of all requested information must be submitted to the Division of Purchases by the deadline specified per the detailed instructions to follow.

To be considered responsive at a minimum the Letter of Interest must include the following administrative, technical and price information for RIDOT review and subsequent selection recommendation(s):

## **BACKGROUND AND PREVIOUS EXPERIENCE:**

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **Company Introduction:** Respondent firms must provide evidence of expertise relative to the services requested. Respondents are also required to include a complete description and other relevant information documenting organizational structure, business background and specific office locations.
- **Relevant Experience:** References must be provided of at least **THREE (3)** previous clients which include at a minimum: **description of each project/services, client name, complete address, timeframe, contact person including telephone number.** This information is required not only for the PRIME Respondent but also for any key sub-consultant(s) 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.

## **ORGANIZATION AND STAFFING:**

- **Staff Qualifications:** Respondents are to include an overview of key personnel in the format provided with experience **at the required levels** as outlined in the Scope of Work to follow.

**NOTE:** Respondents do not have to fulfill all personnel categories cited, however, each Respondent must designate a lead PROJECT MANAGER and provide personnel in at least one of the primary natural resources services defined. If selected under this MPA, only pricing for submitted personnel categories will be utilized under this Agreement; additional personnel categories may NOT be added to any MPA award; however, additional personnel may be added to any approved category pending RIDOT review and acceptance.

Full disclosure of the proposed team to be available to RIDOT requires:

1. a **listing** of key personnel currently on staff
  2. **resumes** of proposed key personnel, office location and applicable certifications
  3. **Standard Federal Form 330** (effective 6/8/04) must be completed by the PRIME Respondent and included in proposal submission. Access to this current form may be obtained through the following website: **www.gsa.gov**
  4. Completed **Clarification of Personnel Assignment & Mandatory Qualifications Form**
  5. Completed **Field Equipment and Available Computer Software Form**
- **Sub-Consultant(s):** The Respondent must disclose a company introduction for the sub-consultant firm(s); this must include each sub-consultant's organizational structure, business background, office location and the type of work they will perform in response to this solicitation.

Full disclosure of the proposed team to be assigned this project requires:

1. Cover letter submitted to Prime CONSULTANT from Sub-Consultant
2. a **listing** of key personnel currently on staff

3. **resumes** of proposed key personnel, office location and applicable certifications
4. Proposed fully-inclusive pricing for personnel categories cited; if fee based services anticipated provide current rate list for equipment/ services anticipated.
5. Completed **Clarification of Personnel Assignment & Mandatory Qualifications Form**
6. Completed **Field Equipment and Available Computer Software Form**

**PROOF OF INSURANCE**

- PRIME Respondents are to provide official certification (ACORD 25 FORM) from their insurance source(s), licensed to do business in Rhode Island, of the required levels of insurance protection inclusive of **Workers' Compensation, Professional Services Liability insurance for Errors and Omissions (MIN. \$1,000,000.00)** and **Valuable Papers insurance (\$150,000.00)**. Please include deductible(s), if any, on certificate submission. **Proof of required insurance coverage MUST be included in EACH Proposal submission.**

**PRICING:**

- **HOURLY RATES:** For each job title or job class of personnel applicable to the key personnel available to RIDOT, provide detailed profile of their certifications and itemized hourly rates. Rates are requested for straight time hours only; these hourly rates are to be **fully inclusive** of all direct charges including wages, fringe benefits and profit. If personnel category will be provided by sub-consultant(s), PRIME must cite **"SUB"** next to applicable personnel category on PRICING Sheet; supporting documentation for proposed sub-consultant's fully-inclusive rate must be included in sub-consultant proposal.

**NOTE: Should MPA be extended, at RIDOT'S discretion, additional YEARS 2 and 3 hourly rates will be increased a maximum 3% over the previous YEAR'S documented rates.**

- **ELIGIBLE REIMBURSABLE COSTS:** Additional reimbursement will be provided for necessary pre-authorized direct expenses incurred in the course of providing services requested by RIDOT under terms and conditions described in the Scope of Work. The only costs eligible for reimbursement will include **EXPENSES** associated with: printing, graphics, photography/reproduction, specimen/sample collection, preservation and/or storage fees, permitting fees, borings, traffic control services, equipment rental, vehicle rental and rental of machine contractor services, laboratory analysis, consumable field supplies/materials (i.e. flagging tape, monitoring well construction material, equipment disinfectant supplies).

Additionally **SUB-CONSULTANT services** are eligible for reimbursement under this MPA as long as individual subproposal(s) are included defining proposed services and fees. **(SEE ORGANIZATIONAL AND STAFFING)** Potential subconsultant services may include but are not limited to: field survey & AutoCAD (as defined per RIDOT current fixed PER DIEM and HOURLY survey rates – **SEE TAC-0188**), professional engineering (i.e. civil or environmental service), marine biology, resource economics, landscape architecture, LEED services. Only those subconsultant services defined up front will be eligible under this Agreement.

These expenses will be considered the only reimbursable costs under this Price Agreement. Documentation for all transactions must be presented to RIDOT along with invoice voucher. Vouchers shall contain descriptions of the work and a breakdown of the productive hours actually worked. Receipts of all transactions should be attached to individual monthly invoice. Other than the fully-inclusive hourly rates and eligible reimbursable costs described above, **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

**PRICING: Fully Inclusive in the Required Format**

**NOTE:** To be considered eligible under this MPA - at a minimum - **PRIME** must designate a lead **\*Project Manager** and provide personnel in at least **\*\*ONE of the PRIMARY natural resources services categories, as defined.** Additional personnel categories may not be added to any MPA post award; however, additional personnel may be added to any approved category pending RIDOT review and acceptance. **If Subconsultant(s) is providing services please include (SUB) next to title category.**

	Applicable Certification(s)	<u>Year 1</u>
1. <b>Project Manager*</b>	_____	\$ _____
2. <b>Wetlands Scientist**</b>	_____	\$ _____
3. <b>Wildlife Biologist **</b>	_____	\$ _____
4. <b>Soil Scientist**</b>	_____	\$ _____
5. SWPPP/Inspector	_____	\$ _____
6. Marine Biologist	_____	\$ _____
7. Professional Engineer	_____	\$ _____
8. LEED AP	_____	\$ _____
9. LEED Associate	_____	\$ _____
10. Resource Economist	_____	\$ _____
11. Landscape Architect	_____	\$ _____
* Survey Costs In line with TAC -0188		
12. Professional Land Surveyor*	_____	\$ _____ (\$73.00 MAX)
13. Survey Technician*	_____	\$ _____ (\$60.00 MAX)
14. Auto CAD Operator*	_____	\$ _____ (\$53.00 MAX)
15. Administrative Assistant	_____	\$ _____

**PRE-PROPOSAL MEETING:**

Interested parties are encouraged to attend a Pre-Proposal Meeting to be held on:  
**FEBRUARY 19, 2013 @ 10:00 A.M.** at the RIDOT Transportation Management Center  
Conference Room 126, 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 7 FULL CALENDAR DAYS prior to the due date for this project. **Therefore, questions will not be accepted after Midnight on FEBRUARY 26, 2013.**

Upon review of the Scope of Work (SOW), an "Original" and **SEVEN (7) copies** of completed 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 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:  
**XXXXXXX - ON-CALL NATURAL RESOURCES CONSULTANT SERVICES by MARCH 6, 2013 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

**EVALUATION AND SELECTION:**

Detailed submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Evaluation 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 using the selection criteria listed below. It is anticipated there will be multiple awards; all responsible offers receiving a score of 70 OR GREATER will be included in the Price Agreement.

- **Capability and Qualifications of the CONSULTANT** **50 POINTS**
  - as evidenced by CONSULTANT'S apparent ability to supply a qualified staff and demonstrate accuracy in reporting documentation for a range of different assignments performed simultaneously
  
- **Qualifications of Available Staff** **25 POINTS**
  - as evidenced by resumes/certifications of staff members each with the required minimum experience offered to provide the requested services
  
- **Firm Workload** **25 POINTS**
  - as evidenced by CONSULTANT'S apparent ability to supply sufficient qualified staff upon short notice for a range of assignments performed simultaneously.

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**TOTAL: 100 POINTS**

**Minimum Acceptable: 70 POINTS**

**NOTE:** Respondents must include hourly pricing as part of proposal submission but final selection will be solely qualification based; pricing will not be scored as part of final evaluation process.

Upon completion of the written evaluation of all proposal submissions, the TEC 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 recommendations will then be submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final selection recommendations from this Committee's evaluation will be submitted to Purchases in order to establish the Master Price Agreement.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

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.

*The State reserves the right to make an award or multiple awards or to reject any or all offers based on what it considers to be in its best interest.*

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## **SCOPE OF WORK FOR**

### **ON-CALL NATURAL RESOURCES CONSULTANT SERVICES**

#### **I. PROJECT LIMITS:**

The limits of the proposed project will vary throughout the entire State over the duration of this Price Agreement as required by the various projects and program goals of the Rhode Island Department of Transportation/ Natural Resources Unit (RIDOT).

## **II. COMPLETION DATE:**

RIDOT seeks to establish a **1-YEAR MASTER PRICE AGREEMENT (MPA)** with an experienced firm or firms (CONSULTANT) to provide environmental consulting services to include wetlands, wildlife, soils analysis and water quality (hereinafter referred to as "natural resources" services) on an "as needed" basis. RIDOT may elect to extend the Price Agreement annually for an additional TWO (2) YEARS. ***Should this MPA be extended, at RIDOT'S discretion, additional YEARS' 2 and 3 hourly rates will be increased a maximum 3% over the previous YEAR'S documented rates.***

## **III. PROJECT CONCEPT:**

In accordance with RIDOT'S stated mission of providing a safe, efficient, and environmentally sensitive transportation system for the traveling public, RIDOT is tasked with evaluating the impacts of the State's proposed and existing transportation infrastructure on the ecosystems around them, and to identify opportunities and develop strategies to avoid, minimize, and compensate for such impacts. The CONSULTANT shall assist RIDOT in this work through various tasks, which shall include, but not be limited to, literature reviews, analysis of existing data, field investigation, research, analysis, documentation, and construction monitoring, in order to assist RIDOT in complying with federal and state environmental regulations concerning the protection, conservation, and management of natural resources. Applicable laws and regulations include, but are not limited to: the National Environmental Policy Act of 1969 (NEPA); *RI Freshwater Wetlands Act* (RIGL 2.1.18 et seq., as amended); RIDEM "Rules and Regulations Governing The Administration and Enforcement of the Freshwater Wetland Act"; RICRMC "Rules and Regulations Governing The Protection and Management of Freshwater Wetlands in the Vicinity of the Coast"; *US Clean Water Act*, Section 401 & 404; *1899 Rivers & Harbors Act*, Sections 9 & 10; *1972 Marine Protection and Sanctuaries Act*, Section 103; ACOE Rhode Island Programmatic General Permit; ACOE Mitigation Final Rule 33 CFR 325 & 332; ACOE New England District Compensatory Mitigation Guidance; *US Coastal Zone Management Act* (16 U.S.C. § 1451-1464, Chapter 33, as amended); RICRMC Coastal Resources Management Program (Redbook); various RICRMC Special Area Management Plans; RIDEM Water Quality Regulations; RIDEM Rhode Island Pollutant Discharge Elimination System General Permit for Discharges of Storm Water Associated With Construction Activities.

## **IV. GENERAL PARAMETERS**

- RIDOT'S Natural Resources Unit (NRU) shall be the primary contact for all work performed under this Agreement. All work under this MPA shall be approved and assigned by a RIDOT Environmental Scientist.
- All CONSULTANT contact with federal, other state and local agencies, and/or federally-recognized tribes under this Agreement shall be as directed by RIDOT.
- The geographical limits of the work to be performed under this Agreement shall be statewide.
- All work to be performed under this Agreement shall be accomplished on a demand-responsive basis -- the CONSULTANT shall provide services under any or all of the below-listed tasks for any particular assignment, as directed by RIDOT.
- The CONSULTANT shall prepare a work plan, cost estimate, and schedule for each assignment under this Agreement as defined and authorized through a detailed WORK ORDER protocol for RIDOT'S written approval prior to the commencement of work on that assignment.
- The CONSULTANT shall make all necessary revisions/corrections to any product submitted under an assignment, as directed by RIDOT, prior to submission of the final invoice for that assignment.

## **V. PROJECT TASKS/ DELIVERABLES**

Specifically RIDOT is seeking a CONSULTANT to perform *at a minimum* the following types of PROJECT TASKS and to prepare required DELIVERABLES:

**TASK 1 - TO ASSIST IN THE DEVELOPMENT OF NATURAL RESOURCE INVENTORIES AND ASSESSMENTS FOR PROJECTS IN PLANNING AND DESIGN**

This task may include activities such as:

- To evaluate the project area utilizing an ESRI Geographic Information System, RIGIS data, and other data where available and appropriate, to develop initial natural resources inventory.
- To perform field delineations of freshwater and coastal wetlands in accordance with RIDEM, CRMC, and ACOE methodology, along with completion of appropriate data forms and inspection reports as requested by RIDOT. During field delineations the wetland edges will be "flagged" in the field, the flags will be numbered in accordance with standard practice, and information relating to landscape position, vegetation, observation of wildlife, and overall condition will be gathered. The personnel conducting the flagging will, at a minimum, prepare a field sketch of the delineated wetlands on a scale base plan of the project area, document any direct wildlife observations, and obtain digital photographs which demonstrate condition of each wetland, including any noted problems.
- To evaluate existing functions and values of wetland and habitat resource areas. The CONSULTANT will be asked to provide documentation of methodologies utilized during the evaluation process.
- To gather data for and/or assist in the preparation of Environmental Evaluations in support of activities which RIDOT seeks to classify as Categorical Exclusions under NEPA.
- To evaluate potential sites for compensatory mitigation in accordance with 23 CFR 777. The CONSULTANT should be familiar with the watershed approach as it applies to providing mitigation, the differences between wetland creation, restoration, enhancement, and preservation, and the concept of "on-site v. off-site" and "in-kind v. out-of-kind" mitigation.
- To conduct long and short term wildlife habitat evaluations and surveys, including identification of critical habitat for rare, threatened, and endangered species. The CONSULTANT will be responsible for identifying and obtaining any required permits relating to the trapping/handling of wildlife. The CONSULTANT will be responsible for determining potential threats to population viability relating to any proposed investigation (i.e.: transmission of ranavirus between vernal pools, transmission of white nose syndrome in bat populations) and determining the appropriate level of equipment/personnel decontamination protocol to prevent such. This protocol shall be documented and a copy provided to RIDOT prior to beginning field investigations.
- To conduct Essential Fish Habitat assessments and provide documentation.
- To develop Endangered Species Biological Action Plans as required through RIDOT consultation with RIDEM and/or USFWS.
- To conduct tidal flushing studies and provide documentation.
- To conduct field soil evaluations and provide documentation of soil observations.
- To conduct invasive species surveys and develop management plans
- To develop strategic action plans for addressing RIDOT impacts to TMDL waterbodies.
- To conduct field surveys, including GPS location, photographs, data collection and discharge monitoring of RIDOT drainage systems and outfalls in support of our Storm Water Management Program. Assist in Illicit Discharge Detection & Elimination (IDDE) activities.

**TASK 1 DELIVERABLES** shall include but not be limited to:

- **Electronic Copies of all GIS projects** for maps/products produced. Electronic copies shall be provided on CD, DVD, or other media acceptable to RIDOT.
- **Paper copy of each GIS map or product** produced - All maps produced shall be at least 8 ½ " X 11", and not larger than 24" X 36", full-color, and must include a data, title, scale, north arrow, legend identifying all features on the map, locus map, north arrow, and data source credit. All maps/products developed utilizing GIS data must include a stand alone written report detailing the source for all data included in the GIS product, the metadata reports for all data sources, a discussion of assumptions made in analysis of the data, and written inspection reports for any field work conducted in conjunction with map development.
- **Copies of representative photographs and/or digital images** taken during field delineations of wetlands (required) and/or other site visits (as needed). A printed copy of the photographs, (each at least 4"X 6", not larger than 8 X 11, full color ), or digital images (each at least 4"X 6", not larger than 8 X 11, full color, with a minimum print resolution of 250 ppi, and printed on at least a 300 dpi printer), will be provided with a written description of where and when each photo/image was taken, what is depicted in each photo/image, and the name of the photographer . An electronic file of each digital image and/or film negative shall be provided in .jpeg format, at least 5.0 megapixels.
- **Wetland Delineation Data Forms** – Signed paper and electronic copies of all data forms, as requested by RIDOT shall be provided. Paper copies of each data form shall bear the original signature of the preparer. Electronic copies will be provided in .PDF format, submitted on CD, DVD, or other media acceptable to RIDOT.
- **Field Inspection Reports** – Field inspection reports may be hand written or typed from field notes, and shall include the date, time, and general weather conditions at the time of inspection. Flora and fauna should be identified by both common and scientific names. Signed paper and electronic copies of field inspection reports for each visit to a project site will be provided to RIDOT. Paper copies of each report shall bear the original signature of the preparer. Electronic copies will be provided in PDF format, submitted on CD, DVD, or other media acceptable to RIDOT.
- **Field Wetland Delineation Sketch** - The original field sketch prepared by the CONSULTANT shall be submitted to RIDOT for copying and shall be returned to the CONSULTANT upon their request.
- **Technical Evaluations/Reports** - Paper and electronic copies of reports for the project area. Such reports shall include a title page, a table of contents which included page numbers, bibliographic references, and required figures, tables, and appendices. Flora and fauna should be identified by both common and scientific names. All pages of reports, including the appendices, shall be consecutively numbered. Electronic copies will be provided in .PDF format, submitted on CD, DVD, or other media acceptable to RIDOT.
- **Stormwater System Inspection Reports** – Electronic and paper submission using RIDOT supplied Access database and field inspection forms. Electronic copies will be provided on CD, DVD, or other media acceptable to RIDOT.

**TASK 2 - TO DEVELOP REPORTS, APPLICATIONS, AND CORRESPONDENCE RELATING TO WETLAND/WILDLIFE IMPACTS OF RIDOT PROJECTS WHICH ARE REQUIRED/REQUESTED BY VARIOUS STATE AND FEDERAL AGENCIES INCLUDING, BUT NOT LIMITED TO: RIDEM OFFICE OF WATER RESOURCES, RIDEM OFFICE OF COMPLIANCE & INSPECTION, RIDEM OFFICE OF PLANNING & DEVELOPMENT, RIDEM DIVISION OF FISH & WILDLIFE, RICRMC, FHWA, ACOE, US COAST GUARD, US EPA, US FWS, NOAA/NMFS**

This task may include activities such as:

- To prepare reports/applications for submission to RIDEM'S Office of Water Resources (Freshwater Wetlands Program, Water Quality Program, and RIPDES Program), Office of Compliance and Inspection, Office of Planning & Development, Division of Fish & Wildlife.

- To prepare reports/applications for submission to CRMC'S Coastal and Freshwater Wetlands programs; to assess all Special Area Management Plan requirements which may apply to a specific RIDOT project.
- To develop LID strategies and assessment of sites for BMP selection to address the 2010 *Rhode Island Stormwater Manual*.
- To identify and assess innovative practices and/or materials for mitigating environmental impacts during and after construction.
- To prepare reports/applications for submission to ACOE and to develop ACOE Mitigation Monitoring Plans.
- To develop streambank stabilization plans and fish run restoration plans for specific RIDOT projects.
- At the request of RIDOT, to attend meetings with resource State/ Federal Agency personnel.
- To prepare documentation for RIDOT'S use in responding to comments received from State/Federal Agencies and/or during Regulatory Public Notice Periods.
- To provide expert testimony at regulatory hearings.

**TASK 2 DELIVERABLES** shall include but not be limited to those listed in **TASK 1** and the following:

- **Supporting Documentation for Applications** - Paper and electronic copies of application materials for submission to RIDEM'S Freshwater Wetlands Program, RIDEM'S Water Quality Program (including Dredging applications), RIDEM'S Office of Compliance and Inspection, CRMC'S Coastal and Freshwater Wetlands Program, ACOE'S Section 404 Permitting Program, and RIDEM RIPDES Program. Specifically, these materials will address existing resource location and condition, impact avoidance and minimization, mitigation of unavoidable impacts, erosion and sediment control, stormwater management, and all other portions of any application submission not required to be prepared by a Professional Engineer. *(NOTE: Should engineering services be required under this MPA, an assigned PE staff category must have been included in CONSULTANT'S original proposal/pricing; Additional personnel categories may not be added to any MPA post award; however, additional personnel may be added to any approved category.)* Such documentation shall include information necessary to satisfy all applicable portions of the regulatory agency's regulations. Narrative reports shall include a title page, a table of contents which includes page numbers, bibliographic references, and required figures, tables, and appendices. Flora and fauna should be identified by both common and scientific names. All pages of reports, including the appendices, shall be consecutively numbered. Electronic copies will be provided in PDF format, submitted on CD, DVD, or other media acceptable to RIDOT.
- **Site Specific Stormwater Pollution Prevention Plans (SWPPP)** – Prepare SWPPP in accordance with RIDOT standard templates
- **Application Checklists** – Where applicable, the CONSULTANT will prepare a document to demonstrate that the application submissions contain all required elements as outlined in appropriate regulatory agency checklists.
- **Site Plans** – On occasion, there may be a project for which RIDOT does not have engineering site plans available. In such cases, the CONSULTANT may be asked to provide such plans. Only respondents indicating that they have the capability to provide these services, either by in house staff, or through the use of a subconsultant will be utilized for these projects. Field Survey and Office work associated with survey services will be reimbursed at the current fixed PER DIEM and HOURLY OFFICE rates identified in RIDOT TAC-0188.

**TASK 3 - TO MONITOR CONSTRUCTION & POST CONSTRUCTION OPERATIONS FOR PERMIT COMPLIANCE AND TO EVALUATE PERFORMANCE OF METHODS AND MATERIALS.**

- To monitor as required by Site Specific Stormwater Pollution Prevention Plans (SWPPPS), environmental permits, and to document permit compliance.
- To make recommendations for adaptive management activities.
- To evaluate methods and/or materials used in construction in fulfillment of environmental commitments made by RIDOT
- To establish long term maintenance requirements of storm water management system components based on field performance.

**TASK 3 DELIVERABLES** shall include but not be limited to those listed in **TASK 1** and the following:

- **SWPPP Inspection Reports** – Prepared utilizing RIDOT supplied templates and in accordance with SWPPP/Permit requirements.
- **Construction and Post-Construction Monitoring** – Reports prepared in accordance with applicable permit conditions and requirements.

**VI. CONSULTANT EXPERIENCE AND QUALIFICATIONS**

The CONSULTANT shall show the professional and staffing capabilities for assessing projects in accordance with at least the following State & Federal Laws and Regulations:

- *RI Freshwater Wetlands Act* (RIGL 2.1.18 et seq., as amended),
- RIDEM Rules and Regulations Governing "The Administration and Enforcement of the Freshwater Wetland Act"
- RICRMC Rules and Regulations Governing "The Protection and Management of Freshwater Wetlands in the Vicinity of the Coast"
- *US Clean Water Act*, Section 404
- *1899 Rivers & Harbors Act*, Sections 9 & 10
- *1972 Marine Protection and Sanctuaries Act*, Section 103
- *The Essential Fish Habitat Requirements of the Manguson-Stevens Act*
- ACOE Rhode Island Programmatic General Permit
- ACOE Mitigation Final Rule 33 CFR 325 & 332
- ACOE New England District Compensatory Mitigation Guidance
- *US Coastal Zone Management Act* (16 U.S.C. § 1451–1464, Chapter 33, as amended)
- RICRMC Coastal Resources Management Program (Redbook)
- Various RICRMC Special Area Management Plans
- *US Clean Water Act*, Section 401
- RIDEM Water Quality Regulations
- RIDEM Rhode Island Pollutant Discharge Elimination System General Permit for Discharges of Storm Water Associated With Construction Activities.
- RIDEM Rules and Regulations for Dredging and the Management of Dredged Material

**To be considered eligible under this MPA – at a minimum – each Respondent must designate a lead \* PROJECT MANAGER and provide personnel in at least \*\* ONE OF THE PRIMARY NATURAL RESOURCES SERVICES categories, as defined.**

**NOTE: Additional personnel categories may NOT be added to any MPA award; however, additional personnel may be added to any approved category pending RIDOT review and acceptance.**

**The CONSULTANT shall provide the following specified personnel possessing -at a minimum- the following qualifications:**

**PROJECT MANAGER \***

At a minimum, personnel shall have a Bachelor's degree, or higher, from an accredited college or university, with successful completion of a course of study in Environmental Science, Environmental Policy, Environmental Management, Ecology, or a closely related field and a minimum of **FIVE (5) YEARS** of full-time professional experience at a supervisory level overseeing the work of other environmental professionals. (NOTE: A Masters Degree in a relevant field of study shall equal ONE (1) YEAR of experience. A PhD Degree in a relevant field of study shall equal TWO (2) YEARS of experience.)

A copy of each proposed Project Manager's resume along with examples of documentation prepared by that individual, or by staff directly under the supervision of that individual, in support of at least **THREE (3) PROJECTS** which have received determinations/approvals from appropriate permitting authorities, shall be provided to RIDOT for approval. Copies of the permits/approvals shall be provided. Where possible, it is preferred that work examples be submitted for projects which have received approval in Rhode Island. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

**PRIMARY NATURAL RESOURCE SERVICE PERSONNEL \*\***

**WETLAND SCIENTIST \*\***

At a minimum, personnel shall have a Bachelor's degree, or higher degree from an accredited college or university with successful completion of a course of study which includes at least the following:

- a. **Biological Sciences:** At least **TWELVE (12) HOURS** in courses such as general biology, botany, general ecology, plant or aquatic ecology, general forestry, plant taxonomy, field botany, plant morphology, wetland ecology, and similar courses related to the biology and/or identification of non-ornamental, wild plants. Of the twelve (12) semester hours, a minimum of three (3) semester hours should be in field botany and an additional three (3) semester hours should be in wetland ecology.
- b. **Physical Science:** At least **TWELVE (12) HOURS** in courses such as soil science, soil morphology, chemistry, hydrology, physics, geology, earth science, and similar courses. Of the twelve (12) semester hours, a minimum of three (3) hours should be a course in soil science (preferably soil morphology) and an additional three (3) semester hours should be in geology or earth science.
- c. **Quantitative Science:** At least **SIX (6) HOURS** in courses such as math, calculus, basic statistics, population dynamics, experimental statistics and similar courses.
- d. **Supplemental courses of study:** In those cases where the professional delineator's college curriculum is lacking in the areas noted in a, b, or c above, specialized supplemental courses may be substituted, especially in the area of **plant identification and identification of hydric soils**. Further, demonstration of substantial experience in the identification of plant species and wetland characteristics may suffice where specific courses of study are lacking.

Personnel assigned this category shall demonstrate a minimum of **TWO (2) YEARS** full-time professional experience conducting freshwater wetland identifications and delineations. Preference will be given to work conducted within the glaciated Northeastern portion of the United States. This experience may be gained by completing wetland identifications and delineations in Rhode Island or other States in compliance with municipal, state, or federal wetland regulatory programs. **Experience with "vegetation" as one of the primary components of edge identification and delineation is imperative.** (NOTE: A Masters degree, or higher, in a wetlands related field of study shall equal ONE (1) YEAR of experience.)

Those persons who are currently registered as "**Professional Wetland Scientists**" with the Society of Wetland Scientists Professional Certification Program (1901 North Roselle Road, Suite 920 Schaumburg, IL 60195), will be considered to meet the minimum qualifications noted above. Preference

will be given to work conducted within the glaciated Northeastern portion of the United States. **Evidence of professional registration must be included in Proposal Submission.**

The wetland scientist should be experienced in the practices and procedures of the RIDEM'S Freshwater Wetlands Program and CRMC'S Coastal and Freshwater Wetlands Programs and should be intimately familiar with the definitions of freshwater wetlands contained within the Rhode Island Fresh Water Wetlands Act, the RICRMC Coastal Resources Management Program, and the 1987 ACOE Wetland Delineation Manual, as well as all current RI Rules and Regulations regarding freshwater and coastal wetlands.

A copy of each proposed scientist's resume, along with: 1) a copy of college transcripts and/or evidence of Professional Wetland Scientist registration as described above; AND, 2) examples of documentation prepared in support of at least **THREE (3) PROJECTS** which have received determinations/approvals from appropriate permitting authorities shall be provided to RIDOT for approval. Copies of the permits/approvals shall be provided. Where possible, it is preferred that work examples be submitted for projects which have received approval in Rhode Island. Examples of work performed outside of the six New England States may, at RIDOT'S discretion, not be considered responsive. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

Copies of any additional professional credentials (i.e.: CRMC Invasives Manager Certification, any specific GIS Certification, etc) should be included with the proposal.

### **WILDLIFE BIOLOGIST \*\***

At a minimum, personnel shall have a Bachelor's degree, or higher degree from an accredited college or university with successful completion of a course of study which includes at least the following:

- a. **Biological Science**: At least **THIRTY-THREE (33) HOURS** in biological sciences. Of the thirty-three (33) semester hours, a minimum of twelve (12) semester hours should be in wildlife related courses such as wildlife management or wildlife biology, three (3) semester hours in ecology, nine (9) semester hours in zoology, and nine (9) semester hours in botany.
- b. **Physical Science**: At least **NINE (9) HOURS** in courses such as soil science, chemistry, physics, geology and similar courses, with at least two (2) disciplines represented.
- c. **Quantitative Science**: At least **SIX (6) HOURS** in courses such as basic statistics, experimental statistics, population dynamics, advanced algebra, computer science, mathematical modeling, and other similar courses.
- d. **Supplemental courses of study**: In those cases where coursework for the wildlife professional is lacking in the areas noted in a, b, or c above, specialized supplemental courses may be substituted. In addition, demonstration of substantial knowledge and experience in certain aspects of wildlife and wildlife habitat may suffice where specific courses of study are lacking.

Personnel assigned this category shall demonstrate a minimum of **TWO (2) YEARS** of full-time professional experience performing wildlife and wildlife habitat analyses. Professional experience concentrating in the identification, description and assessment of anticipated impacts related to proposed projects on wildlife functions and values is highly desirable. (NOTE: A Masters degree, or higher, in a wildlife related field of study shall equal ONE (1) YEAR of experience.)

Those persons who are currently registered as "**Certified Wildlife Biologist**" by The Wildlife Society, Inc. (5410 Grosvenor Lane, Bethesda, MD 20814-2197), will be considered to meet the minimum qualifications noted above. **Evidence of professional registration must be included in Proposal Submission.**

A copy of each proposed biologist's resume, along with: 1) a copy of college transcripts and/or evidence of Certified Wildlife Biologist registration as described above; AND, 2) examples of documentation prepared in support of at least **THREE (3) PROJECTS** including **wildlife studies and/or habitat evaluations** which have received determinations/approvals from appropriate permitting authorities, shall be provided to RIDOT for approval. Copies of the permits/approvals shall be provided. Where possible, it is preferred that work examples be submitted for projects which have received approval in Rhode Island. Examples of work performed outside of the six New England States may, at RIDOT'S discretion, not be considered responsive. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

### **SOIL SCIENTIST \*\***

At a minimum, personnel shall have a Bachelor's degree, or higher degree from an accredited college or university with successful completion of a course of study which includes at least the following:

a. At least **THIRTY (30) HOURS** in **biological, physical, chemical, and earth sciences**. Of the thirty (30) semester hours, a minimum of fifteen (15) semester hours credits in soil science courses, meeting the following distribution:

- A minimum of **THREE (3) CREDITS** in ***Soil Genesis, Classification, Morphology, and Mapping.***
- The remaining soil science credits must be in at least **THREE (3)** of the following six categories:
  - ***Introductory Soil Science***
  - ***Soil Chemistry/Fertility***
  - ***Soil Physics***
  - ***Soil Microbiology/Biochemistry***
  - ***Soil Survey Interpretations/Soils and Land Use/Soils and the Environment***
  - ***Independent Study/Seminar relating to Soil Science (three-credit maximum)***

Personnel assigned this category shall demonstrate a minimum of **TWO (2) YEARS** full-time professional experience in field soil science and soils evaluation, concentrating on the, description and assessment of suitability related to proposed projects is highly desirable. (NOTE: A Masters degree, or higher, in a soil science related field of study shall equal ONE (1) YEAR of experience.

The professional soil scientist should be experienced in the practices and procedures of the RIDEM'S Freshwater Wetlands Program and CRMC'S Coastal and Freshwater Wetlands Programs and should be intimately familiar with the use of the current version of the "Field Indicators for Identifying Hydric Soils in New England" written by the New England Hydric Soils Technical Committee and published by NEIWPC, as well as the definitions of freshwater wetlands contained within the Rhode Island Fresh Water Wetlands Act, the RICRMC Coastal Resources Management Program, and the 1987 ACOE Wetland Delineation Manual, and all other current RI Rules and Regulations regarding freshwater and coastal wetlands.

Those persons holding a valid "**RIDEM Class IV Soil Evaluator's License**" and/or recognized as a "**Professional Soil Scientist**" in the most current edition of the Society of Soil Scientists of Southern New England's (PO Box 258, Storrs, CT. 06268) Registry of Soil Scientists, and/or currently registered as a "**Certified Professional Soil Scientist**" by American Registry of Certified Professionals in Agronomy, Crops and Soils (5585 Guilford Road, Madison, WI 53711-5801), will be considered to meet the minimum qualifications noted above. Evidence of professional license/registration or certification must be included in Proposal Submission.

A copy of each proposed soil scientist's resume along with: 1) a copy of college transcripts and/or evidence of Professional Soil Scientist registration or Class IV Soil Evaluator's License as described above; AND, 2) examples of documentation prepared in support of at least THREE (3) PROJECTS including soil evaluations and/or analysis of site suitability on the basis of soil characteristics which have received determinations/approvals from appropriate permitting authorities, shall be provided to RIDOT for approval. Copies of the permits/approvals shall be provided. Where possible, it is preferred that work examples be submitted for projects which have received approval in Rhode Island. Examples of work performed outside of the six New England States may, at RIDOT'S discretion, not be considered responsive. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

## **SUPPLEMENTAL NATURAL RESOURCE SERVICE PERSONNEL**

### **SWPPP WRITER & STORMWATER CONSTRUCTION INSPECTION MONITOR**

At a minimum, all personnel involved in SWPPP development and/or conducting construction phase monitoring for compliance with a Site Specific Sediment and Erosion Control Plan shall meet the education qualifications of a **Wetland Scientist** or **Soil Scientist** as cited above.

Personnel assigned this category shall demonstrate a minimum of **ONE (1) YEAR** full-time experience conducting construction inspections, including reporting on regulatory compliance issues, and participation in development and implementation of Site Specific Stormwater Pollution Prevention Plans.

Those persons holding a valid certification as a "**CPESC Certified Professional**", a "**CESSWI Certified Inspector**", and/or a "**CPSWQ Certified Professional**", issued by EnviroCert International, Inc. (49 State Street, Marion, NC 28752-4020), will be considered to meet the minimum qualifications noted above. Evidence of professional certification must be included in Proposal Submission.

A copy of each proposed SWPPP Writer/Construction Inspection Monitor's resume along with: 1) copies of college transcripts and/or other evidence of registration(s) to meet the education requirements stated above; AND, 2) examples of documentation prepared in support of at least THREE (3) PROJECTS including SWPPP or other Erosion & Sediment Control Plans which have received approvals from appropriate permitting authorities, shall be provided to RIDOT for approval. Copies of the approvals shall be provided. Where possible, it is preferred that work examples be submitted for projects which have received approval in Rhode Island. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

### **MARINE BIOLOGIST**

At a minimum, personnel shall have a Bachelor's degree, or higher degree from an accredited college or university with successful completion of a course of study in Marine Biology, Fisheries Management, or a related field.

Personnel assigned this category shall demonstrate a minimum of **TWO (2) YEARS** of relevant full-time professional experience. Professional experience drafting Essential Fish Habitat impact evaluations and/or concentrating in the identification, description and assessment of anticipated impacts related to proposed projects on marine ecosystems is highly desirable. (NOTE: A Masters degree, or higher, in a related field of scientific study shall equal ONE (1) YEAR of experience.)

The professional marine biologist should be experienced in the practices and procedures of the RICRMC'S Coastal Program, Ocean Special Area Management Plan, and Aquaculture Program, as well as the RI Rules and Regulations for Dredging and the Management of Dredged Material, and should be intimately familiar with the Essential Fish Habitat provisions of the Magnusson Stevenson Act.

A copy of each proposed biologist's resume, along with examples of documentation prepared in support of at least **THREE (3) PROJECTS** including essential fish habitat evaluations or other marine resource impact analysis, which have received determinations/approvals from appropriate permitting authorities, shall be provided to RIDOT for approval. Copies of the permits/approvals shall be provided. Where possible, it is preferred that work examples be submitted for projects which have received approval in Rhode Island. Once approved by RIDOT, personnel may continue to provide services without additional approval, unless and until such approval is revoked, in writing, by RIDOT.

Copies of any/all SCUBA diving certifications, and any other relevant professional credentials should be included.

### **PROFESSIONAL ENGINEER**

At a minimum, personnel shall hold and maintain a valid RI Professional Engineer's License, with a declared area of expertise in either Civil or Environmental Engineering, in accordance with Rule 3.02(c) of the Rules and Regulations of the State Board of Registration for Professional Engineers. Personnel shall have a minimum of **TWO (2) YEARS** experience working as a Professional Engineer, with a demonstrated background in Hydraulic and/or Geotechnical Engineering, or Hydraulic Modeling.

### **LEED ACREDITED PROFESSIONAL**

At a minimum, personnel shall hold and maintain a Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP) registration with a specialization in Neighborhood Development, Building Design and Construction, or Operations and Maintenance. LEED registration must be issued by the Green Building Certification Institute (GBCI), 2101 L Street NW, Suite 500, Washington, DC 20037.

### **LEED ASSOCIATE**

At a minimum, personnel shall hold and maintain a Leadership in Energy and Environmental Design (LEED) Associate registration, and must work under the supervision of a qualified LEED AP. LEED registration must be issued by the Green Building Certification Institute (GBCI), 2101 L Street NW, Suite 500, Washington, DC 20037.

### **RESOURCE ECONOMIST**

At a minimum, personnel shall have a Bachelor's degree, or higher degree from an accredited college or university with successful completion of a course of study in Resource Economics, and at least **TWO (2) YEARS** of related work experience.

### **LANDSCAPE ARCHITECT**

At a minimum, personnel shall hold and maintain a valid Registered Landscape Architect license, issued by the RI State Board of Examiners of Landscape Architects, in accordance with R.I.G.L. 5.51.4.

### **SUPPORT STAFF PERSONNEL**

**NOTE:** All survey services anticipated under this Agreement shall not exceed the maximum PER DIEM and HOURLY OFFICE WORK RATES as defined under RIDOT TAC-0188. Defined rates will include all labor, materials and equipment, transportation of crews, surveying supplies and all other incidentals required to complete the assigned task.

**PROFESSIONAL LAND SURVEYOR**

At a minimum, personnel shall hold and maintain a valid Rhode Island Professional Land Surveyor registration issued by RI State Board of Registration for Professional Land Surveyors in accordance with R.I.G.L. 5-8.1-4 and possess a high school degree PLUS a minimum **THREE (3) YEARS** survey experience.

**SURVEY TECHNICIAN**

At a minimum, personnel shall possess a high school degree PLUS a minimum **THREE (3) YEARS** survey experience including **ONE (1) YEAR** as an INSTRUMENT PERSON

**AUTO CAD OPERATOR**

At a minimum, personnel shall possess a high school degree PLUS a minimum **THREE (3) YEARS** AutoCAD experience. Evidence of AutoCAD certification should be included.

**ADMINISTRATIVE ASSISTANT**

At a minimum, personnel shall have a degree from a business school or associates degree and **THREE (3) YEARS** experience working in an office environment.









STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Rhode Island Department of Transportation  
OFFICE OF THE CHIEF ENGINEER  
Two Capitol Hill, Rm 224  
Providence, RI 02903-1124  
PHONE 401-222-2492  
FAX 401-222-3435 TDD 401-222-4971

To: All Consultants

TAC - 0188

Date: September 30, 2011

Subject: Per Diem Rate for Field Survey Crews and Hourly Office Rates

Effective, October 1, 2011, the following Per Diem Rate for Survey Crews will be in effect for existing survey tasks not yet performed or modified by a contract addendum but not yet performed, survey tasks added by a contract addendum or survey tasks for new projects. The Per Diem Rate for Survey Crews includes all labor, materials and equipment, transportation of crews, surveying supplies and all other incidentals required to complete the task. The Professional Land Surveyor shall hold and maintain a license issued by the State of Rhode Island.

One Man Survey Crew with Survey Equipment	\$584.00
One PLS (Professional Land Surveyor)	
Office work	
Two Man Survey Crew with Survey Equipment	\$1,006.00
One PLS (Professional Land Surveyor)	
One Survey Technician	
Three Man Survey Crew with Survey Equipment	\$1,428.00
One PLS (Professional Land Surveyor)	
Two Survey Technicians	

Office work will be performed at the following hourly rates:

PLS	\$73.00/hr
Survey Technician	\$53.00/hr
AutoCAD Operator	\$60.00/hr

Should you have any questions regarding these rates, please contact Ms. V. Kathy Kurkjian at 222-2815 X4350. Thank you for your cooperation with this matter.

Very truly yours,

Robert A. Smith, P.E.  
Deputy Chief Engineer

**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.

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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 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.

