STATE OF RHODE ISLAND

DIVISION OF PURCHASES

10/17/13

RFP: 7463368PH2 TITLE: RIDOT PAVEMENT PRESERVATION PROGRAM

The following six (6) firms have been shortlisted to submit technical proposals for formal evaluation and final selection recommendations:

- CDM Smith, Inc.
- Crossman Engineering, Inc.
- Garofalo & Associates, Inc.
- Gordon R. Archibald, Inc.
- Green International Affiliates, Inc.
- Pare Corporation

Technical proposals will be due at the Division of Purchases on the date and time noted below:

Date: November 1, 2013

Time: 11:30 a.m.

Location: RI Division of Purchases, One Capitol Hill, 2nd Floor, Providence, RI 02908

Questions relating to the technical proposal submission may be submitted at the Department of Transportation's Q&A portal: http://www.dot.ri.gov/contracting/biddingopportunities/.

The deadline for questions to be posted to the website is October 24, 2013 at midnight

Solicitation Information
April 26, 2013

BID NO: **7463368**

TITLE: **2013 Pavement Preservation**

Submission Deadline: **MAY 24, 2013 @ 11:30 AM (Eastern Time)**

Pre-Proposal Conference: **YES** Date: **May 7, 2013** Time: **10:00 A.M.**
Mandatory: **NO**
Location: **RI DEPT OF ADMINISTRATION: 2nd Floor Conference Room "B"**
One Capitol Hill, Providence, RI 02908

SURETY REQUIRED: No
BOND REQUIRED: No

Lisa Hill
Chief Buyer - DOT

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

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
Road Design Section

REQUEST FOR LETTERS OF INTEREST

Letters of Interest (LOI) only are hereby solicited by the State of Rhode Island's Department of Administration's Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT)/ Road Design Section (RIDOT) to acquire professional highway engineering services for:

2013 RIDOT PAVEMENT PRESERVATION PROGRAM
(4 CONTRACTS ANTICIPATED)

DBE GOAL: 10% EACH CONTRACT

*RIDOT anticipates the award of **FOUR (4)** separate Contracts under this Program with each Contract having a completion date of **60 MONTHS** from issuance of Notice to Proceed. Services shall include development of an Initial Project Report and Final Design for a series of projects designated as Pavement Preservation Projects. The primary focus of the 2013 Pavement Preservation Program is to preserve pavement structure through timely overlay, resurfacing and/or reclamation (and in short segments may be expanded for full depth repairs), upgrade of existing curbing and sidewalk, upgrade of existing traffic signals, and minor safety improvements such as signing, striping, and roadside barriers.*

At the point of selection, each selected CONSULTANT will be issued a minimum of FIVE (5) roadway locations/limits based on the Transportation Improvement Program (TIP) and Pavement Management Data, input from the Division of Maintenance, Customer Service logs and local community requests. At that time hours and associated fees for design services will be formally negotiated between the Consultant and RIDOT. Award will be based on negotiated hours and fees associated with each Consultant's initial roadway assignment. RIDOT reserves the right to negotiate additional hours and fees for supplemental roadways added to any Contract for the duration of the 60 MONTH contract term. It will be at RIDOT'S discretion as far as number of assigned roadways designated to any one Consultant; assignments will be based on ongoing consultant performance and roadway complexity/size. RIDOT has allotted funding for the execution of the complete Pavement Preservation Program to be performed over the anticipated 60 MONTH contract term.

Notice of Contract Award/Purchase Order will be issued in accordance with the State's Purchasing Regulations and General Conditions of Purchase copies of which are available at www.purchasing.ri.gov.

*Respondents must demonstrate **a minimum of FIVE (5) YEARS highway engineering experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT'S design and construction policies, procedures and standard specifications. As stated herein, in accordance with RI General Laws, the selected CONSULTANT must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.*

LOI/TECH submittals received must be in accordance with requirements as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program, or "RIVIP"* as it is known, @

http://www.purchasing.ri.gov

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

Note: This is a Request for Letters of Interest combined with Technical Proposals, not an Invitation for Bid. Evaluation will be on the basis of the merits of the proposal submitted. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All Respondents **MUST** register online at the RIVIP'S Internet website @ *www.purchasing.ri.gov .*
- A fully-completed signed *RIVIP Bidder Certification Cover Sheet – All four pages* **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this four-page document may **result in disqualification.**
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 and request the RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM – 4:00 PM.
- The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, Respondents are hereby advised that in line with the Federal Acquisition Regulations, any federal contract based on the services requested, may require that the State obtain evidence of E-VERIFY compliance from the successful Respondent.
- The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all Respondents that it will affirmatively ensure 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 shall not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for an award.
- It is intended that an award pursuant to this RFP will be made to a PRIME Respondent who shall assume all aspects of the work. Joint Venture(s) will not be considered, but sub-contract(s) are permitted, provided the Sub-Respondent(s) proposed are clearly identified along with the type of work to be performed in response to this RFP.
- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Respondents must possess a working familiarity with the requirements outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004, including all supplemental specifications and compilations, and also the Rhode Island Standard Details, all of which may be accessed on-line at www.dot.ri.gov.*

- Persons or firms practicing engineering services in the State of Rhode Island must possess a proper registration and/ or Certificate of Authorization in accordance with RI Gen Laws 5-8. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island registrations(s), FOR THE INDIVIDUAL(S) who would perform the specified engineering services required MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.

  Any Respondent who does **NOT** have a current Certificate of Authorization for the firm and applicable Rhode Island registration(s) MUST acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and obtain a Certificate of Authorization ***prior to award***. The letter of acknowledgement **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL**.

  The State Board for Design Professionals can be contacted as follows:

  Board for Design Professionals
  1511 Pontiac Avenue
  Building 68-2
  Cranston, RI 02920

  Telephone: **(401) 462-9592**
  Fax: **(401) 462-9532**
  Website: www.bdp.state.ri.us

- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.

- In accordance with RI Gen. Laws 7-1.1-1401, no foreign corporation (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. **IF APPLICABLE, A COPY OF RESPONDENT'S CERTIFICATE OF AUTHORITY MUST BE INCLUDED AS PART OF THE SUBMITTED LOI/TECH LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

  Any Respondent who does **NOT** have a current Certificate of Authority for the firm **MUST** acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for the project, will expedite acquisition and obtain the Certificate of Authority **prior to award**. This letter of acknowledgement **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL**.

- **EACH contract** awarded under this RFP has been assigned a **10%** Disadvantaged Business Enterprise (DBE) Goal. In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed **MUST** be included in LOI PROPOSAL SUBMISSION along with a copy of current state certification letter(s). *DBE certifications must be approved at the time of proposal submission to ensure DBE compliance and availability*. The total cost of the DBE work assigned must meet or exceed **10%** of Total Contract costs. Be advised that this requirement will apply for the lifetime of the contract; PRIME Consultants shall be responsible to submit a **MONTHLY DBE UTILIZATION REPORT** documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation shall be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

  A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ www.mbe.ri.gov. Any questions should be directed to:

RIDOT Office of Business and Community Resources
Room 106, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

ADDITIONAL REQUIRED FORMS:

Besides the ***RIVIP Bidder Certification Cover* Sheet** -as required at the State level and obtained through the RIVIP website, RIDOT also requires that the following **FOUR (4) FORMS** be completed and included in your submission package in line with federal regulations and departmental policy. These FORMS will be reviewed for completeness and at the point of award will be made part of contract document.

- **DEBARMENT FORM**: Must be completed and signed by an authorized agent of your Firm.
- **LOBBYING FORM**: Enter known project information on PAGE 1 (DESCRIPTION etc.); Firm must complete FORM and submit signed by an authorized agent of your Firm.
- **CONFLICTS DISCLOSURE STATEMENT**: In line with directions stated, completed FORM(s) must be signed and submitted accordingly.
- **W-9 FORM**: Must be completed and signed by authorized agent of your Firm. Form may be downloaded @ www.purchasing.ri.gov.

ALL FORMS (Except W-9) ARE ATTACHED TO SOLICITATION AND MUST BE COMPLETED AND COPIES SUBMITTED ALONG WITH EACH TECHNICAL PROPOSAL SUBMISSION. ("ORIGINAL" & COPIES). PLEASE NOTE, FOR W-9 FORM ONLY, ONE (1) UNBOUND "ORIGINAL" COPY IS REQUIRED AT TIME OF SUBMISSION. COPIES OF W-9 NEED NOT BE INCLUDED IN INDIVIDUAL PROPOSAL SUBMSSIONS.

INSTRUCTIONS FOR PROPOSALS:

Upon review of the Scope of Work (SOW), LOI submissions must include, at a minimum, the following information for RIDOT review and subsequent **shortlist** recommendations:

- **Letter of Transmittal***:* A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **RIVIP BIDDER CERTIFICATION FORM**: ALL FOUR (4) Pages **MUST** accompany each response submitted. Failure to make a complete submission of this document may result in disqualification. ***(SEE GENERAL NOTIFICATIONS).***
- **RIDOT Scope of Work and Addenda**: Respondents shall include as part of LOI Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.
- **Proposal Format**: LOI 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 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 LOI submission.

STAFF QUALIFICATIONS

- **Staff Qualifications**: Respondents are to include 1) a listing of experienced personnel currently on staff, 2) resumes of proposed personnel to be assigned to this project, including identification of the Project Manager and 3) the approximate percentage of each employee's time to be expended on this project.

  The firm selected must designate a **Project Manager** with the authority and expertise to assign personnel to specific tasks and to schedule work to complete tasks as required. The Project Manager must be flexible in his/her approach to this contract.

  Management of this contract will be under RIDOT'S Road Design Section who will be responsible for approval of all staff assigned to the project. RIDOT must be informed in writing of any changes in personnel at any time during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate the contract.

- **Organizational Chart** of the proposed project team must be included. The Respondent shall describe how the proposed organizational structure addresses the full scope of this project. Project Management and assigned services shall be documented on chart provided. Additionally, please include name of Project Manager assigned each organization cited on chart.

- **Standard Federal Form 330** (effective 6/8/04) must be completed by the PRIME Respondent only and included in each LOI Proposal. Access to this current form may be obtained through the following website: www.gsa.gov.

- **Sub-Consultant(s)**: The Respondent must disclose the identity and work arrangements established between the PRIME and proposed Sub-Consultant firm(s), if any, to be assigned to this project. Full disclosure of the proposed project team requires 1) a listing of experienced personnel currently on staff, 2) resumes of proposed personnel to be assigned to this project, including identification of the key Project Manager, and 3) the approximate percentage of each employee's time to be expended on this project. Please include Cover Letter from SUB to PRIME prefacing each sub-consultant proposal provided.

RELEVANT EXPERIENCE/ PAST PERFORMANCE/ CURRENT WORKLOAD:

- **Company Introduction**: Respondents are to include a complete description of the firm and other relevant information documenting organizational structure and expertise specific to pavement engineering and preservation services.

- **Relevant Firm Experience**: Respondents are to include a listing of the firm's projects similar in concept to the project being proposed. *Respondents must demonstrate* ***a minimum of FIVE (5) YEARS highway engineering experience*** as well as describe the experience of the Project Team.

  Names, addresses, and telephone numbers of at least **THREE (3)** previous clients who are familiar with the services provided by your firm must be included. This information is required not only for the Respondent but also for any key sub-consultants to be assigned to project. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performances of services provided Respondent acknowledges that RIDOT is granted specific permission to discuss past performance of Respondent and any of its proposed team members on any projects.

- **Current Workload:** Respondents must include a current listing of projects contracted to perform and anticipated completion dates. This may include only those projects assigned to your firm's Road Design Section.

- **Performance Record:** RIDOT will take into consideration not only the quality of previous work performed but also the timeliness of requested submissions and adherence to project schedule.

FIRM'S SUITABILITY TO PROJECT:

- **Firm's Suitability To Project Needs:** As part of the evaluation process, RIDOT will take into consideration the size and scope of the project proposed in determining the technical suitability of a firm to provide the requested services. RIDOT will assess each firm's technical capacity and relative firm size in relationship to the level of project complexity and scope.

PRE-PROPOSAL MEETING

Interested parties are encouraged to attend a Pre-Proposal Meeting on MAY 7, 2013 @ 10:00 A.M. to be held at the RI Department of Administration, One Capitol Hill, 2nd Floor, Conference Room "B", Providence, RI 02908.

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 5 FULL CALENDAR DAYS prior to the proposal due date. **Therefore, questions will not be accepted after Midnight on MAY 16, 2013.**

Upon review of the Scope of Work (SOW), an **"Original" and SIX (6) copies** of completed **LOI PROPOSAL** submissions shall be sent to the Division of Purchases by the specified deadline to the address listed below. RIDOT requires that the Proposal submission be submitted not only in hard copy form but also on CD-ROM. Clearly labeled CD ROM shall be attached to the **inside cover of each LOI submission**. RIDOT requires that the electronic version of said Proposals be submitted in Adobe PDF format.

Requested documentation is to be either mailed or hand delivered in a sealed envelope marked:
BID #7463368 – 2013 RIDOT PAVEMENT PRESERVATION PROGRAM by **MAY 24, 2013** no later than 11:30 A.M. to:

BY COURIER OR MAIL:
RI Department of Administration
Division of Purchases (2nd fl)
One Capitol Hill
Providence, RI 02908-5855

NOTE: ***Proposals received after the above referenced due date and time will not be considered. (SEE GENERAL NOTIFICATIONS)***

EVALUATION AND SHORTLIST RECOMMENDATION

LOI 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. Written shortlist recommendations (number of firms shortlisted to be based on the size and scope of the project) will be determined by the TEC for presentation and acceptance by the Department's *Advisory Consultant Selection Panel (PANEL)* and subsequent submission to the Director of Transportation for final approval. Shortlist evaluation and formal scoring will be prepared by the TEC incorporating factors based on the following:

LETTER OF INTEREST: EVALUATION CRITERIA AND SCORING		
1.	**STAFF QUALIFICATIONS**- include professional resumes of proposed staff assigned to project – both PRIME and proposed sub-consultant(s)	**40 POINTS**
2.	**PAST/ RELEVANT EXPERIENCE** – relevant to design services requested	**20 POINTS**
3.	**CURRENT WORKLOAD** – include current listing of projects contracted to perform	**15 POINTS**
4.	**PAST PERFORMANCE** – in terms of quality of work and timeliness of accomplishment	**15 POINTS**
5.	**FIRM'S SUITABILITY**- based on complexity of project and firm's capacity to provide services	**10 POINTS**
	TOTAL MAX	**100 POINTS**

TECHNCIAL PROPOSAL AND FINAL SELECTION RECOMMENDATION

Upon approval by the Director of Transportation of the shortlist recommendations, the selected shortlisted firms will be formally notified by the Department to submit a **TECHNICAL PROPOSAL** for formal evaluation and subsequent written final selection recommendation(s). Final selection recommendation(s) will then be presented before the RIDOT PANEL for formal acceptance and subsequent submittal to the Director of Transportation for final approval. In accordance with current Consultant Selection procedures, RIDOT'S final selection recommendations will then be formally presented to the *State's Architectural / Engineering Consultant Services Selection Committee* for consideration. Upon receipt of written final selection approval from the Director of Administration, all shortlisted firms will be formally notified that a final selection has been made.

Final selection recommendations will be established based on the final technical scoring prepared by the TEC utilizing criteria similar to those identified for this LOI in addition to evaluating each firm's technical approach to the services requested. Upon completion of the written final selection evaluation of the shortlisted firms' Technical Proposal submissions, the TEC, at its discretion, may contact the shortlisted candidate firms to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

Final selection evaluation and formal scoring will be prepared by the TEC incorporating factors based on the following:

TECHNICAL PROPOSAL: EVALUATION CRITERIA AND SCORING		
1.	**PROJECT APPROACH** - Quality and technical proficiency of design services proposed inclusive of proposed **project schedule and projected milestones.** Consideration also given to overall technical presentation relative to clarity and context of work proposed	**40 POINTS**
2.	**STAFF QUALIFICATIONS/ PROJECT TEAM**- Identification of technical role assignments of key personnel- both PRIME and Sub-consultant with regard to proposed design	**20 POINTS**
3.	**CURRENT WORKLOAD** – include current listing of projects contracted to perform	**15 POINTS**
4.	**PAST PERFORMANCE** – in terms of quality of work and timeliness of accomplishment	**10 POINTS**
5.	**PAST/ RELEVANT EXPERIENCE** - relevant to design services requested	**10 POINTS**
6.	**DBE PARTICIPATION** in terms of disclosure of RI certified DBE Firm(s) and assigned tasks	**5 POINTS**
	TOTAL MAX	**100 POINTS**

NEGOTIATION / AUDIT STATUS

Each selected Consultant will be directed to submit a formal financial proposal to RIDOT, and negotiations will be completed on a cost plus fixed fee basis. Each Consultant and / or their assigned Sub-consultant(s) may be required to undergo a pre-award review conducted by the RIDOT Audit Division. Pre-award reviews may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal Agency or an audit performed by another local governmental Agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by RIDOT Audit Division prior to contract award.

Additionally, ***prior to contract award,*** the ***selected*** Consultant(s) will be required to submit the following documentation under separate cover to RIDOT for review and acceptance:

- **Commitment to Affirmative Action**: The selected Consultant(s) will be required to provide a copy of their firm's current Affirmative Action Plan for submission to the State EEO Office for compliance review and approval.

- **Financial Status**: For contracts that ***equal or exceed $500,000.00***, the selected Consultant will be required to submit **Audited Financial Statements** to RIDOT for review and entry in Consultant's file for duration of contract term. For contracts totaling ***less than $500,000.00***, the selected Consultant will be required submit a **Financial Review**. All financial documentation submitted will be kept confidential and on permanent file in the RIDOT Contract Administration Office.

CONTRACT AWARD

Contractual arrangements will be established on a cost plus fixed fee basis. The successful Consultant Firms must be prepared to provide necessary data to support all costs associated with contract expenditures.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, and to act in its best interest.

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

The State may, at its sole option, elect to require presentation(s) by Respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

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

Scope of Work

FOR

2013 RIDOT PAVEMENT PRESERVATION PROGRAM

(4 CONTRACTS ANTICIPATED)

I. Project Concept

This Scope of Work is for the development of an Initial Project Report and Final Design for a series of projects designated as Pavement Preservation Projects. The Rhode Island Department of Transportation (RIDOT) will develop a list of potential projects based on the Transportation Improvement Program (TIP) and Pavement Management Data, input from the Division of Maintenance, Customer Service logs and community requests. The primary focus of the Pavement Preservation Program will be to preserve pavement structure through timely overlay, resurfacing and/or reclamation (and in short segments may be expanded for full depth repairs), upgrade of existing curbing and sidewalk, upgrade of existing traffic signals, and minor safety improvements such as signing, striping, and roadside barriers.

II. Completion Date

The RIDOT anticipates awarding **FOUR (4)** design contracts; each contract will have a total completion of **SIXTY (60) MONTHS** after the date of authorization to commence work.

III. General Requirements

1. The FY 2013-2016 TIP has allotted funds for the execution of the Pavement Preservation Program for the design and construction of projects. The 4 separate contracts will be developed to implement the Scope of Work, with each Consultant initially receiving 5 roadways at the point of selection. Hours and associated fees will be negotiated between each consultant and RIDOT in line with the complexity and size of the roadways assigned. RIDOT will develop a list of roadways each year to add to the Pavement Preservation Program by supplemental agreement; it

is expected each Consultant would have additional roadways added to execute the Pavement Management Program of the TIP. The selection of new roadways added to each of the 4 separate contracts will be determined by RIDOT, and will be based on location and Consultant workload.

2. Each project on the list will undergo a phased process in accordance with the Work Breakdown Structure (WBS) Code spreadsheet (Study & Development Phase - WBS 1.xx, Final Design Phase - WBS 2.xx, PS&E Phase - WBS 3.xx, Advertising Phase - WBS 4.xx and Construction Phase - WBS 5.xx). The development of Final Design through the PS&E Phase incorporates the Department's standard procedure for coordination with various municipalities, environmental agencies, cultural resource agencies, and utilities.

IV. Specific Elements

1. The **Initial Project Report** will address the following issues:

   A. Pavement condition and thickness (pavement cores to be supplied by RIDOT, if deemed necessary by the Department).

   B. An Initial Pavement Design Meeting to determine the scope of pavement improvements (overlay, micro-mill and overlay or reclamation) shall be scheduled.

   C. Curb reveal and the need to re-establish the gutter section and/or cross slope of the roadway.

   D. Deficient or revised grading.

   E. Accident data for a minimum of three (3) most recent years shall be required. The consultant is to formally request this data from the Design Section. This data should be supplemented with data provided by the local community. In particular, soliciting the views of the local police officials since they are directly responsible for investigation and recording or pertinent information on reported accidents is required.

   All of this accident data shall be tabulated and analyzed as a means of:

   a) Defining and identifying high accident locations;
   b) Justifying the proposed design recommendations that offer accident reduction and/or prevention;
   c) Determining and justifying parking restrictions;
   d) Evaluating need for traffic control devices at major intersections;
   e) Identifying frequency of occurrence of fixed object accidents to determine necessity of remedial measures. Relocation of utility poles shall be based on an analysis of relocation costs, accident involving poles, accident potential, availability of right-of-way, etc.
   f) Any railroad crossings within project limits shall be improved as necessary (i.e. surface and underground conduit for signals).

   In addition, a thorough field review of the study area shall be undertaken to determine and observe roadway widths, horizontal and vertical alignment, roadside clearance, check of existing highway appurtenances (guardrail, bridge rail, bridge end posts), adequacy of signing and pavement markings including appropriate treatment at passing and no passing zones, existing pavement conditions, and intersection delineation and operation.

   This field review will be relied upon for determining design improvements.

F. Guardrail and/or roadside barrier rehabilitation or the need for new roadside barrier.

G. Striping

H. Minor drainage rehabilitation such as rebuilding existing structures, installing bicycle safe grates, relining existing pipes, replacing collapsed pipes in-kind, and adding additional catchment.

I. Signal upgrades where outdated or damaged equipment is encountered. This will include signal heads, mast arms, foundations, controllers and detector loops.

J. Improvements to meet ADA requirements shall be incorporated..

K. Curb and sidewalk conditions shall be analyzed and recommendations made regarding partial or complete replacement.

L. The final portion of the Initial Project Report shall contain a list of recommendations to be carried forward to Final Design.

2. It is anticipated that an environmental determination, as required by the NEPA, will be obtained by RIDOT for all projects utilizing this Scope of Work. If any additional documentation is required by FHWA for a particular roadway, it will be prepared by the Consultant under supplemental agreement.

3. **Final Design** shall consist of the following:

A. Development of plans using existing plans from the Department's Archives, aerial photogrammetry and/or ground survey.

B. Any upgrade of traffic control devices shall be coordinated through the RIDOT Traffic Design Section. They will supply any available traffic count data. If new traffic counts are necessary, they shall be done by supplemental agreement or will be done by RIDOT personnel.

C. Details shall be developed as necessary including Typical Sections, minor curb and sidewalk details, drainage details, sign, striping, and signal details, paving details, cold planning details, driveway matching, wheelchair ramp details, and any other details necessary to properly construct the project.

D. Contract Documents shall be developed based on standard Department Federal-Aid Project criteria.

E. The Department will provide construction project scheduling services.

F. If it is determined that roadwork beyond overlay, resurfacing and/or reclamation is necessary, the work shall be done by supplemental agreement.

Monthly Progress Reports for each road project are required in accordance with DPM 230.05

ATTACHMENT 1

Design Criteria for This Project: The following design criteria are to be utilized in the development of all proposed solutions and the final selected design.

(1) "A Policy on Geometric Design of Highways and Streets", latest edition

(2) AASHTO "Policy on Design Standards-Interstate System", January 2005.

(3) Highway Capacity Manual, latest edition

(4) Manual on Uniform Traffic Control Devices, latest edition and its amendments

(5) Rhode Island Standard Specifications for Road and Bridge Construction, 2004 Edition, with latest corrections and addenda

(6) Rhode Island Standard Details, 1998 and the RIDOT Standard Bridge Details, latest edition both with latest revisions

(7) Design Policy Memos, with latest revisions

(8) Rhode Island Bridge Design Manual

(9) Rhode Island Traffic Design Manual

(10) RIDOT CAD Standard Manual (2007)

(11) RIDOT Highway Design Manual (2008)

(12) AASHTO Standard Specifications for Highway Bridges, 17th Edition 2002, including latest interim specifications

(13) Rhode Island Department of Transportation Action Plan

(14) RI Department of Transportation Design Procedures for Pavement Design, with latest revisions

(15) Federal-Aid Policy Guide (FAPG) 626, Pavement Design Policy

(16) Federal-Aid Policy Guide (FAPG) 626, Design Standards for Highways

(17) AASHTO Roadside Design Guide, 2011 or latest edition

(18) 23 CFR part 650, "Bridges, Structures, and Hydraulics"

(19) 3R Policies for Collector Streets and Highways on the Federal-Aid System in Rhode Island

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 o her 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.

Approved by
03-48-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 - 0348-0046
(see reverse for public burden disclosure)

1. Type of Federal Action: ☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application b. initial award c. post-award	3. Report Type: ☐ a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Report Entity: ☑ Prime ☐ Subawardee Tier ___, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: $ _____	
10. a. Name and Address of Lobbying Entity: (if individual, last name, first name, mi):	10. b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, mi):	
11. Amount of Payment (check all that apply) $ _____ ☐ actual ☐ planned	13. Type of Payment (check all that apply): ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify:	
12. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contracted, for Payment indicated in Item 11 (Attach Continuation Sheet(s) SF-LLL-A, if necessary):		
15. Continuation Sheet(s) SF-LLL-A attached: ☐ yes ☑ no		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. this disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____	
For Federal use Only:	Authorized for Local Reproduction Standard Form – LLL-A	

Approved by
03-48-0046

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

Authorized for Local Reproduction
Standard Form - LLL-A

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 pubic (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall list exceptions below.

Exceptions will not necessarily result in denial of award, but, will be considered in determining contractor responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and the dates of the action. Providing false information may result in criminal prosecution or administrative sanctions. If an exception is noted the contractor must contact the Department to discuss the exception prior to award of the contract.

_____

_____

_____

_____ _____

Signature of Authorized Agent Date

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.

CONFLICTS DISCLOSURE STATEMENT

RE: _____

_____

I, _____ **hereby certify as follows:**

I am employed as a _____ **of** _____
[TITLE] **[COMPANY]**
and to the best of my knowledge:

PLEASE CHECK THE APPROPRIATE BOX:

☐ **I have no family or personal relations currently employed either on a full-time or part-time basis at the Rhode Island Department of Transportation.**

☐ **I do have family or personal relations currently employed at the Rhode Island Department of Transportation. Please list their name(s), title(s), and RIDOT Division(s) (if known):**

NAME	TITLE	RIDOT DIVISION

If necessary, please add any additional names as attachments hereto.

FOR ILLUSTRATIVE PURPOSES, FAMILY RELATIONS SHALL INCLUDE, WHETHER BY BLOOD, ADOPTION OR MARRIAGE, ANY OF THE FOLLOWING RELATIONSHIPS:

Father, Mother, Son, Daughter, Brother, Sister, Grandfather, Grandmother, Grandson, Granddaughter, Father-In-Law, Mother-In-Law, Brother-In-Law, Sister-In-Law, Son-In-Law, Daughter-In-Law, Stepfather, Stepmother, Stepson, Stepdaughter, Stepbrother, Stepsister, Half-Brother Or Half-Sister, Niece, Nephew, And Cousin

- *If you are unsure whether a relationship, association, or connection you have may need to be disclosed, please consult with RIDOT's Legal Office at (401) 222-6510.*

_____

SIGNATURE **DATE**

By signing this form you: (1) certify that the information contained in this form is complete and accurate to the best of your knowledge; and (2) acknowledge your continuing obligation to complete and submit a new Disclosure form when there is any change in your family or personal relations during the course of this Contract.

This document is used for internal RIDOT purposes only in order to address and avoid any potential conflicts at the inception of the contract process and to avoid any impropriety or the appearance of impropriety during the contract process. Any disclosures made hereto will not prejudice prospective vendors from selection.