

April 16, 2013

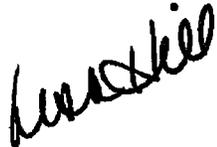
**ADDENDUM 7461361A1**

BID # 7461361

**TITLE: On-Call STC Traffic Studies Consultant: To Conduct Traffic Engineering Studies on Behalf of the RIDOT Traffic Design Section and the State Traffic Commission (STC)**

**SUBMISSION DEADLINE: APRIL 26, 2013 @ 11:30 AM (Eastern Time)**

Minutes and Attendance Sheet from Pre-Proposal Meeting held on April 11, 2013.

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 four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RIDOT Addendum Notification

**7461361 - On-Call STC Traffic Studies Consultant: To Conduct Traffic Engineering Studies on Behalf of the RIDOT Traffic Design Section and the State Traffic Commission (STC)**

Per the issuance of Department of Transportation ADDENDUM # 7461361A1 the following changes are noted:

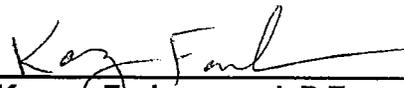
- PRE-PROPOSAL MEETING Q&A

Attached responses 1 though 3 will clarify questions and comments discussed at the Pre-Proposal Meeting held on April 11, 2013 at the RIDOT Transportation Management Center Conference Room, Two Capitol Hill, Providence, RI.

- ATTENDANCE SHEET

Courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on April 11, 2013.

APPROVED:

  
Kazem Farhoumand, P.E.  
Chief Engineer

4/15/13  
DATE

**TO ALL RESPONDENTS:**

Since project calls for "on-call services", in line with latest Federal Regulations, the maximum length of contract and the maximum dollar value must be disclosed within the project solicitation and contract provisions. The maximum contract term shall be FIVE (5) Years for any on-call contract including the number and period of any contract extensions. Therefore, as cited in the project RFP, the initial contract term for this Contract shall be **THREE (3) YEARS** not to exceed \$400,000.00; at RIDOT'S discretion, services may be extended annually for an additional TWO (2) Years in accordance with the established Federal Regulation. The maximum 5 YEAR term of this Contract may not exceed a maximum dollar amount of \$1,250,000.00.

With regard to proposal submission and format:

Respondents are instructed to submit a combined **LETTER OF INTEREST/ TECHNICAL PROPOSAL** limited to the requirements cited in the RFP.

**RIVIP BIDDER CERTIFICATION COVER FORM** must be signed, completed and submitted along with PROPOSAL submission. "**ORIGINAL**" RIVIP FORM should be clearly presented for Purchases review and a "**COPY**" of RIVIP FORM should be included in EACH TECHNICAL Proposal submission.

Besides the RIVIP Form, RIDOT requires that all Respondents complete and include in each submission the following forms:

- DEBARMENT
- LOBBYING
- CONFLICTS DISCLOSURE STATEMENT

**W-9 FORM** is also required but should be submitted "**unbound**" for DOA review and acceptance. Copies of W-9 FORM need **NOT** be included in each Proposal Submission.

RIDOT requires that LOI/TECH be submitted not only in hard copy, but also on a CD ROM. Clearly labeled CD ROM shall be included along with EACH proposal document package. All information should be bound 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**.

Respondents (FIRM) must demonstrate a minimum of **FIVE (5) YEARS** Traffic engineering experience and provide contact information of at least **THREE previous clients** who are familiar with the services provided by your firm.

Full disclosure of Project Team must be identified. Required Individual all-inclusive SUB-CONSULTANT PROPOSALS must be included in Proposal submission. *As applicable*, each Sub-Proposal will be included and should be presented as an "exhibit" section and tabbed accordingly.

Also in accordance with RIGL, all persons practicing engineering in the State of Rhode Island must possess a **proper registration and Certificate of Authorization FOR THE FIRM and FOR THE INDIVIDUALS** who would perform the work. Requirements and reference information are outlined in the RFP.

**Standard Federal Form 330** must be completed by the **PRIME** and included in the response to this RFP. Access to this current form may be obtained @ [www.gsa.gov](http://www.gsa.gov).

**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 Technical Selection Criteria defined in RFP since your evaluation and scoring will be based on these factors.

**"ORIGINAL" plus SIX (6) COPIES** of Proposal submissions should be sent to the Department of Administration Office of Purchases by **FRIDAY, APRIL 26, 2013 no later than 11:30 AM.** Submission package should be clearly labeled as to **Bid # and Project Description.**

**THIS PROJECT HAS BEEN ASSIGNED A 10% DBE GOAL.** Disclosure of DBE firms proposed and the work to be performed **MUST** be included as part of the TECH submission along with copies of current state certifications. To qualify toward the goal, DBE certification **must be approved at the time of the proposal submission.** **This 10% requirement will apply for the lifetime of the Contract.** A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ **www.mbe.ri.gov.**

Additional questions may be posted to the RIDOT website @ **www.dot.ri.gov** through steps outlined in RFP. **The Q&A Forum will disable 7 full calendar days prior to the due date for this project; therefore the closing date for this project is MIDNIGHT on APRIL 18, 2013.** A determination will be made by RIDOT, in coordination with Purchases, whether an addendum will be required.

1. Q – Will there be any Final Design services anticipated under this Contract?

**A – NO. STC Studies task assignments will be issued through the standard work order process for a specific STC request reviewed and completed in a minimal amount of time. Should any STC Studies assignment require design services, task will be referred to the Department's current STC Traffic Design Consultant by the Project PM.**

2. Q – Would traffic counts services be submitted as a "sub-proposal" or as a "direct expense"?

**A – Typically, traffic count services are provided through a sub-consultant unless self-performed by the PRIME. A sub-proposal would be required as part of PRIME submission inclusive of necessary qualification requirements and cover letter from sub to PRIME documenting proposed services and confirming sub's role as part of project team.**

3. Q – What is the format of aerial photographs available?

**A – Typically aerial images taken from Google Maps; if needed, Consultant would work off existing photo and add any changes.**

**-END-**

+++ PRE-PROPOSAL MEETING+++  
SIGN-IN SHEET

DATE: April 11, 2013	TIME: 11:00 A.M.	LOCATION: RIDOT/Traffic Management Conference Room
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SUBJECT:	7461361 – On-Call STC Consultant: To Conduct Traffic Engineering Studies on Behalf of the RIDOT Traffic Section and the State Traffic Commission (STC)
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