



Solicitation Information

June 21, 2013

BID NO: 7475373PH1

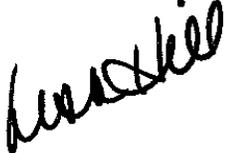
TITLE: FINAL DESIGN for Maskerchugg River Bridge No. 1094 and Multi-Use Path Connection Associated With the Warwick / East Greenwich Bicycle Network, Warwick/ East Greenwich, Rhode Island

Submission Deadline: JULY 19, 2013 @ 11:30 AM (Eastern Time)

Pre-Proposal Conference: YES **Date:** July 9, 2013 **Time:** 1:30 P.M.
Mandatory: NO
Location: RIDOA/ Purchases, 2nd Floor Conference Room "C",
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 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
Highway 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)/ Highway Design Section (RIDOT) to acquire professional engineering services for:

BID NO. 7475373PH1

**FINAL DESIGN SERVICES For Maskerchugg River Bridge No. 1094 and Multi-Use Path Connection Associated With the Warwick / East Greenwich Bicycle Network
Warwick/ East Greenwich, Rhode Island**

DBE GOAL: 10%

As defined herein, this project will include Final Design services for a pedestrian bridge and multi-use path which will connect the East Greenwich multi-use path with the on-road bicycle network located on Forge Road in Warwick, RI. The design will also entail a spur to the historic Elizabeth Spring Monument.

A feasibility and design study report was prepared in 1999 under a previous RIDOT design contract for a bicycle network in Warwick and East Greenwich that would link public area destinations to schools and neighborhoods for pedestrians and bicyclists. Three (3) of the multi-use path locations were designed up to the 30% stage of final design before the contract was terminated due to budgetary restraints and changes in project scope.

*Under this solicitation RIDOT is seeking **LETTERS OF INTEREST** from interested Consultant Firms for the purpose of shortlisting the most qualified teams to provide a Technical Proposal for final selection recommendation. Once a shortlist has been determined, RIDOT will provide the shortlisted firms the aforementioned existing AutoCAD Files of the 30% design plans as well as available technical reports to assist in preparing their Technical Proposal submission for RIDOT review and final selection.*

*RIDOT anticipates **ONE (1)** contract award that will have a **48 MONTH** contract term. after the date of authorization to commence work. It is expected that Final Design work will be completed in 24 to 36 MONTHS and the Construction stage will be completed prior to the 48th month of the contract.*

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 bridge and 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 only 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.

- This Contract 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.* When contract services are completed, the total cost of the DBE work assigned must meet or exceed **10%** of final 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 SUBMISSIONS.

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 Highway 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 bridge and 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.
- **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 JULY 9, 2013 @ 1:30 P.M. to be held at the RI Department of Administration, One Capitol Hill, 2nd Floor, Conference Room "C", 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 7 FULL CALENDAR DAYS prior to the proposal due date. **Therefore, questions will not be accepted after Midnight on July 11, 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 #7475373PH1 – FINAL DESIGN SERVICES For Maskerchugg River Bridge No. 1094 and Multi-Use Path Connection Associated With the Warwick / East Greenwich Bicycle Network, Warwick/ East Greenwich, Rhode Island*** by **JULY 19, 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

TECHNICAL 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

The 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. The 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 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

FINAL DESIGN SERVICES For Maskerchugg River Bridge No. 1094 and Multi-Use Path Connection Associated With the Warwick / East Greenwich Bicycle Network Warwick And East Greenwich, Rhode Island

I. PROJECT BACKGROUND:

A feasibility and design study report was prepared in 1999 for RIDOT by the consultant team of Barbara Sokoloff Associates, Inc. with sub-consultants, Bryant Associates, Inc., Diane C. Soule & Associates, and the Bicycle Federation of America, for a bicycle network in Warwick and East Greenwich that would link public area destinations to schools and neighborhoods for pedestrians and bicyclists. The Warwick / East Greenwich Bicycle Network project consists of over FORTY (40) miles of an on road bicycle network. This network also included proposals for FIVE (5) off road multi-use path connections in key areas (four (4) in Warwick and one (1) in East Greenwich on the site of the former landfill). Several public meetings were held to determine the local and state roads that would be encompassed by this bicycle network, and locations for the multi-use path links. The on road signage contract was completed in 2003.

Three (3) of the multi-use path locations were designed up to the 30% stage of final design. Due to budget constraints, the final design for the multi-use path links was placed on hold. Considering the age of this original contract, and the fact that the nature of the contract work for the Prime Consultant has changed over the years, it was decided to close out the existing contract and advertise for final design services for completion of the multi-use path link to the East Greenwich multi-use path which involves the final design of the **Maskerchugg River Bridge No. 1094**.

In 2009, the Town of East Greenwich completed the construction of a ten-foot wide stone dust multi-use path (2,280 feet in length) as part of the Town's landfill capping closure project. The Town is currently in the process of obtaining approvals to advertise for construction to pave the multi-use path. RIDOT is reimbursing the Town for the cost of paving the multi-use path on the former landfill site.

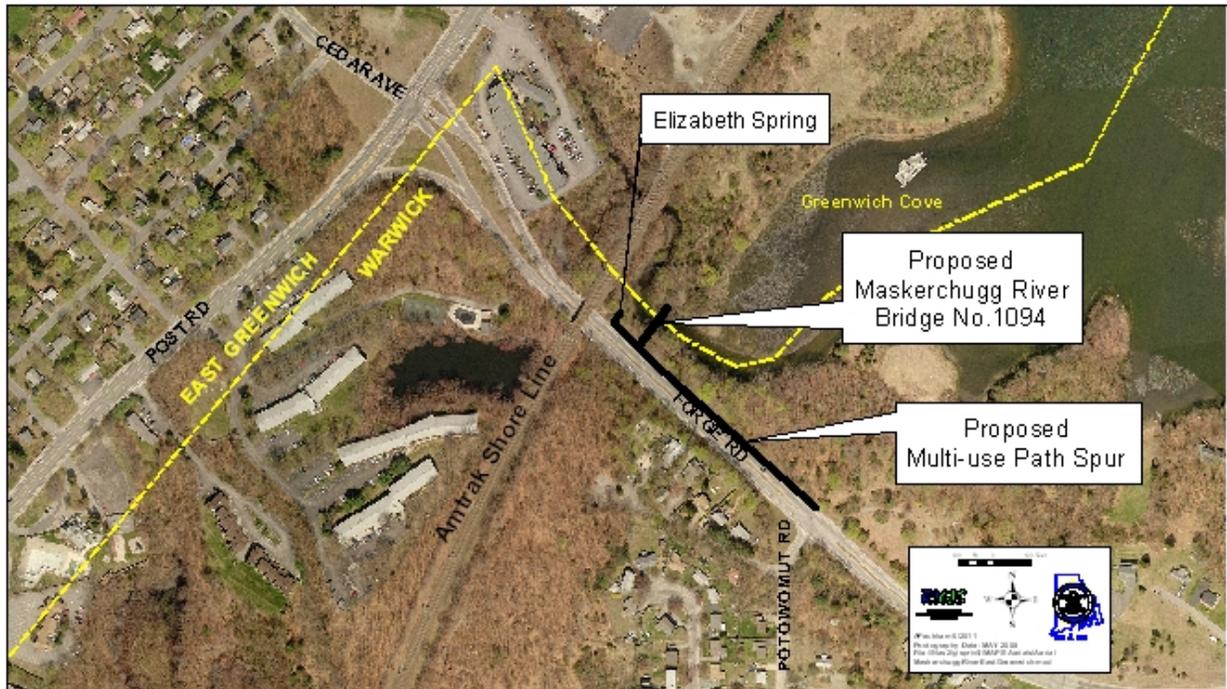
In December 2010, a resolution was submitted by the City of Warwick to RIDOT in support of the East Greenwich Bicycle path link and requested funding from the Transportation Improvement Program (TIP) to construct the bridge over the Maskerchugg River. This bridge will provide the missing link between the Town of East Greenwich multi-use path and the existing on road network on Forge Road in Warwick which leads to Goddard Park.

II. PROJECT LIMITS:

The limits of the proposed pedestrian and multi-use path bridge extend from the existing East Greenwich multi-use path on the North side of the Maskerchugg River to the existing on road bicycle network on

Forge Road in Warwick. A multi-use path spur to the historic Elizabeth Spring is part of this design contract. A project location map is attached. The project length is approximately 0.26 miles long.

Figure 1



LOCATION MAP

III. PROJECT CONCEPT:

This multi-use path link will provide a connection to an existing 2,280 linear foot multi-use path built as part of the Town of East Greenwich’s landfill capping closure project to an overall existing 40 MILE road bicycle network within the City of Warwick and Town of East Greenwich. It is anticipated that as a minimum the work on this project will involve the design of a prefabricated tubular steel truss bridge approximately 165 feet in length, a multi-use path that extends approximately 300 feet on the North side of the bridge to connect to the existing East Greenwich multi-use path, a multi-use path on the South side of the bridge in Warwick that will extend approximately 900 feet from the Elizabeth Spring Monument to the intersection of Forge Road and Potowomut Road, and replacement of an eroded drainage outfall from the Forge Road drainage system.

IV. COMPLETION DATE:

The contract will have a completion date of **48 MONTHS** after the date of authorization to commence work. The preliminary design plans for Study and Development have been completed to the 30% design stage. It is expected that Final Design work will be completed in 24 to 36 MONTHS and the Construction stage will be completed prior to the 48th month of the contract.

V. GENERAL REQUIREMENTS:

The proposal for this project is to be considered in two phases: PHASE I will consist of a 75%, 90%, PS&E and advertising stages. PHASE II will consist of construction services. The selected Consultant will submit a financial proposal for these two phases. The selected Consultant will also include as part of their fee proposal a work breakdown structure (WBS) in accordance with the Department policies.

In accordance with Title 5, Chapter 8 of the Rhode Island General Laws, any person or firm which practices or is offering to practice engineering with the State of Rhode Island must be registered and/or hold certifications of authorization from the State of Rhode Island Board of Registration for Professional Engineers. A copy of said registration/certificate must be submitted with your Letter of Interest.

Coordination with utilities for maintenance of their respective services shall be required, including methods of support of relocation, both during construction, and in the final location. Coordination with AMTRAK shall also be required since the Elizabeth Spring Monument is on Amtrak right-of-way.

This project will require a Traffic Management Plan (TMP) with applicable specifications, showing temporary traffic during construction in the Forge Road area.

This contract will include the performance of the following specific multi-use path and bridge related work items:

Multi-Use Path:

1. The design of the multi-use path shall, in general, consist of preparing the necessary contract documents, plans, specifications, contract documents, quantities, and estimates for a connection to Forge Road on the south side of the Maskerchugg River, and connection to the existing East Greenwich multi-use path on the North side of the Maskerchugg River.
2. All pavement markings and signage shall be in accordance with the Manual on Uniform Traffic Control Devices, 2009 Edition.
3. The multi-use path shall be in conformance with current *Americans with Disabilities Act Accessibility Guidelines (ADAAG)*.
4. All new Portland cement concrete sidewalk and / or wheelchair ramps with detectable warning systems will be considered at ramp termini and be in conformance with ADAAG guidelines.
5. It is assumed that Right-of-Way actions will be required for land taking or a permanent easement on Amtrak Right-of-Way for the Elizabeth Spring restoration work and associated retaining walls.
6. The existing drainage system will be investigated on Forge Road. The Consultant shall coordinate with RIDOT and regulatory agencies for work related to replacement of the outfall to the Maskerchugg River and any other replacement work needed to ensure the integrity of the drainage system in this area. The Consultant shall consider minor drainage rehabilitation such as rebuilding existing structures, relining existing pipes, and replacing collapsed pipes in-kind and general system cleaning. The design plans shall include the design of a retaining wall for the outfall. It is anticipated that dewatering will be required to perform this work.

Maskerchugg River Bridge No 1094:

1. The bridge work required for this contract shall, in general, consist of preparing the necessary contract documents, plans, specification, quantities, and estimates for the design of a prefabricated tubular steel truss multi-use path bridge, including substructure, sedimentation controls, dewatering basins etc.
2. Any re-grading and slope work proposed for the north abutment must be in accordance with RIDEM waste management requirements pertaining to the landfill cap.
3. Review of all shop drawings will be included as part of the cost for construction engineering.

Environmental:

1. It is anticipated that the proposed bridge and multi-use path will qualify for a categorical exclusion under the Federal NEPA regulations.
2. The related bridge work, drainage work and multi-use path design work is expected to require a RIDEM Preliminary Determination, Water Quality Certification and a CRMC Permit.
3. The design must include provisions for sedimentation controls and dewatering.
4. Development of a Storm Water Pollution Prevention Plan Based on RIDOT templates will be required. The Consultant will perform construction monitoring for SWPPP compliance.
5. This project requires coordination with the RIHPHC with regards to the Elizabeth Spring, a property listed on the National Register of Historic Places. This project must be in compliance

with Section 106 of the National Historic Preservation Act of 1966, and section 4(f) of the Department of Transportation Act and 49 U.S.C. 303 and 23 U.S.C. 138. The project shall include a suitable landscape design which will facilitate the Elizabeth Spring's long-term maintenance.

6. A Phase I cultural survey is required for the project area. If it is determined that a Phase II cultural survey is needed, this work shall be done under supplemental agreement.
7. A Phase I Environmental Site Assessment must be conducted for this project.
8. All stormwater design shall be in accordance with the 2010 Stormwater Manual Design regulations.

MONTHLY PROGRESS REPORTS

Monthly progress reports for the project will be required in accordance with current Department policy.

PROPOSAL FORMAT

The proposal for all required work must be submitted in the Department's Work Breakdown Structure (WBS) format.

PLAN SCALE REQUIREMENTS

The Department will provide the existing AutoCAD Files of 30% design plans as submitted by Bryant Associates, Inc. as well as technical reports prepared by Fuss & O'Neill, Inc. to the shortlisted firms to assist them in preparing their Technical Proposal submission for RIDOT review and final selection recommendation. The existing plans have a scale of 1"=20 feet for the multi-use path and 1"=10 feet for the Maskerchugg River Bridge. All AutoCAD drawings are to be in accordance with the Department's AutoCAD Standards Manual.

For this project the following 30% design plan sheets will be provided unless noted with an asterisk:

Title Sheet	
Plan Symbols and Legend	*Traffic Control Plan (will be required)
Typical Sections	Details
General/Drainage and Utility Plans	Profiles
Location Plans	Landscape Plan
Grade Plans	*Right-of-Way Plans and Plats – (anticipated)
Cross Sections	Signing and Striping Plans
Bridge General Notes	Bridge General Plan
Dewatering Basin Details	Sedimentation Control Details
Abutment Plans and Sections	Substructure Details
Prefabricated Truss Details	Railing Details
Boring Logs	East Elevation and Longitudinal Section

All plans and cross section will be in accordance with the requirements of the Department's Design Policy Memos.

VI. PHASE I - FINAL DESIGN (75%, 90%, PS&E & ADVERTISING):

The plans should be accurate and to scale and attain the objective of providing this multi-use path and bridge connection as outlined in the project concept. All plans shall be developed and submitted in accordance with the Department's Design Policies.

The preparation of Contract Documents, Special Provision, Special Details, Plan Sheets, Signature Sheet, Distribution of Quantities, Engineers Estimate, Materials Testing, Auto Cad files and Unit Price Justification shall be submitted to the Department for review and approval.

The development of the Final Design is to begin by the Consultant making a complete 75% submission for the selected Construction Contract for environmental permitting, and proceed through the 90%, PS&E

and Advertising plan submission stages in accordance with the Department's Policies and Design Criteria. See ATTACHMENT I for a list of minimum Design Criteria for this project.

Multi-Use Path:

1. It is anticipated that this contract will require the preparation of Right-of-Way Plans, Condemnation Plats and Plat Descriptions during the Final Design. This item will include all necessary work for right-of-way research and all necessary ground survey to determine property lines in accordance with the Departments Policies. Work-hours should include the preparation to right-of-way acquisition, permanent easements, and temporary easements associated with work on Amtrak property relating to the Elizabeth Spring.
2. Produce necessary plans, quantities, contract documents and estimates as required by Departments rules, regulation, and policies.

Traffic:

1. The Consultant shall be required to prepare Traffic Management Plans (TMP).
2. Produce necessary plans, quantities, contract documents and estimates as required by Departments rules, regulation, and policies.

Environmental:

1. The Consultant must prepare a Preliminary Determination (PD) for Water Quality and any CRMC and/or any other permits associated with this project. If it is determined that full permits are required, they will be developed by the consultant under a supplemental agreement to this contract.
2. The Consultant shall develop a Storm Water Pollution Prevention Plan (SWPPP) utilizing the Department's templates.
3. Produce necessary plans, quantities, contract documents and estimates as required by Departments rules, regulation, and policies.

Bridge:

1. The design of the Maskerchugg River Bridge No. 1094 shall be pre-fabricated tubular steel Truss Bridge in accordance with the Department's Policies and Design Criteria. See ATTACHMENT I for a list of minimum Design Criteria for this project.
2. Produce necessary bridge plans, quantities, contract documents and estimates as required by Department rules, regulations, and policies.

VII. PHASE II - CONSTRUCTION SERVICES:

Upon completion of PHASE I services including advertising the Consultant shall perform a post review of plans documents and estimates as requested by the Department.

The Consultant is to provide construction services for monitoring the SWPPP.

The Consultant shall also provide construction support, attend meetings, review the Contractor's submittals (shop drawings and RFIs), monitor construction activities as required and provide back-up and finalization for the design.

-END OF SCOPE-

ATTACHMENT I RELEVANT PROJECT GUIDANCE

Design Criteria for This Project: The following design criteria including all the latest revisions and interims as applicable are to be utilized in the development of all final design plans, documents and details.

- A Policy on Geometric Design of Highways and Streets, 2004, and all revisions.
- AASHTO Guide to the Development of Bicycle Facilities, 1999, and all supplements and revisions.
- 2004 AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities
- Highway Capacity Manual, 2010.
- Manual On Uniform Traffic Control Devices, 2009
- Rhode Island Standard Specifications for Road and Bridge Construction 2004 and all latest revisions.
- *Rhode Island Standard Details*, with the latest revisions.
- *Design Policy Memos*, with latest revisions, and “To All Consultants” letters.
- Rhode Island LRFD Bridge Design Manual, 2007, and all supplements and revisions.
- AASHTO Standard Specifications for Highway Bridges, 2010 Fifth Edition, including latest interim specifications.
- *Federal -Aid Policy Guide (FAPG) Title 23 – Code of Federal Regulations*
- RIDOT Design Procedures for Pavement Design, with latest revisions.
- *Bridge Welding Code AASHTO/AWS-D1.5m/D1.5:2002 w/ 2005 interims*
- *Rhode Island Department of Transportation Guidelines for LRFR of Highway Bridges, 2009*
- AASHTO Manual for Bridge Evaluation 2011, 2nd edition, with latest interims.
- AASHTO Roadside Design Guide, 2006, 3rd Ed., including latest revisions.
- *Guide Specifications for Fatigue Evaluation of Existing Steel Bridges 1990*
- *Guide Design Specifications for Bridge Temporary Works 2008 with Interim Revisions.*
- Rhode Island Traffic Design Manual, 2004
- Rhode Island CAD Standards Manual

Data to be supplied by the Department of Transportation **to Shortlisted Firms:**

- 30% Design Plans and AutoCAD Files from Bryant Associates, Inc.
- Copies of all available highway plans, Right-of-Way plans, and Bridge Calculations for the State Highway & Bridge facilities in the area of the study are available at the Department of Transportation.
- RIDOT will provide all necessary pavement cores on this project.
- Geotechnical Data if available.
- Traffic counts if available.
- Material test data if available
- Design Plans from the Town of East Greenwich Landfill Closure Project – Fuss & O’Neill
- Site Investigation Report – East Greenwich Municipal Landfill – Fuss & O’Neill – October 2004
- Report of Hydrologic and Hydraulic Investigation – Bryant Associates Inc. – January 2004
- Bridge Type Study Report – Bryant Associates Inc. – revised January 2004
- Phase I Environmental Site Assessment – East Greenwich Multi-use path – Bryant Associates Inc. – October 2005

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

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

<p>1. Type of Federal Action:</p> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance </div>	<p>2. Status of Federal Action:</p> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award </div>	<p>3. Report Type:</p> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. initial filing b. material change </div> <p>For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Report Entity:</p> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known: Congressional District, if known: _____	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____</p>	
<p>6. Federal Department Agency:</p>	<p>7. Federal Program Name/Description: CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity: (if individual, last name, first name, mi):</p>	<p>10. b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, mi):</p>	
<p>11. Amount of Payment (check all that apply)</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
<p>12. Form of Payment (check all that apply):</p> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
<p>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):</p> 		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>		
<p>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.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	
<p>For Federal use Only:</p>	<p>Authorized for Local Reproduction Standard Form – LLL-A</p>	

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

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.

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.