



REQUEST FOR PROPOSAL (RFP) – BID# 7540369

ON-CALL STATEWIDE BRIDGE INSPECTION SERVICES - MPA #359

**SUBMISSION DEADLINE: Wednesday, January 08, 2014 at 11:30 AM (ET)**

PRE-BID CONFERENCE:

NO

YES Thursday, December 19, 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: RI DEPARTMENT OF TRANSPORTATION  
TWO CAPITOL HILL - TMC CONFERENCE ROOM (1<sup>ST</sup> 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

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](http://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  
BRIDGE ENGINEERING

**RFP# 7540369 - ON-CALL STATEWIDE BRIDGE INSPECTION SERVICES**  
**DBE PROGRAM GOAL: 10%**

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Transportation (RIDOT) seeks to establish a **THREE (3) YEAR Master Price Agreement** with qualified firms to provide **On-Call Statewide Bridge Inspection Services** and other related tasks as described herein. RIDOT may elect to extend the Price Agreement annually for an additional **TWO (2) YEARS**. ***Should the MPA be extended, at RIDOT'S discretion, additional YEARS 4 and 5 hourly rates will be increased a maximum 3% over the previous YEAR'S documented rates.*** The selected firms will work under the direction of the Chief Engineer and the RIDOT Bridge Engineering Section in conjunction with the Federal Highway Administration (FHWA), applicable municipalities, applicable railroads, and other State and Local Agencies as required.

Personnel to be assigned under this MPA must have experience working with the applicable Departmental, State & Federal Laws and Regulations as defined herein; in addition, assigned personnel must possess the minimum experience, qualifications and/or certifications as defined in the RFP to qualify under these services. ***It is essential that each Respondent provide personnel in ALL INSPECTION CATEGORIES cited.*** Services requested under this RFP not provided by the PRIME Respondent may be performed by sub-consultant firm(s) as long as individual sub-proposal(s) are included defining proposed services, personnel, and fees associated. If applicable, PRIME must cite "**SUB**" next to applicable personnel category on PRICING Sheet to be fulfilled by proposed sub-consultant(s); supporting documentation for proposed sub-consultant fully-inclusive rate must be included in sub-consultant proposal

Responses to this solicitation 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 (RIVIP)* at:

<http://www.purchasing.ri.gov>

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

**Note: This solicitation is a request for a Letter of Interest (LOI), not an Invitation for Bid. 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. Per the instructions to follow, Respondents MUST provide the following to be considered responsive:**

1. A fully-completed, signed **RIVIP Certification Cover Sheet**, and
2. A complete **LETTER OF INTEREST PROPOSAL** inclusive of all requested administrative, technical and proposed price information
3. A fully-completed, signed **DEBARMENT FORM**
4. A fully-completed, signed **LOBBYING FORM**
5. A fully-completed, signed **CONFLICT DISCLOSURE STATEMENT**
6. A fully-completed **W-9 FORM**
7. As applicable, **FOREIGN CORPORATION** Certificate of Authority (*See General Instructions*)

**GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:**

- All Respondents **MUST REGISTER** online at the State Division of Purchases' website @ <http://www.purchasing.ri.gov>. This website is the *Rhode Island Vendor Information Program (RIVIP)*. A copy of this 4-PAGE certification form should 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 for **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 RIDOT 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 a Master Price Agreement will be established pursuant to this solicitation. Award(s) will be made to prime Respondent(s) who by virtue of participating in this solicitation assume full responsibility for all aspects of the services to be provided under the Scope of Work. Joint venture and cooperative proposals will not be considered. Subcontractors, however, will be considered provided any proposed subcontractor(s) are clearly identified along with a full disclosure as to the type of work to be performed within the Scope of Work.
- 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 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 RIDOT of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- 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.
- Respondents must possess a working familiarity with the guidelines outlined in the Rhode Island Bridge Inspection Manual, 2013, and subsequent revisions, which is currently available on-line @ [www.dot.ri.gov](http://www.dot.ri.gov).
- In accordance with RI Gen. Laws 7-1.2-1401, 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 LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL. FAILURE TO DO SO MAY RESULT IN AUTOMATIC DISQUALIFICATION.

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 a Rhode Island Certificate of Authority **prior to award**. The letter

of acknowledgement **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

- Successful Respondents must comply with all federal, state and local licensing/certification requirements to perform requested services. 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, specifically personnel assigned to **PROJECT MANAGER** and **LOAD RATER** categories **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](http://www.bdp.state.ri.us)**

- Successful Respondents must procure and maintain all necessary RIDOT insurance requirements inclusive of Railroad Protection Liability insurance for bridge assignments carrying and crossing railroads. Proof of the proper insurance certifications (ACORD 25 Forms) must be included in Proposal submission.
- This project has been assigned an **overall 10% Disadvantaged Business Enterprise (DBE)** Goal applied to the total contracted costs awarded this Bridge Inspection MPA initiative. This 10% requirement will apply for the lifetime of the MPA Contract. Disclosure of DBE Firm(s) proposed must be documented in Proposal submission. Copies of DBE Firm's current RI DBE certification must also be included for review. DBE certifications must be approved at the time of proposal submission to ensure DBE compliance and availability. PRIME Consultants 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 **ONE (1) 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 @ [www.mbe.ri.gov](http://www.mbe.ri.gov). Any questions should be directed to:

**RIDOT Office of Business and Community Resources  
Room 109, Two Capitol Hill  
Providence, RI 02903  
(401) 222-3260**

**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.

- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION** - Signature sheet only must be completed by an authorized agent of your Firm and a copy must be submitted along with EACH response.
- **CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES** (SFF-LLL) - Enter known project information on PAGE 1 (DESCRIPTION etc.); Agency must complete FORM and submit signed by an authorized agent of your Firm and a copy must be submitted along with EACH response.
- **CONFLICTS DISCLOSURE STATEMENT** - In line with directions stated, completed FORM(s) must be signed and submitted accordingly. A copy must be submitted along with EACH response.
- **W-9 FORM (ONE (1) "UNBOUND" COPY REQUIRED)** - Must be completed and signed by authorized agent of your Firm. Form may be downloaded @ [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**ADDITIONALLY all proposed inspection staff are required to complete the following attached forms and include as part of the LOI submission:**

- **BRIDGE INSPECTION QUALIFICATIONS RECORD (FORM BI-001)** – Must be fully completed by individual staff proposed for each assigned category.
- **CLARIFICATION OF PERSONNEL ASSIGNMENT & MANDATORY QUALIFICATIONS FORM** – Must be completed by Prime and each proposed Sub-Consultant(s) firm citing the required qualifications for the proposed personnel assigned each category

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

#### **CONTRACT TERMS AND CONDITIONS:**

The Price Agreement that will be established as a result of this solicitation will be for **THREE (3) YEARS** with an option to extend annually for an additional TWO (2) YEARS. The State intends to establish a qualified vendor list with multiple bridge inspection service providers. Be advised that placement on the approved MPA list is no guarantee of annual income under this project. Services will be authorized using individual requests against the Price Agreement and will be subject to the State's General Conditions of Purchase which is available from the RIVIP website, and any other specific conditions set forth in the Price Agreement.

Successful Respondents' prices for **fully inclusive hourly rates** to compensate for the productive hours actually worked for the various proposed classes of inspection services personnel and eligible reimbursement items will form the basis for the Price Agreement. **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

It is anticipated that payment for services rendered will be monthly for periods when the Price Agreement is in active use. Invoices are to be fully itemized for hourly inspection charges, -i.e., productive hours only, by individual inspector assignment and authorized reimbursement requests for eligible direct expenses. Invoices are to be submitted to the responsible RIDOT unit for review, acceptance and processing for payment.

**Negotiation of Fees:** "Post" contract award, RIDOT will assign specific bridges to the selected MPA firm; at that time the selected firm will negotiate proposed hours/fees for services requested by RIDOT Bridge

Engineering. Proposed work items and associated costs will be documented through the development of a **COST PROPOSAL/WORK ORDER** (Refer to Rhode Island Bridge Inspection Manual for Example).

**Reimbursable Expenses (Direct Expenses):** Procurement of all specialized inspection vehicles; traffic control devices and protection; non-destructive testing services (excluding dye penetrant testing); special access equipment; printing related to load rating reports, plans, or other reports; underwater inspection equipment and personnel; RR Protective Liability Insurance; light towers; traffic counts; special cleaning contractor, and other related direct expenses relating to the NBIS and pre-approved by RIDOT. These expenses will be considered the only eligible reimbursable costs under this Price Agreement. Supporting documentation for all transactions must be presented to RIDOT along with invoice voucher.

**Non-Reimbursable Expenses:** Travel expenses (including mileage); overtime; small equipment; railroad safety training; staff training; structural engineering or load rating software, and leasing or rental of vehicles to store everyday equipment.

**Right to Audit:** RIDOT retains the right to audit all costs charged under this Agreement during the initial and any extended contract term. All supporting documents for costs charged under this Agreement are to be retained three (3) years after final payment or until three (3) years after settlement of any disputes or litigation associated with the Contract.

**INSTRUCTIONS:**

**Respondents are to simultaneously submit separately sealed LETTER OF INTEREST and PRICING documents in response to this RFP defined as follows:**

**PRICING (THREE (3) "HARD" COPIES ONLY):**

Each Respondent's proposed annual **PRICING** assigned each job classification must be submitted in the required format provided and must include pricing for each inspection category cited. Proposed **PRICING** shall be submitted in a sealed envelope along with the sealed LOI submission. **PRICING shall NOT be a factor in determining final selection recommendations.** The PRICE Proposals received shall remain sealed at the RIDOA/Division of Purchases until final selection recommendation(s) have been determined by RIDOT. At that point, RIDOT will request the release of the **PRICING** submitted by only the recommended final selected firms for inclusion in the approval request documents to be submitted for presentation to the State's Architectural and Engineering Consultant Services Selection Committee for final selection approval. Pricing Proposals of firms not selected shall remain sealed at the Division of Purchases. Upon approval and acceptance by the State Purchasing Agent, the accepted maximum **PRICING** of each of the final selected firms will form the basis of the individual Master Price Agreement award for each firm.

- **Hourly Rates:** For each job title or job class of personnel applicable to the Respondent's team of inspectors available to RIDOT, rates are requested for straight time hours only for all inspection personnel staff assigned. **Overtime rates will not be permitted under this Agreement.** Hourly rates are to be *fully inclusive* of all direct charges including wages and fringe benefits, and any and all indirect charges including preparation of reports and administrative expenses. Prices are requested to be fully disclosed for each of the three (3) years in the required format provided. If one price is offered, that price will remain firm and fixed for the maximum three-year contract term.

**LETTER OF INTEREST (ORIGINAL + SIX (6) COPIES):**

To be considered responsive at a minimum the Letter of Interest (LOI) must include the following for RIDOT review and subsequent selection recommendation(s):

- **Proposal Format:** LOI Proposal submission 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 printed on both sides 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 MAX will be removed and discarded. LOI must contain a Table of Contents that cross-references each requirement with specific pages in the proposal.

- **RIDOT Scope of Work and Addenda:** Respondents shall include as an exhibit to the LOI Proposal a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDOT with sufficient relevant information to evaluate the firm's qualifications and technical approach to the project.

#### **BACKGROUND AND PREVIOUS EXPERIENCE:**

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **Proof of Professional Certifications:** Scope of Work cites the **PROJECT MANAGER** and **LOAD RATER** assigned bridge inspection project must possess and maintain a Rhode Island Professional Engineer's license in Civil or Structural Engineering. Proof of P.E. license certification for assigned personnel must be submitted in Letter of Interest.
- **Relevant Experience:** Respondents are to include a comprehensive listing of similar current and past projects and/or clients served within the last TEN (10) YEARS providing services related to this Scope of Work. 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.
- **Proof of Insurance:** Respondents are to provide official certification (ACORD 25 FORM) from insurance source(s) licensed to do business in Rhode Island of the required levels of insurance protection inclusive of Workers' Compensation, Professional Services Liability insurance for errors and omissions (min.\$1,000,000) and Valuable Papers insurance (min \$150,000). Also, Railroad Protective Liability insurance will be required for bridges carrying and crossing railroads but will not be required until warranted by project assignment.

#### **ORGANIZATION AND STAFFING:**

- **Standard Federal Form 330** 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](http://www.gsa.gov).
- **Staff Qualifications:** Respondents are to include an overview of key personnel to be assigned including resumes, curricula vitae or statements of prior experience and/or qualifications. Respondents must demonstrate proof of a minimum of **TWO (2)** qualified bridge inspection teams to be made available at all times to RIDOT. Each inspection team shall consist of at least a **TEAM LEADER** and **STAFF INSPECTOR**. Specific qualifications and level of experience for each required inspection category are defined as follows:

INSPECTION CATEGORY	REQUIRED MINIMUM QUALIFICATIONS
<b>PROJECT MANAGER</b>	<ul style="list-style-type: none"> <li>• Registered Rhode Island Professional Engineer in Civil or Structural Engineering AND</li> <li>• FIVE (5) years experience in bridge structures (inspection and/or design) AND</li> <li>• Successful completion of FHWA approved comprehensive bridge inspection training course AND</li> <li>• Successful completion of an FHWA approved bridge inspection refresher training course once every FOUR (4) years.</li> </ul>
<b>TEAM LEADER</b>	<p>As cited in the "Code of Federal Regulations", Title 23-Highways, Part 650, Subpart C-National Bridge Inspections Standards, <b>Section 650.309 (b) (Qualifications of Personnel)</b>, there are FIVE [5] ways to qualify as a TEAM LEADER. Respondents shall provide, at a minimum, evidence of at least ONE of the following qualification criteria for proposed personnel under this inspection category:</p> <ol style="list-style-type: none"> <li>1. Be a registered Professional Engineer, OR have TEN (10) YEARS bridge inspection experience and successfully complete a Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course; or</li> <li>2. Have FIVE [5] YEARS bridge inspection experience AND have successfully completed an FHWA approved comprehensive bridge inspection training course; or</li> <li>3. Be certified as a Level III or IV Bridge Safety Inspector under the National Society of Professional Engineer's program for National Certification in Engineering Technologies (NICET) AND have successfully completed an FHWA approved comprehensive bridge inspection training course; or</li> <li>4. Have ALL of the following: <ul style="list-style-type: none"> <li>• A Bachelor's Degree in engineering from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology;</li> <li>• Successfully passed the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination;</li> <li>• TWO [2] YEARS of bridge inspection experience; and</li> <li>• Successfully completed an FHWA approved comprehensive bridge inspection training course; or</li> </ul> </li> <li>5. Have ALL of the following: <ul style="list-style-type: none"> <li>• An Associate's Degree in engineering or engineering technology from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology;</li> <li>• FOUR [4] YEARS of bridge inspection experience; and</li> <li>• Successfully completed an FHWA approved comprehensive bridge inspection training course.</li> </ul> </li> </ol> <p><b><u>In addition, successful completion of an FHWA approved bridge inspection refresher training course once every FOUR (4) YEARS will apply to ALL FIVE (5) TEAM LEADER qualification criteria cited above.</u></b></p>
<b>STAFF INSPECTOR</b>	<ul style="list-style-type: none"> <li>• Minimum of THREE (3) YEARS of bridge inspection experience OR have a College Degree in Civil or Structural Engineering</li> </ul>
<b>LOAD RATER</b>	<p>As cited in the "Code of Federal Regulations", Title 23-Highways, Part 650, Subpart C-National Bridge Inspections Standards, <b>Section 650.309 (c) (Qualifications of Personnel)</b>:</p> <ul style="list-style-type: none"> <li>• The individual charged with the overall responsibility for load rating bridges must be a registered Rhode Island Professional Engineer.</li> </ul>
<b>STAFF ENGINEER</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in structural or civil engineering from an accredited college or university;</li> </ul>
<b>UNDERWATER INSPECTOR</b>	<p>As cited in the "Code of Federal Regulations", Title 23-Highways, Part 650, Subpart C-National Bridge Inspections Standards, <b>Section 650.309 (d) (Qualifications of Personnel)</b>:</p> <ul style="list-style-type: none"> <li>• An underwater bridge inspection diver must complete an FHWA approved comprehensive bridge inspection training course or other FHWA approved underwater diver bridge inspection training course.</li> </ul>
<b>TECHNICIAN/DRAFTSPERSON</b>	<ul style="list-style-type: none"> <li>• High School Graduate</li> <li>• Responsible for performing assignments assisting technical staff in the performance of their duties</li> </ul>

- **Sub-Consultant(s):** If used, the Respondent must disclose a company introduction for the sub-consultant firm(s) including the sub-consultants(s)' organizational structure, business background and the type of work they will perform in response to this solicitation. As applicable, proof of professional certifications and relevant qualifications for personnel to be assigned each proposed inspection category experience, and proof of insurance must also be provided. Sub-consultant firm(s) providing inspection services is subject to same requirements as PRIME and must also demonstrate proof of TWO (2) qualified field inspection teams available for this project.

#### **WORK PLAN:**

- **Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the Scope of Work requested by RIDOT including any technical issues that will or may be confronted. RIDOT will take into consideration proposals demonstrating an innovative project approach when making their selection process.
- **DBE Participation:** Identification of bridge inspection tasks/services to be performed by proposed DBE Firm(s). Disadvantaged Business Enterprise (DBE) utilization will be taken into consideration in the selection process. Include copy of RI DBE Certification(s).
- **QA/QC:** Provide a comprehensive description of proposed quality assurance/quality control procedures to be utilized for bridge inspection services.

#### **PRE-PROPOSAL MEETING:**

***Although not mandatory, Respondents are strongly encouraged to attend a Pre-Proposal Meeting to be held on **THURSDAY DECEMBER 19, 2013** at the RI Department of Transportation, Two Capitol Hill, Room 126, Providence, RI 02903 at **10:00 A.M.*****

At this time any technical questions relative to the SOW as well as any questions regarding RIDOT procedures and proposal format will be addressed. 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 Conference.

#### **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 due date for this project. **Therefore, questions will not be accepted after Midnight on December 31, 2013.**

**LOI PROPOSAL ("Original" plus SIX (6) COPIES) and a separately sealed PRICE PROPOSAL (THREE (3) COPIES) are to be submitted simultaneously.** RIDOT requests that the LOI Proposal be submitted not only in hard copy form but also on **CD-ROM**. Clearly labeled CD ROM should be attached to the **inside cover of each Technical Proposal 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 7540369 On-Call Bridge Inspection Services by January 8, 2014 no later than 11:30 A.M. to:

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

**EVALUATION AND SELECTION:**

Detailed 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. A written evaluation and ranking of each proposal will be prepared by the TEC incorporating factors based on the following using the three (3) criteria listed below. It is anticipated there will be multiple awards; all responsible offers receiving a score of 70 or greater will be included in the Price Agreement. Prices must be fully disclosed in the required format. The resulting Price Agreement will reflect accepted prices; RIDOT utilization of any given firm will be dependent upon expertise and price.

- **Firm's Capability, Capacity, And Qualifications** **40 POINTS**
  - as evidenced by firm's relevant experience in providing bridge inspection services and other related tasks as cited in the project RFP
  - as evidenced by firm's apparent ability to supply sufficient qualified staff upon short notice for a range of assignments possibly simultaneously
  
- **Qualifications of Available Staff** **30 POINTS**
  - as evidenced by resumes/certifications and specific required experience of proposed staff members offered to provide bridge inspection and other related tasks as cited in the Project RFP
  
- **Work Plan** **30 POINTS**
  - as evidenced by firm's technical approach to services requested
  - as evidenced by firm's comprehensive QA/QC procedures to maintain a high degree of accuracy and consistency with the inspection program as defined within the Scope of Work

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**Total: 100 POINTS**

**Minimum Acceptable: 80 POINTS**

Evaluation will also consider commitment to Affirmative Action and DBE Participation. Upon completion of the written evaluation of all proposal submissions, the TEC 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 recommendations will then be 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.

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

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

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

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**SCOPE OF WORK  
FOR  
ON-CALL BRIDGE INSPECTION SERVICES**

**INTRODUCTION:**

The State of Rhode Island has approximately 1,200 structures classified as either NBI or NON-NBI per the *Code of Federal Regulations*, Title 23, Part 650, Subpart C (National Bridge Inspection Standards- "NBIS"). The types of inspections typically performed for both NBI and NON-NBI bridges included in this Contract are 1) Inventory, 2) Routine, 3) Damage, 4) Special, 5) Fracture Critical, and 6) Underwater. All inspections are to be performed in accordance with the NBIS, the RI Bridge Inspection Manual, and all other applicable Federal and State Regulations. RIDOT will assign bridges to the On-Call Bridge Consultant for inspection on an "on-call/as needed" basis. As part of this Contract, the On-Call Bridge Consultant may also be required to perform load rating(s), non-destructive testing, ADT counts at bridge locations, emergency/high priority repair details and bid documents related to bridge critical findings, and other services mutually agreed upon to assist RIDOT in meeting FHWA requirements pertaining to the NBIS.

**BRIDGE INSPECTION CONSULTANT (AND SUBCONSULTANT) AGREES:**

1. To act as the On-Call Bridge Inspection Consultant ("Consultant") for the Statewide Bridge Inspection Program at the direction of the Chief Engineer and the Managing Engineer of the Bridge Engineering Section within RIDOT and in conjunction with the Federal Highway Administration (FHWA), applicable municipalities, applicable railroads, and other State and Local Agencies as required.
2. To perform all bridge inspections (NBI & NON-NBI) in accordance with the NBIS, the RI Bridge Inspection Manual, and all other applicable Federal and State Regulations.
3. To provide qualified personnel in accordance with specific requirements designated for each inspection category cited. Proof of applicable license/certifications must be submitted in the Respondent's Letter of Interest. Additionally all proposed inspection staff are required to complete the *Bridge Inspection Qualifications Record (Form BI-001)* as part of the Letter of Interest
4. To provide a minimum of **TWO (2)** qualified bridge inspection teams available at all times to RIDOT. Each inspection team shall consist of at least a **TEAM LEADER** and **STAFF INSPECTOR**. RIDOT will make a determination if staffing is adequate in number and qualifications for this project. It is the PRIME'S responsibility that when staff changes are made during the project (i.e. hiring, promoting), the PRIME shall submit the necessary qualifications of the proposed individual for the inspection category proposed to RIDOT for review and formal approval.
5. To participate in required training in accordance with the NBIS and the RI Bridge Inspection Manual. Also, the Consultant shall participate in required Railroad Safety Training (i.e. Amtrak Safety Training). Costs related to training requirements are not reimbursable.

6. To implement an internal bridge inspection QA/QC program and provide RIDOT with a copy of the plan prior to the start of inspections. This plan shall provide a systematic approach to ensure the quality and consistency of data produced to assess the safety of in-service bridges. Quality Control (QC) is hereby defined as procedures that are intended to maintain the quality of a bridge inspection and load rating at a high level of accuracy and consistency. Quality Assurance is hereby defined as the use of sampling and other measures to assure the adequacy of quality control procedures in order to verify or measure the quality level of the entire bridge inspection and load rating program. The Consultant shall continuously improve this plan throughout the duration of this Contract to meet or exceed this goal
7. To be responsible for the timely inspection, pre/post inspection documentation, and reporting in accordance with the NBIS and RI Bridge Inspection Manual. This includes updating the NBI and Element Level data in RIDOT'S Bridge Management System (BMS) and fulfilling all inspections requirements contained in the NBIS and RI Bridge Inspection Manual.
8. To provide any RIDOT or FHWA personnel access to an inspection or to accompany an inspection at any time.
9. To prepare, arrange, schedule, and coordinate all aspects of the inspection and arrange for access to all structures. The Consultant shall be responsible for all tasks related to completing a bridge inspection in accordance with the NBIS and RI Bridge Inspection Manual. The Consultant is also responsible for coordinating access with adjacent construction or maintenance projects as identified on RIDOT'S travel advisory website (<http://www.tmc.dot.ri.gov/traveladvisories/default.asp>). Schedules may have to be adjusted to avoid lane closures or construction maintenance activities but the Consultant must make every effort to schedule inspection without delay to the inspection schedule. The Consultant is responsible for all traffic control and safety related equipment. The cost of providing the required traffic control devices shall be included as a direct expense. The Consultant also agrees to perform inspections at night and/or on weekends if required depending on the bridge location. All inspections must be completed on time and the Consultant is responsible to coordinate all activities such that the inspection completion date is not delayed. Late inspections will subject the Consultant to disqualification. Police details shall be coordinated and scheduled by the Consultant. However, expenses related to police details are paid directly by RIDOT. State Police details are scheduled through RIDOT/Construction but the Consultant is responsible to request State Police Details in accordance with the RI Bridge Inspection Manual.
10. To prepare, arrange, schedule, and coordinate inspections with individual Railroads. This will be scheduled and coordinated by the Consultant through RIDOT. The Railroad will, at its sole discretion, determine the need for and the availability of protective forces or support personnel. The Railroad will provide protective forces to the extent possible considering operational, maintenance and construction priorities. The Railroad makes no guarantee that protection personnel will be available to meet the Consultant's preferred schedule. However, it is the Consultant's responsibility to schedule inspections promptly to meet the required completion date(s). There will be no charge to the Consultant for railroad protective personnel. All railroad protective payments will be done through RIDOT, or reimbursed as a direct expense, through RIDOT. The Consultant will be responsible for obtaining RR Liability Insurance for inspection of bridges carrying or crossing railroads. Minimum insurance requirements are established by the individual railroad. The expense of any access equipment related to railroads will be reimbursable as a direct expense with prior approval from RIDOT.
11. To thoroughly clean structural elements as required exposing section loss, cracking, or other related problems. If the cleaning is too extensive for the Consultant, a cleaning contractor (direct expense) may be used with prior approval from RIDOT.

12. To prepare "Maintenance and Protection of Traffic Plans" for approval of the Chief Engineer if required whenever a lane or shoulder closure is required and no pre-existing approved MPT Plan is available.
13. To provide special emphasis on bridges over roadways with concrete haunches. The Consultant shall identify all unsound concrete on these haunches and under the deck to determine the areas that should be removed. The Consultant is responsible to remove any unsound concrete to the best of their ability in the interest of public safety while traffic control is setup. If the Consultant cannot remove the areas they are required to immediately contact RIDOT. The Consultant shall immediately notify RIDOT of any areas that are a threat to public safety so the appropriate measures can be taken in accordance with Rhode Island Bridge Inspection Manual procedures.
14. To provide all required inspection vehicles. The Consultant shall maintain daily records on equipment including but not limited to mileage (odometer readings), hours, expenses, and daily activities and make this information part of the monthly invoice submission to RIDOT. Expenses from misuse or neglect will not be reimbursed to the Consultant. Compensation for downtime relating to equipment failure or malfunction will not be authorized. The expense for eligible rental equipment as outlined in "Reimbursable Expenses" will be reimbursed as a direct expense with prior approval from RIDOT. The leasing or rental fees associated with basic inspection vans to store everyday equipment are not eligible as a reimbursable expense.
15. To provide special access equipment as required such as, but not limited to, scaffolding; boats or barges; boatswain chairs; etc. Special access equipment will be reimbursed as a direct expense with prior approval from RIDOT.
16. To provide, at no direct cost to RIDOT, any portable tools, and computer equipment necessary to properly inspect and document the condition of the structure. This includes, but not limited to, personnel safety equipment; measuring devices; communication devices; ladders; calipers; hammers; wire brushes; inspection mirrors; digital cameras; levels; magnifying glasses; "D" meters; portable lighting; computers; and other incidental portable devices required to perform inspections in accordance with the NBIS and RI Bridge Inspection Manual. Light towers for nighttime inspection can be submitted as a direct expense with prior approval from RIDOT.
17. To perform non-destructive testing (NDT) if required. The Consultant is responsible for performing liquid dye penetrant testing if necessary. All necessary equipment to perform these tests shall be supplied by the Consultant at no additional cost to the State. All ultrasonic and magnetic particle testing shall be performed by experienced qualified personnel with a Level II or III Certification and in accordance with the American Society of Non-Destructive Testing. If a sub consultant or specialty contractor is required to perform this service it can be performed as a direct expense with prior approval from RIDOT. All non-destructive testing must be approved by RIDOT.
18. To perform load ratings in accordance with the latest "Guidelines for Load & Resistance Factor Rating (LRFR) of Highway Bridge" available on RIDOT website. It is noted BRASS is the primary application for performing load ratings for RIDOT. Other software programs may be used upon approval of RIDOT in the event that BRASS cannot perform the load rating for a specific structure type. Software required for performing load ratings is not eligible for reimbursement.
19. To perform ADT counts at bridge locations if required. Subcontractor or equipment related to performing ADT counts will be reimbursed as a direct expense with prior approval from RIDOT.
20. To perform emergency/high priority repair plans, specifications, and estimates and all other incidentals as required for preparing construction bid documents related to bridge critical findings. These documents shall be prepared in accordance with the latest Department and FHWA design policies and procedures. The Consultant is responsible to familiarize themselves with these policies and procedures.

21. To submit monthly invoices which shall include, but not be limited to, 1) total hours billed that period for each classification, 2) corresponding detailed time sheets, 3) eligible reimbursable costs, and 4) Disadvantaged Business Enterprise (DBE) reporting documentation. Receipts for eligible reimbursable items shall be attached to each work order for which said costs were incurred. When applicable, time sheets shall show bridge number and task performed. The Consultant shall coordinate with RIDOT/Financial Management for specifics relating to logistics of invoicing RIDOT if necessary. In addition, the Consultant shall submit a monthly progress report as part of each invoice package, documenting the overall project status including total hours used, total dollars spent and the number of bridge inspections completed to date. No work shall be permitted until a duly executed Purchase Order Release document has been issued for the specific work to be performed. All changes to the Release document must be submitted to Financial Management, Purchasing Unit, prior to commencement of the work.
22. To submit actual cost data to RIDOT in the same format as the COST PROPOSAL/WORK ORDER (i.e. actual inspection hours worked for each bridge assigned) upon completion of an assignment. (Please note financial invoices are in a separate format as identified above).
23. To perform other related services mutually agreed upon to assist RIDOT in meeting FHWA requirements relating to the NBIS.

**RIDOT AGREES:**

1. To furnish the On-Call Bridge Inspection Consultant, the Bridge Management System, standard forms, and relevant inspection data required to carry out the work under the terms of this Agreement.
2. To assign the work described herein to the On-Call Bridge Inspection Consultant on an "on-call/as needed" basis.

**RIDOT AND THE ON-CALL BRIDGE INSPECTION CONSULTANT (AND SUBCONSULTANT) ADDITIONALLY AGREE:**

1. The field notes, records, computations, work sheets, drawings, traffic data, correspondence, and all other property resulting from the operation will be the permanent property of RIDOT; the final payment by RIDOT will be withheld until the On-Call Bridge Inspection Consultant transfers all property to RIDOT.
2. The On-Call Bridge Inspection Consultant will maintain the required registration in the State of Rhode Island as a Professional Engineer for the life of this Contract.
3. 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.
4. When an individual project is removed from the work under this Contract, the On-Call Bridge Inspection Consultant will turn over to RIDOT all materials and records incidental thereto and will receive no further compensation for that project.
5. This Contract will have a completion date of **THREE (3) YEARS** after the date of authorization to commence work with an option to renew annually for an additional **TWO (2) YEARS**.

***-END OF SCOPE-***

## **PROJECT REFERENCES:**

The following, but not limited to, applicable standards and references shall be utilized for the work described in this Scope:

- *AASHTO Guide Manual for Bridge Element Inspection*, American Association of State Highway and Transportation Officials, 2011
- *AASHTO LRFD Bridge Design Specifications*, American Association of State Highway and Transportation Officials, 2012
- *AASHTO Manual for Bridge Evaluation*, American Association of State Highway and Transportation Officials, 2011
- *Bridge Inspector's Reference Manual*, Federal Highway Administration & National Highway Institute, Publication No. FHWA NHI 12-049 and FHWA NHI 12-050, Revised February 2012
- *Evaluating Scour at Bridges*, FHWA Technical Advisory, Federal Highway Administration, Publication No. T 5140.23, October 1991
- *Inspection of Fracture Critical Bridge Members*, Federal Highway Administration, Publication No. FHWA IP 86-26, September 1986
- *Manual on Uniform Traffic Control Devices for Streets and Highways*, Federal Highway Administration, 2009 Edition
- National Bridge Inspection Standards, *Code of Federal Regulations*, Title 23 (Highways), Part 650, Subpart C, United States Department of Transportation (available at [www.ecfr.gov](http://www.ecfr.gov)).
- *Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges*, Report No. FHWA-PD-96-001, Federal Highway Administration, December 1995
- Rhode Island Department of Transportation *Bridge Critical Findings Procedures*, Rhode Island Department of Transportation
- Rhode Island Department of Transportation Contact and Distribution Matrix (to be distributed by RIDOT to the Consultant upon the award of bridge inspection contract)
- Rhode Island Department of Transportation *LRFR Guidelines*, Rhode Island Department of Transportation, Latest Edition
- Rhode Island Department of Transportation *Traffic Design Manual*, Rhode Island Department of Transportation, Traffic Design Section, Latest Edition
- Rhode Island Department of Transportation, *Standard Specifications for Road & Bridge Construction*, Latest Edition.
- Rhode Island Department of Transportation, *Bridge Design Manual*, Latest Edition.
- Rhode Island Department of Transportation, *Bridge Inspection Manual*, Latest Edition
- Rhode Island Department of Transportation, *Bridge Standard Details*, Latest Edition.
- *Underwater Bridge Inspection*, Federal Highway Administration & National Highway Institute, Publication No. FHWA NHI 10-027, June 2010

The latest applicable Department "To All Consultant" and "Design Policy Memorandums".

**RFP# 7540369 - On-Call Statewide Bridge Inspection Services**  
**3 YEAR COST PROPOSAL: ITEMIZED PER YEAR**

<b>RESPONDENT NAME:</b>	
<b>Street Address/PO Box</b>	
<b>City/State/Zip</b>	
<b>(Area Code) Phone #</b>	
<b>PRINT NAME/TITLE</b>	
<b>SIGNATURE/DATE</b>	

***PRICING:*** Fully Inclusive Hourly Rates for straight time hours only submitted simultaneously with LOI submission in a separately sealed envelope in the required format provided:

<u>INSPECTION CATEGORIES</u>	<u>Applicable Inspection Certification(s):</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
1. PROJECT MANAGER		\$ _____	\$ _____	\$ _____
2. TEAM LEADER		\$ _____	\$ _____	\$ _____
3. STAFF INSPECTOR		\$ _____	\$ _____	\$ _____
4. LOAD RATER		\$ _____	\$ _____	\$ _____
5. STAFF ENGINEER		\$ _____	\$ _____	\$ _____
6. UNDERWATER INSPECTOR		\$ _____	\$ _____	\$ _____
7. TECHNICIAN/ DRAFTSPERSON		\$ _____	\$ _____	\$ _____





**RHODE ISLAND DEPARTMENT OF TRANSPORTATION  
BRIDGE ENGINEERING-BRIDGE INSPECTION UNIT**

**BRIDGE INSPECTION QUALIFICATIONS RECORD  
(Form BI-001)**

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*Footnotes:*

- 1. Experience in NBIS bridge safety inspection, bridge design, bridge construction inspection, bridge maintenance, or bridge construction may be used to provide the required experience. However, to qualify as a Team Leader at least 50% of experience must be from NBIS bridge safety inspection experience.*
- 2. Enter the most recent completion date for the courses above. Also, attach applicable documentation and/or certifications for the above courses. If necessary, attach additional sheet(s) as required to list all applicable training.*

I, the undersigned, affirm that all information contained in Parts I & II is true and accurate.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**COMMENTS:**

**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.

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\_\_\_\_\_  
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: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	
<p><b>For Federal use Only:</b></p>	<p>Authorized for Local Reproduction Standard Form - LLL-A</p>	

# 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.



## MEETING AGENDA

12/3/13

1. TAMP Solicitation (Shortlist requirement? And Price Proposal type)
2. 3<sup>rd</sup> Party Claims Administration Solicitation
3. Extension of Expired Pos (from 2009)
4. Truck acquisition timeline update
5. Purchase Order requests for United Rentals and Coastal International
6. Owner's Rep Svs. For Materials Lab – single response from Keough
7. Sole Source Justification for Building Futures