



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**

**RFP # 7535370**

**TITLE: ON-CALL PLANNING CONSULTANT SERVICES**

**SUBMISSION DEADLINE: 12/6/13 – 11:30 A.M.**

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

SEE ATTACHED

A handwritten signature in cursive script, appearing to read "Lisa Hill".

**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

**7535370 – ON-CALL PLANNING CONSULTANT SERVICES: To Provide Site Assessment/Design Study Services Statewide for Bicycle and Pedestrian Facilities (2 CONTRACTS ANTICIPATED)**

Per the issuance of Department of Transportation ADDENDUM # 7535370A1 the following changes are noted:

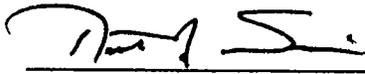
- PRE-PROPOSAL MEETING Q&A

Synopsis of questions/comments discussed at the Pre-Proposal Conference held on November 26, 2013 at RIDOA, Division of Purchases, One Capitol Hill, 2<sup>nd</sup> Floor , Providence, RI.

- ATTENDANCE SHEET

Courtesy copy of Attendance Sheet from Pre-Proposal Conference held on November 26, 2013.

APPROVED:

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

11/27/13  
DATE

**TO ALL RESPONDENTS:**

This is a Request for **Letters of Interest combined with Technical Proposals (LOI/TECH)**, 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.

Under this solicitation for On-Call Services RIDOT anticipates the award of **TWO (2) CONTRACTS**; each contract awarded will have a completion date of **THREE (3) YEARS** after the date of authorization to commence work. The initial award amount for each anticipated contract will be **\$375,000.00**. Should the State, after expenditure of this sum, find further need for the Consultant's services, such services may be extended annually for an additional TWO (2) YEARS in accordance with the established federal regulation; the maximum term for each contract may not exceed a maximum dollar amount \$625,000.00.

"Post" contract award, RIDOT will assign specific location sites to each selected Consultant; at that time the Consultant will negotiate proposed hours and fees for services requested with the Office of Planning and Program Development. The final negotiated fees will "draw down" off of the 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

**RIVIP BIDDER CERTIFICATION COVER FORM MUST** be completed and submitted with proposal; failure to do so **MAY** result in disqualification. **"ORIGINAL" RIVIP FORM** should be clearly presented for Purchases review and a **"COPY" of RIVIP FORM** should be included in **EACH** proposal submission.

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

- o **DEBARMENT**
- o **LOBBYING**
- o **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.

LOI/TECH must be bound or contained in a single volume and printed on **8 ½ x 11"** 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. 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.

Respondents shall include as part of LOI/TECH Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

Respondents must demonstrate **a minimum of FIVE (5) YEARS** of 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.

In accordance with RI General Laws, all persons practicing engineering in the State of Rhode Island must possess a **proper RHODE ISLAND P.E. REGISTRATION FOR THE INDIVIDUAL** and **Certificate of Authorization FOR THE FIRM** who would perform the work. Requirements and reference information are outlined in the RFP.

Additionally, in accordance with RI General Laws, no **FOREIGN CORPORATION**, (That is a corporation established outside of RI) has the right to transact business in RI until it has procured a **CERTIFICATE OF**

**AUTHORITY** from the **OFFICE OF THE SECRETARY OF STATE**. **If Applicable**, this should be included in your submission or acknowledge non-compliance and agree to comply prior to contract award.

This project has been assigned a **10% DBE GOAL** for each contract anticipated. Disclosure of DBE firms proposed and the work to be performed **MUST** be included as part of the submission along with copies of current state certifications. To qualify toward Goal, DBE certification must be approved at the time of proposal submission.

**Due Date for submission is DECEMBER 6, 2013 no later than 11:30 am**. Submission package must be submitted to the **Division of Purchases** and should be clearly labeled as to **Bid # and Project Description**

Questions may be asked at the RIDOT website @ [www.dot.ri.gov](http://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 NOVEMBER 28, 2013**.

1. **Q** – Referencing Page 6 of the RFP, **Project Approach and Schedule** states “Quality and technical proficiency of planning and design services proposed, inclusive of proposed project schedule and project milestones.” Due to the On-Call nature of this contract and since only a “sample task” is provided, is it necessary to include a proposed project schedule and projected milestones?

**A – NO. We will evaluate the quality and technical proficiency of planning and design services provided by your firm. You do not have to include a specific project schedule/milestones based on the “Sample Task Assignment” but the evaluation will consider your firm’s approach to providing a responsive solution to the task cited. Reporting and communication efforts will be reviewed.**

2. **Q** – Are we required to include Debarment, Lobbying and Conflicts Disclosure Statements for Sub-Consultant(s)?

**A – YES. Sub-Consultant(s) must also complete the federally mandated DEBARMENT and LOBBYING Forms in addition to the Department’s CONFLICTS DISCLOSURE Form.**

3. **Q** – The RFP states that DBE certification must be approved at the time of your proposal submission. Is this also true for WBE’s?

**A – YES. The eligibility requirement is specific to participation by a RI Certified DBE firm. WBE and MBE certified firms must also be RI DBE certified to be eligible as a DBE participant. MBE or WBE certification alone does not satisfy the requirement. A list of current Rhode Island State certified Disadvantaged Business Enterprises may be obtained through the State’s MBE Office website at [www.mbe.ri.gov](http://www.mbe.ri.gov).**

END



State of Rhode Island  
Division of Purchases  
One Capital Hill  
Providence, RI 02908

**"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET**

7535370  
ON-CALL PLANNING CONSULTANT SERVICES  
11/28/13 at 10:00 AM

NONE

10:05 AM

10:25 AM

1	VHB	Bharat Patel	10 Dorrance St	bpatel@vhb.com	272-8100
2	PRIME AE	Jay Mansuillo	397 Wampanoag Tr	jmansuillo@primeae.com	233-2993
3	PARC CORPORATION	John Shovlin	8 Blackstone Valley Pl Linn	johnshovlin@parc.com	334-4100
4	G-RA	Jos Giordano	200 Main St, Post	jgiordano@grain.com	726-4084
5	GRFI	Brad Leach	200 Main St Post	bleach@grain.com	726-4084
6	Green Intl Affairs	Ko Shikuma	234 Littleton Road Westfield, MA	kogreenintl.com	978-723-0400
7	VHB	Bill DeSantis	10 Dorrance St	wdesantis@vhb.com	401-272-8100
8	CDR MAGUIRE	DAVE FREEMAN	225 CHAMBERS ST PROVIDENCE	DAVID.FREEMAN@CDRMA.COM	401-272-6400 x301
9	BRYANT ASSOC	Georges Montmarquet	640 Aubrey Firestone Rd	gmontmarquet@bryant-assoc.com	401-877-8334
10	Bryant Associates	Todd Bryant	640 Aubrey Way, Litch field, RI	tbryant@bryant-assoc.com	401-877-1000
11	RIDOT	Steve Churchill	Two Capital Hill	stevechurchill@ridot.gov	401-222-6940
12	RIDOT	Diane Boudreau	2 Capital Hill, Prov	diane.boudreau@ridot.gov	401-222-6940
13	BETA	ZANDY COLLINS	6 Blackstone Valley	ZANDY@BETA-INC.COM	333-2382
14	BETA	William McGeary	6 Blackstone Valley Pl	WmGeary@beta-inc.com	401-333-2382
15	MILONE & MALOWAN INC.	RYAN CAMIBLEWSKI	91 REACTY DRIVE CHESHIRE CT	ryan@miloneandmalowan.com	203-271-1773



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 Providence, RI 02908

**"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET**

7535370

OR-CALL PLANNING CONSULTANT SERVICES

11/28/13 at 10:30 AM

16	Maura Lee Chlebeck PEER Consultants	McMahon David Gordon	300 Nyles Standish Blvd JAN 17th	mchlebeck@ mcmahonassociates.com	508-823-2245
17			99 S. Bedford Rd Suite 200 Burlington MA 01803	gordend@ peerpc.com	7814348097
18	ASG-Planning (RI) VEVA WATERMAN ASSOCIATES	Anne Galbraith	400 Westminster St Suite 202 Providence, RI 02903	anne@ asgplanning.com	401-644-5861
19		MICHAEL DOWMAN	88 WESTMINSTER ST PROVIDENCE, RI 02903	mjd@vvasoc.com	401.274.1360
20	RIDOT	Kimberly Valencis	2 CAPITAL HILL PROVIDENCE, RI	kimberly.valencis @dot.ri.gov	401-222-2495 ext 4403
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