



1/21/14
STATE OF RHODE ISLAND
DIVISION OF PURCHASES

RFP 7491366PH2
ON-CALL ADA CONSULTANT SERVICES

The following firms (in alphabetical order) have been short-listed to submit technical proposals for formal evaluation and final selection recommendations:

- Beta Group
- CDR Maguire
- 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: February 12, 2014
Time: 11:30 a.m.

Location: Rhode Island Division of Purchases
One Capitol Hill (2nd Floor)
Providence, RI 02908

Submissions should be clearly reference the firm's name, RFP number and title.

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 is February 5, 2014 at midnight.



State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

ADDENDUM #1

LOI # 7491366PH1 TITLE: ON-CALL ADA CONSULTANT SERVICES

SUBMISSION DEADLINE: 9/04/13 – 11:30 a.m.

Prospective bidders and all concerned are hereby advised of the attached changes/modifications for the above referenced RFP and are hereby requested to change their copies accordingly.

- **Due to the two phase solicitation process, the first phase of this solicitation is identified as #7491366PH1. Upon identification of the short-listed vendors, Request for (Technical) Proposal shall be identified as #7491366PH2.**
- **Contents of Addendum are attached including Attendance Sheet from the Pre-Proposal Conference held on August 22, 2013.**



LISA HILL
CHIEF BUYER

Bidders must include a signed copy of this addendum with their proposal submission as acknowledgment.

Company Name (Print)

Signature of Authorized Representative

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
RIDOT Addendum Notification

7491366PH1 – ON-CALL ADA CONSULTANT SERVICES: To Design Fully Accessible Pedestrian Routes Statewide per the Americans with Disabilities Act (ADA) Guidelines (3 CONTRACTS ANTICIPATED)

Per the issuance of Department of Transportation **ADDENDUM # 7491366A1** the following changes are noted:

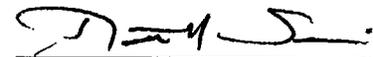
- **PRE-PROPOSAL MEETING SUMMARY**

Summary of discussion and proposal requirements presented at aforementioned Meeting. There were no questions asked by Meeting attendees.

- **ATTENDANCE SHEET**

Courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on August 22, 2013.

APPROVED:



Kazem Farhoumand, P.E.
Chief Engineer *KFR*

8/23/13

DATE

TO ALL RESPONDENTS:

Respondents are instructed to submit a **LETTER OF INTEREST ONLY** for **shortlist evaluation and ranking**. All Respondent firms will be formally notified by RIDOT of final shortlist recommendations. Shortlisted Firms will be required to submit a **TECHNICAL Proposal** for evaluation and **FINAL SELECTION** recommendations. LOI Information requested should be based on the shortlist selection criteria defined on **PAGE 7** of the RFP.

- RIDOT anticipates the award of **THREE (3) CONTRACTS**; each contract awarded will have a contract completion date of **THREE (3) YEARS** after the date of authorization to commence work. The initial contract award amount for each contract will be **\$750,000.000** for services performed under the defined contract term. Should the State, after expenditure of this sum, find further need for the Consultant services, such services may be extended annually for an additional **TWO (2) YEARS** in accordance with the established federal regulation; the maximum term of each contract may not exceed a maximum dollar amount **\$1,250,000.00**.
- **RIVIP BIDDER CERTIFICATION COVER FORM MUST** be completed and submitted with proposal; failure to do so **MAY** result in disqualification. In addition, RIDOT requires that all Respondents complete and include in each submission the following forms:
 - **DEBARMENT**
 - **LOBBYING**
 - **CONFLICTS DISCLOSURE STATEMENT**
- **W-9 FORM** is also required but should be submitted ***“unbound”*** for DOA review and acceptance. **Copies of W-9 FORM need NOT be included in each Proposal Submission.**
- This Project has been assigned a **10% DBE GOAL** designated for each contract anticipated. Disclosure of DBE firms proposed and the work to be performed **MUST** be included as part of LOI submission along with copies of current state certifications. To qualify toward Goal, DBE certification must **be approved at the time of proposal submission.**
- Questions may be e-mailed to the RIDOT website @ **www.dot.ri.gov** through steps outlined in RFP. The **Q&A Forum** will disable **7 full calendar days** prior to the due for this project; **therefore the closing date for this project is MIDNIGHT on AUGUST 27, 2013.**
- **DUE DATE for submission is SEPTEMBER 4, 2013 no later than 11:30 AM**; Submission package must be submitted to the **RI Department of Administration- Division of Purchases- 2nd Floor, One Capitol Hill, Providence, RI 02908** and should be clearly labeled as to **Bid# 7491366 On-Call ADA Consultant Services**



REQUEST FOR PROPOSAL (RFP) – BID# 7491366
ON-CALL ADA CONSULTANT SERVICES

SUBMISSION DEADLINE: Wednesday, September 04, 2013 at 11:30 AM (ET)

PRE-BID CONFERENCE: NO
 YES Thursday, August 22, 2013 at 10:00 AM (ET)

Mandatory: NO
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Location: RHODE ISLAND DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL- CONFERENCE ROOM "B" (2ND FLOOR)
PROVIDENCE, RI

Buyer Name: *Lisa Hill*
LISA HILL
Title: CHIEF BUYER

QUESTIONS Prospective bidders are hereby notified that all questions pertaining to this contract must be submitted to the Department of Transportation in writing through its website at <http://www.dot.ri.gov/contracting/bids> by accessing the questions & answers menu located within the 'contracting', then 'bidding opportunities' link. Response to the submitted questions will also be posted under this link as an addendum as appropriate. Phone calls will not be accepted.

SURETY REQUIRED: NO

BOND REQUIRED: NO

PUBLIC COPY (R.I. Gen. Law 37-2-18(j)): This requirement applies to all public works projects (vertical and horizontal) exceeding Five Hundred Thousand (\$500,000) dollars and any combination of base bid plus all alternates.

DISK BASED BID: NO
 YES: See attached Disk Based Bidding Information

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
Road Design Section

REQUEST FOR LETTERS OF INTEREST

Letters of Interest (LOI) 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) to acquire professional engineering services for:

**ON-CALL ADA CONSULTANT SERVICES: To Design
Fully Accessible Pedestrian Routes Statewide per the
Americans with Disabilities Act (ADA) Guidelines
(3 CONTRACTS ANTICIPATED)**

DBE GOAL: 10%

RIDOT is seeking to acquire consultant services to provide "On Call/ As Needed" engineering services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested ADA design tasks as defined herein. The selected firms will work under the direction of the Chief Engineer and the RIDOT Road Design Section in conjunction with the Federal Highway Administration, the Governor's Commission on Disabilities, applicable City and Town municipalities and other State Agencies as required.

Respondents must demonstrate a minimum of FIVE (5) YEARS highway and traffic 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 firm must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.

The selected firm must establish and maintain throughout the lifetime of their Contract an office in or near Providence, Rhode Island for the purpose of performing the work required and to assume all costs thereof including all costs incidental to moving personnel to said office.

MAXIMUM CONTRACT TERM/VALUE: To maintain the intent of the BROOKS ACT (40 U.S.C.1101-1104) in promoting open competition and selection, for on-call (**indefinite delivery/ indefinite quantity [IDIQ]**) type contracting; a maximum length of contract and maximum dollar amount of contract must be defined within the solicitation and contract provisions. Specifically, as defined under Proposed Rules cited under 23 CFR Parts 172.9(3) (i) (ii) published in the Federal Register dated September 4, 2012, any on-call solicitation (1) shall not exceed a maximum contract term of FIVE (5) YEARS, including the number and period of any allowable contract extensions; and 2) shall specify a maximum total contract amount which may be awarded under said contract. Should additional services be required after an established threshold has been met, the project shall then be re-solicited to select the most qualified firm(s) for the extended services needed.

Accordingly, under this solicitation for on-call services, RIDOT anticipates the award of THREE (3) CONTRACTS; each contract awarded will have a contract completion date of **THREE (3) YEARS** after the date of authorization to commence work. The initial contract award amount for each contract will be **\$750,000.000** for services performed under the defined contract term. Should the State, after expenditure of this sum, find further need for the Consultant services, such services may be extended annually for an additional TWO (2) YEARS in accordance with the established federal regulation; the maximum term of each contract may not exceed a maximum dollar amount \$1,250,000.00.

NEGOTIATION / FIXED FEE: "Post" contract award, RIDOT will assign specific location sites to the selected Consultants; at that time the Consultant will negotiate proposed hours and fees for services requested with the

Road Design Section, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of each initial contract amount. Negotiated salary costs must be in line with RIDOT salary caps and approved OH rates. Eligible negotiated costs can not exceed an additional 10% FIXED FEE. All other project expenditures must conform to current RIDOT policies and accepted procedures.

LOI submittals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program*, 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**, 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 State Division of Purchases' website @ <http://www.purchasing.ri.gov>. This is the *Rhode Island Vendor Information Program* (RIVIP) website. A copy of this four-page certification form **MUST** be included in all proposals (original and copies) submitted to the State for consideration.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 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 insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for award.
- It is intended that an award pursuant to this RFP will be made to a PRIME Respondent who will 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.
- 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.

- 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 guidelines outlined in the Rhode Island Standard Specifications for Road and Bridge Construction, 2004, and subsequent Revisions, which is currently available on-line @ www.dot.ri.gov.
- 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 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**

- 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 of 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 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

each Contract; Each PRIME Consultant will 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 will 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 Agency.
- **LOBBYING FORM:** Enter known project information on PAGE 1 (DESCRIPTION etc.); Agency must complete FORM and submit signed by an authorized agent of your Agency.
- **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 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 and traffic 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 **THURSDAY, AUGUST 22, 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 7 FULL CALENDAR DAYS prior to the proposal due date. **Therefore, questions will not be accepted after Midnight on AUGUST 27, 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:
RFP #7491366 – ON-CALL ADA CONSULTANT SERVICES by SEPTEMBER 4, 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)	30 POINTS
2.	PAST/ RELEVANT EXPERIENCE – relevant to design services requested	25 POINTS
3.	PAST PERFORMANCE – in terms of quality of work and timeliness of accomplishment	20 POINTS
4.	CURRENT WORKLOAD – include current listing of projects contracted to perform	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.	<p>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</p> <p><i>"SAMPLE" TASK LOCATION:</i> <i>Implement ADA compatibility along a half-mile stretch of roadway that has a mix of no curb ramps, some curb ramps, utility poles and a stretch of good and poor sidewalks.</i></p>	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 Consultants 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

ON-CALL ADA CONSULTANT SERVICES: To Design Fully Accessible Pedestrian Routes Statewide per the Americans with Disabilities (ADA) Act Guidelines (3 CONTRACTS ANTICIPATED)

INTRODUCTION:

The Rhode Island Department of Transportation (RIDOT) is seeking to acquire consultant services to provide "on call / as needed" engineering services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested design tasks associated with providing fully accessible pedestrian routes at locations to be determined by RIDOT. In addition, there could be spot areas for improvements at signalized intersections which may involve updating traffic signal equipment to comply with ADA guidelines. The selected firms will work under the direction of the Chief Engineer and the RIDOT Road Design Section in conjunction with the Federal Highway Administration, the Governor's Commission on Disabilities, and the applicable City and Town municipalities and other State Agencies as required.

Respondents must demonstrate **a minimum of FIVE (5) YEARS highway and traffic 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. The selected firms must be familiar with all Federal ADA Guidelines, including a familiarity with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) as well as the proposed Public Rights-Of-Way Accessibility Guidelines (PROWAG) regulations. As stated herein, in accordance with RI General Laws, the selected firm must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.

Maximum Contract Term / Value: The RIDOT anticipates the award of **THREE (3) CONTRACTS**. The initial contract award amount for each contract will be **\$750,000.00** for services performed under a **3 YEAR** contract term. In accordance with 23 CFR Parts 172.9(3)(i)(ii), should the State, after expenditure of the initial contract sum, find further need for the Consultants' services, such services may be extended annually for an additional **TWO (2) YEARS**; the maximum term of this contract may not exceed a maximum dollar amount of **\$1,250,000.00**.

Negotiation of Fees: "Post" contract award, RIDOT will assign specific work tasks to the selected Consultant; **at that time** the Consultant will negotiate proposed hours and fees for services requested with the RIDOT Road Design Section, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of the initial contract amount. Negotiated costs must be in line with RIDOT approved salary and OH rates; all other project expenditures must conform to current RIDOT policies and accepted procedures. At the point of negotiation, RIDOT coordination and Consultant/ Sub-Consultant participation along with proposed work items and associated costs will be documented through the development of a **WORK ORDER / TASK IMPLEMENTATION SHEET**.

Fixed Fee: Eligible negotiated costs can not exceed an additional **10% FIXED FEE**.

ON-CALL ADA DESIGN CONSULTANT AGREES:

1. To act as the selected **On-Call ADA Design Consultant** for infrastructure improvements that will provide fully accessible pedestrian routes at locations to be determined by RIDOT. This scope of work is for the design of easily implemented improvements to provide fully accessible pedestrian routes which may include but is not limited to installation of curbing and sidewalk, providing curb ramps at any intersection that has curbs or other barriers which are not accessible, providing detectable warning systems, retrofitting drainage structures with bicycle safe grates, and widening the sidewalk to provide accessibility around barriers or obstructions. In addition to providing accessibility, all the drainage structures must be retrofitted with bicycle safe grates. It is anticipated that the work will include resetting and / or replacing of curb, replacing of sidewalks, striping for crosswalks, signage, and may also include relocation of utilities. For any areas that are at signalized locations, the traffic signal equipment such as pedestrian signals would need to be evaluated to meet the latest ADA and MUTCD guidelines. The possible utilization of Accessible Pedestrian Signal (APS) technology should be considered.
2. To provide data, including coordinates, from the construction plans and/or field data task locations, for entering into the RIDOT sidewalk database.
3. To perform other and similar services, in addition to or in amendment of the above, as shall be mutually agreed upon by the **On-Call ADA Design Consultant** and RIDOT.
4. To permit RIDOT to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by RIDOT.
5. To be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner as RIDOT shall require, the services of personnel experienced in the pertinent fields of highway and traffic engineering, as applicable, together with administrative and clerical personnel. Any person who, in RIDOT's opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT'S best interest, shall be removed from the project payroll immediately upon RIDOT

request.

6. To establish and maintain throughout the life of this Contract an office in or near Providence, Rhode Island, for the purpose of performing the work required, and also to assume all costs thereof, including all costs incidental to moving personnel to said office.
7. Upon request, the **On-Call ADA Design Consultant** will furnish RIDOT with statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person.
8. To keep separate accounts for each task, of all costs for engineering services under the terms of this Contract as performed by the **On-Call ADA Design Consultant**, and to submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the original records of the **On-Call ADA Design Consultant** by RIDOT.
9. The requirements for drafting, plan materials, plats, etc. will be in accordance with the requirements of RIDOT'S Design Policy Memos.

RIDOT AGREES:

1. To furnish to the **On-Call ADA Design Consultant** access to State and Federal policies, manuals, publications, standards, forms, and data required to carry out the work under the terms of this Contract.
(SEE ATTACHMENT 1 FOR A LIST OF DESIGN CRITERIA FOR THIS PROJECT)

RIDOT AND THE ON-CALL ADA DESIGN CONSULTANT ADDITIONALLY AGREE:

1. The field notes, records, computations, work sheets, drawings, traffic data, correspondence, and all other property resulting from the operation of the **On-Call ADA Design Consultant** will be the permanent property of RIDOT; the final payment by RIDOT to the **On-Call ADA Design Consultant** will be withheld until the **On-Call ADA Design Consultant** transfers all property to RIDOT.
2. That in any case total payments by RIDOT to the **On-Call ADA Design Consultant** under the terms of this Contract will not exceed **Seven Hundred Fifty Thousand and 00/100 Dollars (\$750,000.00)** and if RIDOT, after the expenditure of this sum, finds further need for the **On-Call ADA Design Consultant** such services may be authorized under conditions to be set forth in a supplemental agreement. The maximum contract term/value may not exceed established delivery/quantity thresholds assigned to this on call contract.
3. The **On-Call ADA Design Consultant** will maintain the required registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract.
4. As the work progresses, the workload handled by RIDOT may increase or decrease. RIDOT reserves the right to add or withdraw individual tasks, or portions thereof, under this Contract, in keeping with its workload, without regard to the status of completion of the individual projects.
5. When an individual task is removed from the work under this Contract, the **On-Call ADA Design Consultant** will turn over to RIDOT all materials and records incidental thereto and will receive no further compensation for that task.
6. This initial Contract will have a completion date of **THREE (3) YEARS** after the date of authorization to commence work; such services may be extended annually for an additional **TWO (2) YEARS** in accordance with the established federal regulation.
7. Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress

reports must outline work accomplished, hours and costs expended, outstanding questions which require resolution, a statement as to whether or not sufficient hours remain to complete the effort as proposed, and the anticipated project submission schedule. In addition, progress reports for this project must have man-hours and costs expended broken down per task for that month. Payment invoices will be processed only if the required progress reports are current. A copy of the updated MONTHLY DBE UTILIZATION REPORT shall also be included along with monthly reporting.

8. All design submissions and monthly progress reports shall be made to the Department's Road Design Section. The Consultant will be authorized to proceed from a given design task only when written approval is granted by Road Design.

PROJECT REQUIREMENTS

PLAN SCALE AND REQUIREMENTS

All plans will be at a scale of 1 inch equals 20 feet. Requirements for CAD, plan materials, plats, etc. will be in accordance with the requirements of the Department's Design Policy Memos, or as directed by the Project Engineer.

For this project, the plans will be drawn at a scale of 1 inch equals 20 feet and the following plan sheets will be required unless otherwise directed by the Engineer:

Title Sheet
Plan Symbols & Legend Sheet
Typical Sections
Details (as required)
General Plans
Intersection Plans (includes signing & striping)
Drainage/Utility Plans (if required)
Location/Grade Plans (if required)
Grade Plans (if required)
Traffic Control Plan

DESIGN SUBMISSION REQUIREMENTS

A conceptual design report may be required. It is anticipated that Final Design will include the 30%, 90% and PS&E submissions. Environmental permitting may be required.

The **On-Call ADA Design Consultant** shall prepare final design construction plans, contract documents, and construction estimates for locations where improvements are to be made through construction contracts. Base plans may be either from reproductions of existing plans provided by the Department, from field survey performed by the Design Consultant, or from other sources.

The **On-Call ADA Design Consultant** will be responsible for submitting and coordinating with utility companies per RIDOT'S DPM 450.13.

As described in the traffic design manual, new pedestrian signal support structures and their proposed locations must be examined by utility locators to ensure there is no conflict with existing underground utilities. Utility adjustments may include any or all of the following utilities: electric, telephone, fire alarm, cable, TV, gas, water, and sewer etc.

Subsurface investigations may be required to provide sufficient data needed for design. Vacuum probes are required at all foundation locations. If deemed necessary, the Consultant will be responsible for the layout and coordination of the subsurface investigation. Highway Design must approve all subsurface investigation

locations. The **On-Call ADA Design Consultant** will be responsible for the analysis of all subsurface investigation data.

The preparation of Right-of-Way Plans, Condemnation Plats and Plat Descriptions may be necessary for providing an accessible route, per ADA requirements.

During the Final Design of the project, the **On-Call ADA Design Consultant** will be required to coordinate with Rhode Island Historical Preservation and Heritage Commission and the Rhode Island Department of Environmental Management via the Rhode Island Department of Transportation.

The **On-Call ADA Design Consultant** will be required to coordinate with the on-going design and/or construction of any adjacent or nearby projects.

The **On-Call ADA Design Consultant** shall provide all plans as drawing files on a CD in an AutoCAD compatible format, unless otherwise noted.

During construction the **On-Call ADA Design Consultant** will be responsible for the review and approval of shop drawings which may include pedestrian poles and foundations, and any replacement signal control equipment such as controllers, malfunction management units and detector amplifiers.

If necessary, the **On-Call ADA Design Consultant for the ADA Program** shall attend the pre-bid conference and assist in the preparation of any required Contract Addenda.

DATA TO BE SUPPLIED BY RIDOT TO THE SELECTED CONSULTANTS:

- 1) The RIDOT will supply copies of all available highway/bridge plans and right-of-way plans for the State's highway facilities in the area of the study.
- 2) RIDOT will provide all necessary pavement cores

-END OF SCOPE-

ATTACHMENT I

Design Criteria For This Project: The latest publications of the following applicable design criteria are to be utilized in the development of all alternate solutions and the final detail design.

- 1) A Policy on Geometric Design of Highways and Streets -American Association of State Highway and Transportation Officials
- 2) AASHTO Guide for the Development of Bicycle Facilities
- 3) AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities
- 4) Accessible Rights-of-Way: A Design Guide. U.S. Architectural and Transportation Barriers Compliance Board (Access Board)
- 5) The Americans with Disabilities Act (1990), as Amended
- 6) Title II of the Americans with Disabilities Act Implementing Regulation (28 CFR 35)
- 7) Section 504 of the Rehabilitation Act of 1973 Implementing Regulation 49 CFR 27
- 8) Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- 9) Proposed Public Rights-Of-Way Accessibility Guidelines (PROWAG)
- 10) Highway Capacity Manual
- 11) Manual on Uniform Traffic Control Devices
- 12) Rhode Island Standard Specification for Road and Bridge Construction, with latest revisions
- 13) Rhode Island Standard Details, and the Bridge Design Standard Details
both with latest revisions.
- 14) Design Policy Memos, with latest revisions.
- 15) Rhode Island Bridge Design Manual
- 16) Rhode Island Traffic Design Manual
- 17) RIDOT CAD Standard Manual
- 18) RIDOT Highway Design Manual
- 19) Manual of Transportation Engineering Studies - Institute of Transportation Engineers
- 20) Traffic Engineering Handbook, 6th Edition - Institute of Transportation Engineers
- 21) Roundabouts: An Informational Guide - NCHRP Report 672, Federal Highway Administration
- 22) AASHTO Standard Specifications for Highway Bridges
- 23) Rhode Island Department of Transportation Action Plan
- 24) Rhode Island Department of Transportation Technical Infeasibility Determination Policy – TAC 0198
- 25) RI Department of Transportation Design Procedures for Pavement Design, with latest revisions

- 26) Federal Aid Policy Guide Part 626.5, Pavement Design
- 27) Federal Aid Policy Guide, part 625, Design Standards for Highways
- 28) Roadside Design Guide

ADDITIONAL ON-LINE INFORMATION AVAILABLE:

- *Designing Sidewalks and Trails for Access, Part I, A Review of Existing Guidelines,*
www.fhwa.dot.gov/environment/sidewalks/
- *Designing Sidewalks and Trails for Access, Part II, Best Practices Guide,*
www.fhwa.dot.gov/environment/bikeped/errata.htm
- *FHWA Pedestrian and Bicycle Safety Research* – provides information on issues and research related to pedestrian and bicycle safety: www.tfhrc.gov/safety/pedbike/index.htm
- *ITE website, www.ite.org/accessible/* has information on accessible intersection design

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

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> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p> <p>For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Report Entity:</p> <p><input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:</p> <p>Congressional District, if known: _____</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known: _____</p>	
<p>6. Federal Department Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity:</p> <p>(if individual, last name, first name, mi): _____</p>	<p>10. b. Individuals Performing Services (including address if different from No. 10a)</p> <p>(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> <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>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____</p>		
<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: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____</p>	
<p>For Federal use Only:</p>	<p>Authorized for Local Reproduction Standard Form - LLL-A</p>	

Approved by
03-48-0046

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

CONFLICTS DISCLOSURE POLICY

To ensure that the Rhode Island Department of Transportation (RIDOT) maintains the continued confidence and trust of the people of Rhode Island in carrying out its mission, prospective vendors must disclose any family (or other personal) relationships, associations or connections that the vendor, its affiliates, or employees, may currently have with any RIDOT employee. A Conflicts Disclosure Statement shall be submitted to RIDOT from the following:

- ❖ Owners;
- ❖ Directors;
- ❖ Principals;
- ❖ Officers, board members, or individuals with corporate authority;
- ❖ If the vendor is a partnership, the applicant's partners;
- ❖ If the vendor is a limited liability company, its members and managers;
- ❖ Employees with decision-making authority, including executive directors, managers or individuals in a similar position with corporate authority; and
- ❖ Shareholders with a controlling interest.

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.

Lisa Hill - ADA 7491366PH1A1Addendum 1

From: "Murray, Lucy" <lucy.murray@dot.ri.gov>
To: "Hill, Lisa (DOA)" <lisa.hill@purchasing.ri.gov>
Date: 8/23/2013 2:32 PM
Subject: ADA 7491366PH1A1Addendum 1
CC: "Vadenais, Kimberly" <kimberly.vadenais@dot.ri.gov>, "Crum, Vanessa" <va...>
Attachments: 7491366PH1A1.pdf

Lis-

Attached is signed Addendum**7491366PH1A1** for **ADA** Consultant Services. We added "PH1" to Bid No. on our addendum copy; you said you will formally acknowledge this revision on your Cover Sheet as well as update on the Purchases matrix.

We are awaiting OHS to provide Q&A responses to **SEATBELT** Addendum #2 then we will forward to you ASAP.

Let me know if you have any questions!

Thanks!!
Lucy

From: Vadenais, Kimberly
Sent: Friday, August 23, 2013 2:23 PM
To: Murray, Lucy
Subject: ADA Addendum 1

*Kimberly Vadenais
RI Dept of Transportation
Business Management Officer
2 Capitol Hill
Providence, RI 02903
401-222-2495 ext 4403*