



REQUEST FOR PROPOSAL (RFP) – BID# 7535370
ON-CALL PLANNING CONSULTANT SERVICES

SUBMISSION DEADLINE: Friday, December 06, 2013 at 11:30 AM (ET)

PRE-BID CONFERENCE:

NO
 YES **Tuesday, November 26, 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, 2ND FLOOR, CONFERENCE ROOM "B"
PROVIDENCE, RI.

Lisa Hill
Buyer Name: 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

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
Office of Planning and Program Development**

REQUEST FOR LETTERS OF INTEREST/TECHNICAL PROPOSALS

Letters of Interest / Technical Proposals (LOI/TECH) are hereby solicited by the Rhode Island Department of Administration/ Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire professional consultant services for:

RFP 7535370

**ON-CALL PLANNING CONSULTANT SERVICES: To Provide Site Assessment/Design
Study Services Statewide for Bicycle and Pedestrian Facilities
(2 CONTRACTS ANTICIPATED)**

DBE GOAL: 10%

RIDOT is seeking to acquire consultant services to provide "On Call/ As Needed" professional services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested site assessment/design study services as defined herein. The selected firms will work under the direction of RIDOT'S Office of Planning and Program Development under the direction of the Chief Civil Engineer and Senior Planner 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 bike/pedestrian planning and highway engineering experience within the past TEN (10) YEARS** 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 firms must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.*

The selected firms 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 TWO (2) 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 **\$375,000.000** 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 \$625,000.00.

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 RIDOT'S Office of Planning and Program Development, 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/TECH 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 combined with Technical Proposals, not an Invitation for Bid. Evaluation will be on the basis of the merits of the proposal submitted. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All Respondents MUST REGISTER online at the 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/TECH 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 LOI/TECH 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/TECH submissions must include, at a minimum, the following information for RIDOT review and subsequent **final selection** recommendation:

- **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/TECH Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.
- **Proposal Format:** LOI/TECH must be bound or contained in a single volume. All documentation submitted with the proposal must be contained in that single volume. LOI/TECH 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/TECH must contain a Table of Contents that cross-references each requirement with specific pages in the LOI/TECH submission.
- **RIDOT Scope of Work and Addenda:** Respondents shall include as part of LOI/TECH Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

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 bike/pedestrian planning and highway engineering 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 bike/pedestrian planning and highway engineering experience within the last TEN (10) YEARS* 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 PLANNING and HIGHWAY ENGINEERING Sections.
- **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.

STAFF QUALIFICATIONS / PROJECT TEAM

- **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) approximate percentage of each employee's time to be expended on 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 Office of Planning and Program Development 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** must be completed by the PRIME Respondent only and included in each LOI/TECH Proposal. Access to this current form may be obtained through the following website: www.qsa.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.

PROJECT APPROACH AND PROJECT SCHEDULE AND WORK PLAN

- **Project Approach and Schedule** - Quality and technical proficiency of planning and 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.

"SAMPLE" TASK ASSIGNMENT:

For both an on-road and off-road section of a proposed bicycle/pedestrian facility, describe the procedure that would be followed to determine the most feasible route alternative. Identify and discuss the criteria that would be utilized in making the most feasible route selection for both cases.

- **Work Plan**: Discuss your firm's ability to respond and the process for responding to on-call requests for the services associated with a broad range of likely assignments as described in the Scope of Work to follow. Provide your answer in terms of response time and turnaround capabilities.

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.

DBE PARTICIPATION

- **Mandatory RI DBE Certification Requirement**: Each contract awarded under this solicitation will have an assigned 10% Disadvantaged Business Enterprise (DBE) Goal. Evaluation will include a review of the proposed RI certified DBE firm(s) and proposed task assignment(s) to be performed. DBE certifications must be *approved* at the time of technical proposal submission to ensure DBE compliance and availability.

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

- **Supplemental Technical Information:** Respondents are encouraged to submit any other technical information deemed useful to provide RIDOT with sufficient information to evaluate the firm's qualifications to perform the requested services.

Once a Final Selection recommendation has been determined, the *selected* Consultant will be required to submit the following documentation to RIDOT for review and acceptance ***prior to contract award:***

- **Commitment to Affirmative Action:** Respondents must provide a copy of their firm's current Affirmative Action Plan to the State EEO Office for compliance review and approval.
- **Financial Status:** For projects 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 projects 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 Contracts & Specifications Office.

PRE-PROPOSAL MEETING

Interested parties are encouraged to attend a Pre-Proposal Meeting on November 26, 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 November 28, 2013.**

Upon review of the Scope of Work (SOW), an "**Original**" and **SIX (6) copies** of completed LOI/TECH 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 **inside cover of each LOI/TECH submission.** RIDOT requires 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 #7535370 – ON-CALL PLANNING CONSULTANT SERVICES by December 6, 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.

EVALUATION AND SELECTION:

Detailed LOI/TECH 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. A written evaluation and ranking of each proposal will be prepared by the TEC incorporating factors based on the following:

TECHNICAL SELECTION CRITERIA:	
1. PROJECT APPROACH inclusive of "on-call" response time and turnaround capabilities. <i>"SAMPLE" TASK ASSIGNMENT: For both an on-road and off-road section of a proposed bicycle/pedestrian facility, describe the procedure that would be followed to determine the most feasible route alternative. Identify and discuss the criteria that would be utilized in making the most feasible route selection for both cases.</i>	0 - 25 POINTS MAX
2. STAFF QUALIFICATIONS	0 - 20 POINTS MAX
3. PAST PERFORMANCE in terms of quality of work, timeliness of submissions and adherence to project schedule	0 - 20 POINTS MAX
4. CURRENT WORKLOAD	0 - 15 POINTS MAX
5. PAST / RELEVANT EXPERIENCE	0 - 10 POINTS MAX
6. FIRM'S SUITABILITY TO LEVEL OF PROJECT COMPLEXITY	0 - 5 POINTS MAX
7. DBE PARTICIPATION in terms of disclosure of RI certified DBE Firm(s) and assigned tasks	0 - 5 POINTS MAX
MAXIMUM SCORE	100 POINTS MAX

Evaluation will also consider commitment to Affirmative Action and DBE Participation. Upon completion of the written evaluation of all LOI/TECH submissions, the Technical Evaluation Committee may, at its discretion, contact the top-ranked candidate firm(s) to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

The TEC'S final selection recommendation will then submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final RIDOT selection recommendation will be presented to the State's Architectural / Engineering Consultant Services Selection Committee for consideration. Upon final selection approval from the Director of Administration, all Respondents will be notified that a final selection has been made.

NEGOTIATION / AUDIT STATUS

The selected Consultant(s) will be directed to submit a formal financial proposal to the RIDOT, and negotiations will be completed on a cost plus fixed fee basis. The selected Consultant(s) and/or Sub-consultant(s) may be required to undergo a pre-negotiation audit conducted by the RIDOT Audit Division. Pre-negotiation audits 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.

CONTRACT AWARD

Contractual arrangements will be established on a cost plus 10 % fixed fee basis. The successful Respondent must be prepared to provide necessary data to support all costs associated with project 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 PLANNING CONSULTANT SERVICES: To Provide Site Assessment/Design Study Services Statewide for Bicycle and Pedestrian Facilities

INTRODUCTION:

RIDOT is seeking to acquire consultant services to provide "on call / as needed" planning services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested "on-call" planning services for site assessment/design study to evaluate and recommend viable alternatives and determine project feasibility for the bicycle/pedestrian projects included in the Study and Development category of the FY 2013-2016 State Transportation Improvement Program (TIP) and other projects as required. Services may include but are not limited to the planning and/or design of sidewalks, shared-use paths, pedestrian signals, traffic calming items, bicycle signage and striping improvements and other geometric improvements as required. Technical and administrative oversight of the selected firm will be through RIDOT'S Office of Planning and Program Development under the direction of the Chief Civil

Engineer and Senior Planner in conjunction with the Federal Highway Administration, applicable City and Town municipalities, and other State Agencies as required.

Respondents must demonstrate **a minimum of FIVE (5) YEARS bike/pedestrian planning and highway engineering experience within the last TEN (10) YEARS** 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.

Maximum Contract Term / Value: The RIDOT anticipates the award of **TWO (2) CONTRACTS**. The initial contract award amount will be **\$375,000.00** 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 **\$625,000.00**.

Negotiation of Fees: "Post" contract award, RIDOT will assign specific location sites to the selected Consultant; **at that time** the Consultant will negotiate proposed hours and fees for services requested with the RIDOT Office of Planning and Program Development, 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 PLANNING CONSULTANT AGREES:

1. To perform site assessment/design study services for bicycle and pedestrian facilities at locations to be determined by RIDOT in accordance with the **SCOPE OF WORK**. Potential projects include but are not limited to:

MUNICIPALITY	PROJECT	LIMITS/DESCRIPTION
JAMESTOWN	Jamestown Bridge Bicycle & Pedestrian Access	Provide bicycle and pedestrian access on and off the bridge from both towns.
JAMESTOWN	Ice Road Bike Path	Mostly off-road from North Road to East Shore Road beginning south of the reservoir and connecting to Eldred Ave. and East Shore Road.
TIVERTON	Bicycle/Pedestrian Path.	Sakonnet River Bridge to the Massachusetts state line along the Newport Secondary Railroad ROW owned by RIDOT.
WARWICK	Pawtuxet Riverwalk	Bicycle/pedestrian path along the Pawtuxet River from Father Tirocchi field/Washington Secondary Bike Path to the Greenwich Village Apartments/Shalom Housing Complexes.
WARREN	East Bay Bike Path Extension	Bicycle/pedestrian path along former Warren/ Fall River Railroad ROW and/or Town easements to connect the Warren Bike Path and the East Bay Bike Path

2. 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 Planning Consultant** and RIDOT.
3. 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.
4. 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.
5. 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.
6. Upon request, to 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.
7. 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 Planning 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 Planning Consultant** by RIDOT.
8. The requirements for drafting, plan materials, plats, etc. will be in accordance with the requirements of RIDOT'S Design Policy Memos.

RIDOT AGREES:

To furnish to the **On-Call Planning Consultant** copies of 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 PLANNING 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 Planning Consultant** will be the permanent property of RIDOT.
2. That in any case total payments by RIDOT to the **On-Call Planning Consultant** under the terms of this Contract will not exceed **\$375,000.00** and if RIDOT, after the expenditure of this sum, finds further need for the **On-Call Planning Consultant**; such services may be authorized under conditions to be set forth in a supplemental agreement.
3. The **On-Call Planning 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 projects, 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 project is removed from the work under this Contract, the **On-Call Planning Consultant** will turn over to RIDOT all materials and records incidental thereto and will receive no further compensation for that project.
6. This Contract will have a completion date of **THREE (3) YEARS** after the date of authorization to commence work.
7. Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress reports must outline work accomplished; hours and costs expended **per project**; outstanding questions which require resolution. Payment invoices will be processed only if the required progress reports are current.
8. 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** documenting work-hours and costs expended for that month broken down **per project**.
9. The total cost of the DBE work assigned must **meet or exceed 10%** of Total Contract costs. Be advised that this requirement will apply for the lifetime of the contract. The 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.

PROJECT REQUIREMENTS

PROJECT REVIEW MEETINGS, COORDINATION AND CORRESPONDENCE:

The **On-Call Planning Consultant** will attend progress meetings with RIDOT staff and officials from the designated area communities. These meetings will provide a forum to discuss findings and critical issues, as well as to review project status. Public hearings within the local communities will not be required at this time; but, if required will be scheduled upon completion of the Conceptual Design Study Report. Public hearing preparation and attendance will be added by Supplemental Agreement.

DATA COLLECTION AND ANALYSIS:

- a. **Mapping and Utility Data:** Available mapping and plans of the project area will be collected and reviewed to develop a familiarity with the area and for use in the identification of alternatives. Relevant information will be collected from RIDOT, utility companies and the affected cities and towns, and any other sources identified as having information. It is anticipated that the available data that will be collected includes U.S.G.S. quad maps, RIGIS maps, roadway maps, road and sewer construction plans, aerial photographs, rail plans, property/assessor's maps, and utility plans. At this time, no additional photogrammetry services or field surveys are anticipated for any of the proposed locations. Additional services, if required, will be added by Supplemental Agreement.
- b. **Preliminary Right-of-Way Research:** It is anticipated that RIGIS information, tax assessor's maps, and utility easement plans will be used to perform preliminary identification of right-of-way research effort. Available maps will be collected and property and easement lines will be scaled-off and estimated on the available mapping. The primary objective of the preliminary right-of-way effort is to identify privately owned and public land parcels for identification of viable route alternatives.
- c. **Site Conditions Data:** An inventory of site conditions, including water quality (aquifers, recharge areas, water supplies), freshwater wetlands, floodplains, historic resources, and structures will be performed. The inventory of site conditions will be used in the development and evaluation of bikeway route alternatives.

- d. **Field Reconnaissance:** A significant effort under Data Collection will be field reviews of the project area. It is anticipated that the consultant will conduct field reviews to identify physical characteristics and detail the available mapping for the route alternatives. If available mapping does not accurately show some physical conditions, field measurements will be required to aid in locating site characteristics and to identify encroachments.
- e. **Accident Data:** For bicycle and pedestrian facility locations, the accident data in the vicinity of any at-grade crossings or along roadways may be considered a viable route alternative will be gathered for the last three (3) years for analysis purposes. The consultant will coordinate this effort with RIDOT'S Office of Planning and Program Development.
- f. **Previous Studies:** Previous related bicycle and/or pedestrian feasibility and/or design studies, if any, should be referenced for content and applicability. In addition, local comprehensive plans will be reviewed and referenced, if applicable, regarding bicycle/pedestrian facilities.

DEVELOPMENT AND EVALUATION OF ALTERNATIVE(S):

The following areas of concern will be included in the evaluation of route alternatives:

- a. **Traffic/Safety Considerations:** A major objective in the bicycle route alternative evaluation will be the provision of high safety standards. Accident data gathered in Item 2e will be analyzed to identify dangerous roadway and/or intersection areas.
- b. For bicycle and pedestrian facility locations, focus will be on safety and compatibility with other modes of transportation, including RIPTA bus services and private ferry operations, and commuter train services. In addition, surrounding land uses will be described.
- c. For bicycle route/lane signage locations, focus will be on compatibility with RIDOT's 2013 Statewide Bicycle System map and local city/town Comprehensive Plans and projects. Analysis of compatibility and inter-connectedness with known potential future bikeway projects including share-use paths, on-road bicycle routes and bike lanes will be considered in evaluating these location areas.
- d. Engineering feasibility with respect to topography constraints and physical barriers, including identification of required structures.
- e. Engineering considerations: In an effort to avoid or minimize harm, each developed alternative for each route segment will be evaluated for potential impacts, both adverse and beneficial. The consultant will complete the Environmental Checklist in close coordination with RIDOT's Environmental Programs Office.
- f. Compatibility with known potential future projects and bikeway linkages.
- g. Identification of general right-of-way impacts and acquisition requirements.
- h. Identification of Potential Structures: The need for required structures, such as for bridges over particular roadway or waterway crossings, will be investigated under the route alternatives evaluation. Additionally, there are locations along the abandoned railroad where the rails previously crossed bridges, but the bridges have been removed.
- i. Social and Economic Considerations: These considerations include potential changes in land use, effects upon public service facilities such as utilities, emergency/protection services, local, State, or Federally owned/operated public land uses and recreation areas, and potential tax losses due to private land acquisition.
- j. Preliminary Comparative Opinions of Probable Costs of Construction: This will be calculated for each viable alternative, including comparative costs for potential structures.

- k. All roadways for which bicycle route/lane signage is proposed are subject to the Section 106 Review Process. All projects that involve investigation of roadways for the installation of bike route (MUTCD D-11) signs shall be completed in conformance with RIDOT DPM 920.06 and the accompanying checklist.
- l. Implementation Schedules: Provide implementation schedules for the alternatives identified including primary phases of implementation, design phase, construction phase and contracting time utilizing software compatible with RIDOT.
- m. Evaluate contracting/implementation models that could be applied utilizing RIDOT's project delivery method selection tool.

SUMMARY OF EVALUATIONS AND SELECTION OF RECOMMENDED ROUTE:

- a. For bicycle and pedestrian facilities locations, the results of the evaluation of viable segment alternatives will be presented in a tabular format for easy comparison. This tabular summary will illustrate how the studied alternatives "Ranked" in each assessment criteria. For example, the amount of acres of impacted wetlands, numbers of structures, etc., will be tallied, and qualitative criteria such as safety considerations, visual resource considerations, and consistency with comprehensive plans (such as providing potential future local bikeway linkages) will be scored. The summary table will be a reference to be used during the selection process of the recommended bikeway route. A written summary of the table will also be provided.
- b. For bicycle and pedestrian facilities locations, a preferred route will be identified, based upon results of the design study/alternative evaluation and from input from RIDOT and municipal officials. The consultant will justify the reasons for selection and also for discounting other less desirable alternatives. These conclusions will be included in the Draft Design Study Report. Upon review and acceptance of Draft Design Study Report by RIDOT and participating local communities, all comments received will then be incorporated into a Final Design Study Report.
- c. All Final Design Study Reports will be made available on compact disks and PDF format for distribution to local communities.

-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 Technical Infeasibility Determination Policy – TAC 0198
24. RI Department of Transportation Design Procedures for Pavement Design, with latest revisions

25. Federal Aid Policy Guide Part 626.5, Pavement Design
26. Federal Aid Policy Guide, part 625, Design Standards for Highways
27. 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
- 2012 AASHTO Guide to the Development of Bicycle Facilities - http://www.sccrtc.org/bikes/AASHTO_1999_BikeBook.pdf
- National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide, <http://nacto.org/cities-for-cycling/design-guide>
- Guidelines for Analysis of Investments in Bicycle Facilities, http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_552.pdf
- Benefit-Cost Analysis of Bicycle Facilities, <http://www.bicyclinginfo.org/bikecost/>
- FHWA Bicycle and Pedestrian Facility Design Flexibility Memo, http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design_flexibility.cfm

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: _____</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.

