



February 21, 2013

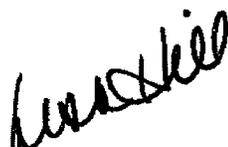
ADDENDUM 7459284A1

BID # 7459284

TITLE: On-Call Natural Resources Consultant Services

SUBMISSION DEADLINE: MARCH 6, 2013 @ 11:30 AM (Eastern Time)

Minutes and Attendance Sheet from Pre-Proposal Meeting held on February 19, 2013.

Lisa Hill 
Chief Buyer - DOT

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS: Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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.*

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.

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.**

With regard to the Proposal submission and Project requirements-

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:

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.

Additional Required documents are as follows:

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

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**
- RIDOT also requires that your proposal be submitted not only in "hard copy" but also on **CD ROM**. Clearly labeled CD ROM should be included along with **EACH** proposal document package attached to the inside cover.
 - Proposal submission must be bound or contained in a single volume and include a **Table of Contents** that cross-references each requirement with the specific pages in the proposal submission. All pages should be numbered in **consecutive order**.

- Also in accordance with RI General Laws, all persons practicing engineering in the State of Rhode Island must possess a **proper registration FOR THE INDIVIDUAL and Certificate of Authorization FOR THE FIRM** who would perform the work. This requirement applies to the PRIME Consultant. Requirements and reference information are outlined in the RFP.
- **TECHNICAL PROPOSAL** will be limited in length to a **total of 25 PAGES**; ALL documentation in excess of 25 PAGE MAXIMUM will be removed and discarded. RIDOT advises that your technical presentation follow the Selection Criteria cited on PAGE 9 of the RFP since you will be evaluated based on these factors.
- All supporting documentation should be included as "EXHIBITS" to the PROPOSAL separately presented and tabbed accordingly.

POTENTIAL EXHIBITS MAY INCLUDE BUT NOT BE LIMITED TO:

- *Transmittal Letter*
 - *Completed RIVIP FORM*
 - *Foreign Corporation Certificate of Authority*
OR Foreign Corporation Non-Compliance acknowledgement
 - *RIDOT RFP and Addenda*
 - *PRIME'S Key Resumes*
Clarification of Personnel Assignment & Mandatory Qualifications
 - *Sub-Consultant Proposal(s) all-inclusive of individual requirements i.e. resumes, required FORMS, etc.*
 - *Current DBE certification(s)*
 - *Required FORMS: Debarment, Lobbying, Disclosure (ONE TAB FOR ALL)*
 - *References (NO MORE THAN THREE REQUIRED)*
 - *PRIME'S Organizational Chart*
 - *FEDERAL FORM SF 330 (PRIME ONLY)*
- This project has not been assigned a DBE. However, we encourage the utilization of DBE firms on all projects. Upon 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.
 - Proposal submissions should be sent to the Department of Administration Office of Purchases by Wednesday **MARCH 6, 2013 no later than 11:30 AM.** Submission package should be clearly labeled as to Bid # and Project Description.

1. Q – Is it advantageous for firms to partner with other firms?

A – RIDOT encourages smaller, specialty type firms to respond to this solicitation. It is not anticipated that all respondents will have a similar breadth of expertise across all fields. Accordingly, if you determine that it would be advantageous for you to partner with another firm then we encourage you to do so.

2. Q – If your firm provides a specialty service, is it permissible to limit your proposal submission to that specialty?

A – Yes.

3. Q – Could you explain the work product submission requirement?

A – RIDOT is looking for examples of your work produced to obtain permits. Copies of narrative documents or reports, of a technical and scientific nature, are preferred over copies of site plans or correspondence.

4. Q – Will this information be made public?

A – No. RIDOT considers this to be proprietary information.

5. Q - Can the same documentation be submitted for consideration in more than one category?

A - Yes.

6. Q – Can the same Project Manager serve as the lead under multiple categories?

A – Yes.

7. Q- Is RIDOT seeking firms that offer a wide variety of services?

A – Ideally, RIDOT would like to see respondents that offer a broad array of services along with firms that offer specialty services. We recognize that there are services that only smaller, specialty firms provide.

8. Q- What tasks do you anticipate the Resource Economist performing and are they related to NEPA Compliance?

A – The Resource Economist may be requested to perform tasks at a project or programmatic level. The work will not necessarily be part of the Department's NEPA documentation. Tasks such as life cycle cost comparison analysis or natural resource valuation may be requested.

9. Q- Regarding services to be performed by Sub-Consultant firms, can you give examples of QBS and FBS Sub-consultants?

A – Examples of Sub-consultant disciplines determined by a Qualification Based Selection (QBS) process:

**Geotechnical Engineering/Science
Landscape Architecture
Environmental Engineering/Science/Planning
Cultural Resource Study (Historical/Archaeological)
Bridge/Traffic/Highway Engineering
Other Areas of Expertise Approved and/or Required by the Department**

Examples of Sub-consultant disciplines determined by a Fee Based Selection (FBS) process:

**Borings
Photogrammetry
Utility Locating
Material Testing
Other Services Approved and/or Required by the Department**

10. Q- Is the engineering work under this RFP anticipated to be review or design of mitigation?

A – It is anticipated that most projects will already have an engineering firm assigned to them; however, in the instances where engineering services are requested through this MPA, it is likely that they will be related to aspects of impact mitigation.

11. Q - Referencing “Project Concept” on Page 10, is RIDOT seeking firms that have bridge and highway design experience?

A – It may be beneficial to have experience working on transportation related projects but RIDOT is certainly not limiting the selection to such firms. Respondents are encouraged to submit work examples from transportation and/or linear construction projects with their proposals.

12. Q - Are we required to submit resumes in addition to completing Section E of Form 330?

A – It is not necessary to submit resumes if Section E of Form 330 is complete. Respondents may elect to submit a resume or CV in addition to the information provided on Form 330 if they wish to.

13. Q - Do you require that the entire Proposal be submitted on CD?

A – Yes, please submit your entire submission on a CD and attach it to the inside cover of each Proposal submission.

14. Q - Is it possible for RIDOT to provide pages 21-23 in a format that may be edited?

A – RIDOT is working on this but they are not available as of this posting.

15. Q - Are work examples to be included in the (25 page) Letter of Interest?

A – No. Work examples should be included as an Exhibit.

16. Q - Are college transcripts required?

A – Yes, for the staff categories where this is specified as a requirement. However, as specified in the RFP, professional credentials may be provided in lieu of transcripts for Project Manager, Wetlands Scientist, Wildlife Biologist, Soil Scientist, and Stormwater specialist.

17. Will RIDOT seek competitive cost proposals from vendors for specific tasks under this RFP?

A - No. Tasks will be matched with the vendor most qualified to perform the given task.

-END-