



REQUEST FOR PROPOSAL (RFP) – BID# 7548806

TECHNICAL REVISIONS TO RIDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

SUBMISSION DEADLINE: Wednesday, July 16, 2014 at 11:30 AM (ET)

PRE-BID CONFERENCE: [] NO [X] YES Tuesday, June 24, 2014 at 10:00 AM (ET)
Mandatory: [X] 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.
Location: RIDOT
2 CAPITOL HILL- TRAFFIC MANAGEMENT CENTER CONFERENCE ROOM
PROVIDENCE, RI
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

REQUEST FOR PROPOSAL
Rhode Island Department of Transportation
Office of the Chief Engineer

RFP 7548806

PROFESSIONAL CONSULTANT SERVICES TO PROVIDE: Technical, Procedural and Administrative Revisions Relative to *RIDOT Standard Specifications For Road And Bridge Construction, 2004 ED.* Division II, Construction Details - PARTS 200-900, T, L, M
DBE GOAL: NONE

INTRODUCTION: The Rhode Island Department of Administration / Office of Purchases, on behalf of the Rhode Island Department of Transportation / Office of the Chief Engineer (RIDOT), is seeking to establish a performance-based contract with a qualified Consultant firm (CONSULTANT) for the provision of **technical writing services** to update, improve upon and clarify its current 2004 Standard Specifications for Road & Bridge Construction (aka BLUE BOOK). The objective of this effort is to ensure that the construction specifications defined in RIDOT'S BLUE BOOK are consistent with current construction best practices, organized in a standard format, clear and concise as to requirements and payment, and reflective of RIDOT'S intent relative to each specification referenced.

CONTRACT TERM / CONDITIONS: The anticipated total value of this contract is shall not exceed **\$150,000.00** for total contract costs. The term of the Agreement shall be from the date of issuance of Notice to Proceed (NTP) through completion of work, which RIDOT anticipates should take no longer than **TWELVE (12) MONTHS**. The project timeline calls for a draft document to be completed within the initial NINE (9) MONTHS and the final documents completed no later than THREE (3) MONTHS later.

Respondents are instructed to submit a **TECHNICAL PROPOSAL** response along with a separate **COST PROPOSAL** both described in detail herein.

As stated, detailed COST Proposals will be capped at \$150,000.00 for total contract costs. It is the intention of RIDOT to award based on fees for services outlined on the required Cost Proposal format defined herein. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The RIDOT reserves the right to purchase part of the proposal or the entire proposal. **SEE COST PROPOSAL SECTION INSTRUCTION AND FORMAT.**

Proposals received shall 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>

NOTE: This is a Request for Proposals (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no public opening and reading of responses received by the Office of Purchases pursuant to this request other than to name those Respondents who have submitted proposals.

TECHNICAL proposal and COST proposal shall be TWO (2) separate documents. All Respondents are advised to review all sections of this Request carefully and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

- All Respondents **MUST** register online at the Rhode Island Vendor Information Program (RIVIP) Internet website @ <http://www.purchasing.ri.gov>
- A fully-completed signed **RIVIP Bidder Certification Cover Sheet** – All **FOUR** pages **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this four--page document may result in disqualification.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 and request the RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM – 4:00 PM.
- The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, Respondents are hereby advised that in line with the Federal Acquisition Regulations any federal contract based on the services requested may require that the State obtain evidence of E-VERIFY compliance from the successful Respondent.
- The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all bidders 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 an award.
- All costs associated with developing and submitting a proposal in response to this RFP, and to provide oral or written clarification of its content shall be borne by the VENDOR. The State assumes no responsibility for these costs.
- It is intended that an award pursuant to this RFP will be made to a prime VENDOR, who will assume responsibility for all aspects of the work. Joint venture(s) will not be considered, but sub-contract(s) are permitted provided the sub-contractor(s) proposed are clearly identified with the type of work to be performed in response to this RFP.
- All pricing submitted will be considered to be *firm* and *fixed* unless otherwise indicated herein.
- 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 general guidelines outlined for standard specifications for road and bridge construction.

- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.
- In accordance with RI Gen. Laws 7-1.1-1401, no **foreign corporation** (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. **IF APPLICABLE, A COPY OF RESPONDENT'S CERTIFICATE OF AUTHORITY MUST BE INCLUDED AS PART OF THE SUBMITTED TECHNICAL PROPOSAL 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.**

- Although not required, **Disadvantaged Business Enterprise (DBE)** participation is encouraged on all RIDOT projects. 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:

**Office of Business and Community Resources
Room 109, 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 **FIVE (5) 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.***
- **CERTIFICATION FOR TITLE VI ASSURANCE:** Shall be fully-completed and submitted accordingly.

All FORMS (except W-9) are attached to solicitation and shall be completed and copies submitted along with each TECHNICAL PROPOSAL submission. ("ORIGINAL" & COPIES). Please note, for W-9 form only, one (1) unbound "Original" copy is required at time of submission. Copies of W-9 need not be included in individual proposal submissions.

INSTRUCTIONS FOR RFP SUBMISSION CONTENT AND FORMAT

Upon review of the Scope of Work (SOW), TECHNICAL submissions must include, at a minimum, the following information for RIDOT review and subsequent final selection recommendation:

- **Letter of Transmittal:** A Letter of Transmittal shall accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **RIVIP Bidder Certification Form:** ALL FOUR (4) Pages shall accompany each response submitted. Failure to make a complete submission of this document will result in disqualification. (***SEE GENERAL NOTIFICATIONS***).
- **Proposal Format:** TECHNICAL PROPOSAL ("**Original**" plus **SIX (6) COPIES**) and a *separately sealed* **COST PROPOSAL (3 COPIES)** are to be submitted *simultaneously*. **Technical Proposal** shall be bound or contained in a single volume. All documentation submitted with the proposal shall be contained in that single volume. Technical Proposal shall 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 shall 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 35 PAGE MAXIMUM will be removed and discarded. Technical Proposal shall contain a Table of Contents that cross-references each requirement with specific pages in the technical submission.

RIDOT recommends that the Technical Proposal submission 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 recommends that the electronic version of said Proposals be submitted in Adobe PDF format.

- **RIDOT Scope of Work and Addenda:** Respondents shall include as part of Technical Proposal submission a copy of RIDOT'S original Scope of Work and any supplemental Addenda, as applicable.

All information requested below must be organized in the exact order in which the following RFP requirements are presented with page numbers in consecutive order. TECHNICAL PROPOSAL submission should contain a Table of Contents that cross-references each RFP requirement with specific page cited.

The TECHNICAL PROPOSAL submission shall NOT contain any references to PROJECT COST. Inclusion of cost information within the Technical Proposal submission may result in disqualification.

BACKGROUND AND PREVIOUS EXPERIENCE:

- **Company Introduction:** Respondents are to include a complete description of their organizational structure and other relevant information documenting the firm's professional practice and areas of specialization.
- **Prior Experience:** Respondents shall have completed at least **TWO (2) PROJECTS** of similar scope within the last 5 YEARS. Respondents are encouraged to submit samples of prior work; ***however, the entire sample provided should not exceed 10 PAGES.***
- **Client References:** Names, addresses, and telephone numbers of at least **THREE (3)** previous clients who are familiar with the services provided by your firm shall be included. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performances of the 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.

- **Existing Workload:** Respondents are to include a current listing of all projects contracted to perform along with estimated completion dates.

ORGANIZATION AND STAFFING:

- **Staff Qualifications:** Key personnel assigned shall demonstrate a minimum of **FIVE (5) YEARS** technical writing experience. Respondents are to include an overview of experienced personnel including resumes; staff assignments and concentration of effort for each staff member identified are to be addressed. Respondents must demonstrate adequately trained staff necessary to complete the scope of services in a timely manner. Respondents shall include any applicable certification(s) and/or professional registration(s) which are pertinent to this project initiative.
- **Sub-Respondent(s):** As applicable, disclosure of any sub-respondent firm(s)' organizational structure and business background as well as the type of work they will perform **must** be documented in response to this Request. Full disclosure of the proposed team to be assigned this project is required in the **Technical Proposal.**

PROJECT WORK PLAN/ SCHEDULE:

- **Project Approach:** Respondents shall provide a detailed technical synopsis of their proposed services based on the SOW requested including any technical issues that will or may be confronted at each stage of the project. Proposed approach will be assessed for its feasibility, responsiveness to the SOW, effectiveness and thoroughness.
- **Work Plan:** Proposal must describe in detail the methodology proposed to accomplish the required work. This should include: task identification, activity milestones, and description of delivered work products.
- **Project Schedule:** Respondent shall provide a project schedule for delivery of anticipated tasks and proposed deliverables.
- **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.

COST PROPOSAL: (THREE (3) "HARD" COPIES ONLY)

- Respondent is to submit, separate from Technical Proposal, **THREE (3) COPIES** of a completed *signed and sealed* **COST PROPOSAL** using the required format attached.
- **COST PROPOSAL** shall reflect a Lump Sum total contract budget itemized per defined PROJECT TASK inclusive of proposed deliverables/activity milestones and anticipated delivery date associated with each task as defined in the Respondent's TECHNICAL PROPOSAL.

- **COST PROPOSAL** prices submitted will be considered *firm and fixed*. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The RIDOT reserves the right to purchase part of the proposal or the entire proposal.
- **COST PROPOSAL** shall include a **payment schedule** applicable to the Respondent's offer.
- Describe, in detailed narrative, all aspects of your pricing policy.

Failure to fully disclose formatted total contract cost and pricing policy as cited could result in disqualification.

PRE-PROPOSAL CONFERENCE AND ON-LINE QUESTIONS:

A **Pre-Proposal Conference** for the purpose of clarifying the Scope of Work and intent of this Request, as well as the evaluative criteria to be employed in the State's review of proposals received will be held on **JUNE 24, 2014 @ 10:00 A.M.** in the RIDOT Transportation Management Center, Room 150, Two Capitol Hill, Providence, RI 02903. *Persons requiring the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-1205 forty-eight hours in advance of the Conference.*

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 NOON on JULY 8, 2014.**

SUBMISSION REQUIREMENTS AND DUE DATE

TECHNICAL PROPOSAL ("Original" plus SIX (6) HARD COPIES) and a *separately sealed* **COST PROPOSAL (THREE (3) HARD COPIES)** are to be submitted simultaneously. RIDOT requests that the Technical Proposal submission 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 recommends 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 7548806 - Professional Consultant Services: To Provide Technical and Procedural Revisions Relative to RIDOT Standard Specifications For Road And Bridge Construction***" by **JULY 16, 2014 no later than 11:30 A.M.** to:

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

NOTE: *Proposals received after the above-referenced due date and time will not be considered.* SEE GENERAL INSTRUCTIONS AND NOTIFICATIONS.

EVALUATION AND SELECTION

A Technical Evaluation Committee (TEC) will be convened comprised of RIDOT technical personnel responsible for the project under consideration. While cost is one basic determinant for award, it is neither the sole consideration nor necessarily the principle consideration. Additional technical criteria will also be considered specific to the CONSULTANT’S understanding of the RIDOT requirements as specified in this RFP as well as the qualifications, experience, and organization of the firm and its personnel. The TEC’S composite scores for all steps of the evaluation process will comprise the official record for the proposal evaluation process; individual evaluation records will not be available for public inspection at any point during or after the evaluation process.

<u>SELECTION CRITERIA:</u>		
1.	FIRM’S CAPABILITY, CAPACITY, AND STAFF QUALIFICATIONS <ul style="list-style-type: none"> • Firm’s experience providing similar services of similar scope and significance • Project Personnel’s experience in developing specifications of similar scope and significance. 	0-30 POINTS
2.	SAMPLES OF PREVIOUS WORK	0-30 POINTS
3.	APPROACH TO SCOPE AND PROJECT METHODOLOGY <ul style="list-style-type: none"> • Proposer’s demonstration of a clear understanding of the project requirements. • Quality of the project work plan and proposed schedule/timeline. 	0-20 POINTS 80.0 <u>TECHNICAL</u> POINT MAX
<i>Technical Proposals receiving scores of <u>less than 60 POINTS</u> out of the 80 eligible POINTS will NOT be scored for cost and will be disqualified.</i>		
4.	COST PROPOSAL (Evaluated separately)	0-20 POINTS 20.0 <u>COST</u> POINT MAX
	MAXIMUM TOTAL SCORE	100 POINTS

Technical and Cost Proposals will be evaluated separately. **COST Proposals** will remain sealed at RIDOA/Purchases until such time as technical scoring has been completed.

NOTE: Technical Proposals receiving scores of less than 60 POINTS out of the 80 eligible POINTS will NOT be scored for cost and will be disqualified.

The Review Committee will then evaluate the qualifying **Cost Proposals** and the results will be integrated with the Technical review. This will result in a final ranking and recommended selection.

The findings will then be reviewed and accepted by RIDOT'S Advisory Consultant Selection Panel. With the support of the DOT Director, the ranked findings and selection recommendation will be submitted to the State's Architectural Engineering Consultant Services Selection Committee for final selection consideration.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, 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.

Evaluation will also consider commitment to Affirmative Action and DBE Participation. 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 solicit separately for selected initiatives within this Scope of Work.

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 SERVICES
FOR
PROFESSIONAL CONSULTANT SERVICES TO PROVIDE: TECHNICAL AND PROCEDURAL REVISIONS RELATIVE TO
RIDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, 2004 ED.
DIVISION II, CONSTRUCTION DETAILS - PARTS 200-900, T, L, M

Background:

The RIDOT in concert with its partner the FHWA seeks to update, improve upon and clarify its Rhode Island Standard Specifications for Road & Bridge Construction, 2004, (aka "BLUE BOOK").

Objective:

The objective of this effort is to ensure that RIDOT'S BLUE BOOK is consistent with current construction best practices, organized in a standard format, clear and concise as to requirements and payment, and reflective of the Department's interpretation, intent and meaning with regard to the individual specifications.

Scope of Services:

The selected Consultant shall be responsible for the successful completion of the following tasks:

1. All presently approved specification revisions and outstanding compilations (addenda) shall be incorporated into the BLUE BOOK in the existing and authorized electronic format as well as ultimately in a hard copy document.
2. All existing job specific specifications should be reviewed for potential inclusion into the updated BLUE BOOK.

3. In addition to above 1 and 2, incorporate RIDOT'S newly revised SECTION 100 entitled "General Requirements and Covenants" " into final BLUE BOOK with all appropriate referencing cited.
4. A questionnaire shall be developed and distributed by the selected Consultant to RIDOT Sections designated by the Chief Engineer, whose efforts are affected by the BLUE BOOK, to engage these various Sections and seek input relative to necessary specification changes. RIDOT Sections shall have **TWO (2) MONTHS** from receipt of the questionnaire to respond to the query. The Section recommendations shall be incorporated into the updated BLUE BOOK document as and where appropriate.
5. Concurrent with the RIDOT Questionnaire, the selected Consultant shall also develop a questionnaire to be forwarded through the Chief Engineer to the industry's representative **Construction Industries of Rhode Island (CIRI)** enlisting their support and recommendations regarding specification changes and updates. CIRI shall have **TWO (2) MONTHS** from receipt of the questionnaire to respond to the query. However, recommendations here shall be reviewed by the Chief Engineer or his/her designee prior to being incorporated into any proposed specification revisions.
6. The organizational methodology of the BLUE BOOK shall be reviewed to ensure that all specifications are in the appropriate location within the document and assigned the appropriate title, subtitle and/or numerical code.
7. Specification titles shall be reviewed for clarity with respect to effort. Wherever practicable, titles shall be all encompassing so as to make clear methods and/or payment requirements.
8. Specifications shall be reviewed for correctness, clarity and conformity with RIDOT'S Construction policies, procedures and practices as well as current industry standards.
9. Specifications shall be analyzed and revised to the extent possible to reduce subjectivity in decision making and make clear the requirements and various responsibilities assigned by the specification.
10. Method of Measurements shall be reviewed to eliminate as much as possible ambiguities with respect to what is in fact covered or not covered. Language shall be simplified wherever practicable for clarity sake.
11. Specifications shall be revised so as to incorporate wording (as simple as possible) as necessary to clarify what is expected, who will do what and those means and methods necessary where required.
12. Basis of Payment Sections shall be rewritten as necessary to make clear what is incorporated into the specification. The practice of listing a few items and/or efforts and then stating "*plus anything else necessary.....*" should be avoided as much as possible. Alternately, consideration should be given to use of simple language which indicates that all materials and/or work described within the specification is paid for under the specification.
13. Consideration shall be given to incorporating Contractor monitored quality control measures and/or requirements into specifications where practical. Close coordination shall be maintained with the RIDOT Materials Engineer or his/her designee regarding this matter.
14. Progress reporting to RIDOT through the Chief Engineer's Office shall be done when sections are completed or on a **TWO (2) MONTH** basis whichever time frame is less. The submission shall include all proposed changes to date, which have not yet been commented on and be submitted in an appropriate and approved corrective tracking format.

15. Progress meetings shall be held with RIDOT'S designee(s) every other month or shortly after progress submissions. Specifications will then be corrected, revised and/or finalized as directed by RIDOT.
16. Specification inter-coordination (inclusive of Section 100 and definitions) shall be undertaken so as to provide seamless transitions as well as correct requirements, descriptions, materials, efforts etc. as necessary to properly and clearly complete the revision effort.
17. The project timeline calls for a **DRAFT BLUE BOOK** document to be completed by no later than **NINE (9) MONTHS** after issuance of Notice To Proceed and delivered to RIDOT in both the approved electronic format (inclusive of hyperlinks to cross referenced locations) and in hard copy.
18. A **FINAL BLUE BOOK** document shall be completed no later than **THREE (3) MONTHS** after RIDOT approval of draft document and shall be delivered to RIDOT in both the approved electronic format (inclusive of hyperlinks to cross referenced locations) and in hard copy.

CONTRACT TERM

The term of the award resulting from this Request shall be from the date of issuance of Notice to Proceed (NTP) through completion of work, which RIDOT anticipates should take no longer than **TWELVE (12) MONTHS**.

COMPENSATION/ INVOICE AND PAYMENT TERMS

This RFP will result in a performance-based contract. Compensation will be based on the annual Cost Proposal of the successful CONSULTANT. Scheduled payments will be triggered by the successful completion and formal acceptance of the **defined critical deliverables and activity milestones** as defined in the selected CONSULTANT'S accepted Technical Proposal. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The RIDOT reserves the right to purchase part of the proposal or the entire proposal. Payments will be made according to the following schedule:

20%	<p><i>-Development, Distribution and Completion of RIDOT and CIRI Questionnaires</i> This shall be defined as the date when RIDOT provides written documentation of final acceptance of questionnaire recommendations submitted by the designated RIDOT Sections and the industry's representative Construction Industries of Rhode Island (CIRI). Individual questionnaires shall be distributed concurrently and respondents shall have TWO (2) MONTHS from receipt of their questionnaire to respond to the query. RIDOT shall provide written notification of acceptance or rejection of all deliverables.</p>
30%	<p><i>-Upon Delivery and Final Acceptance by RIDOT of DRAFT BLUE BOOK Document</i> This shall be defined as the date when RIDOT provides written documentation of final acceptance of DRAFT BLUE BOOK document to be completed by no later than NINE (9) MONTHS after issuance of Notice To Proceed and delivered to RIDOT in both the approved electronic format (inclusive of hyperlinks to cross referenced locations) and in hard copy. RIDOT shall provide written notification of acceptance or rejection of all deliverables.</p>
50%	<p><i>-Upon Delivery and Final Acceptance by RIDOT of FINAL BLUE BOOK Document</i> This shall be defined as the date when RIDOT provides written documentation of final acceptance of FINAL BLUE BOOK document shall be completed no later than THREE (3) MONTHS after RIDOT approval of draft document and shall be delivered to RIDOT in both the approved electronic format (inclusive of hyperlinks to cross referenced locations) and in hard copy. RIDOT shall provide written notification of acceptance or rejection of all deliverables.</p>

Scheduled Payments indicating the submission of deliverables and completion of activity milestones are to be accompanied by a detailed Progress Report outlining tasks performed and deliverables submitted. Payment invoices will be processed only if the required progress report is current.

RIDOT will review and accept invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all contract requirements and (2) complete, accurate submission of scheduled deliverables.

Progress Reporting to RIDOT through the Chief Engineer's Office shall be submitted either when BLUE BOOK sections are completed or on a **TWO (2) MONTH** basis whichever time frame is less. The submission shall include all proposed changes to date, which have not yet been commented on and be submitted in an appropriate and approved corrective tracking format. Progress Reporting shall also include any outstanding questions which require resolution.

-END OF SCOPE-

RFP 7548806

PROFESSIONAL CONSULTANT SERVICES: To Provide Technical and Procedural Revisions Relative to RIDOT Standard Specifications For Road And Bridge Construction, 2004 ED. Division II, Construction Details - PARTS 200-900, T, L, M

MAXIMUM \$150,000.00 COST PROPOSAL: ITEMIZED PER TASK

DATE SUBMITTED
CONSULTANT NAME
Street Address / PO Box
City/State/Zip
(Area Code) Phone #
Authorized Agent/TITLE

Respondents must indicate in the space provided their firm fixed price or (fee) for each of the services and deliverables proposed below. These services and deliverables are the only charges that will be eligible to be paid to the CONSULTANT and shall include all associated costs of delivering services covered by this Request

TASK	TASK DESCRIPTION	COST PER TASK	ASSOCIATED DELIVERABLE(S) / MILESTONES	DELIVERABLE(S) DUE DATE
1		\$		
2		\$		
3		\$		
4		\$		
5		\$		
.		\$		
.		\$		
TOTAL CONTRACT		\$		

Narrative Disclosure

CONSULTANTS

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS FOR PRIME CONSULTANTS
AND LOWER TIER PARTICIPANTS (SUBCONSULTANTS ETC.)**

Appendix B - - certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

INSTRUCTIONS FOR CERTIFICATION:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion - - Lower Tier Covered Participants

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

In accordance with the code of Federal Regulations, Part 49 CFR Section 29.510, the prospective primary participant _____ (name of Authorized Agent), _____ (Title), being duly sworn (or under penalty of perjury under the laws of the United States), certifies to the best of his/her knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall list exceptions below.

Exceptions will not necessarily result in denial of award, but, will be considered in determining contractor responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and the dates of the action. Providing false information may result in criminal prosecution or administrative sanctions. If an exception is noted the contractor must contact the Department to discuss the exception prior to award of the contract.

Signature of Authorized Agent

Date

Certification for Federal-Aid Construction/Consultant Contracts

IN ACCORDANCE WITH PUBLIC LAW 101-1210 SECTION 319 (DEPARTMENT OF THE INTERIOR AND RELATED AGENCIES) THE PROSPECTIVE PARTICIPANT CERTIFIES, BY SIGNING AND SUBMITTING THIS BID OR PROPOSAL, TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, THAT:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

(R.I.D.O.T. APPENDIX C)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (03-48-00-46), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 - 0348-0046

(see reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p> <p>For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Report Entity:</p> <p><input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity:</p> <p>(if individual, last name, first name, mi):</p>	<p>10. b. Individuals Performing Services (including address if different from No. 10a)</p> <p>(last name, first name, mi):</p>	
<p>11. Amount of Payment (check all that apply)</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contracted, for Payment indicated in Item 11 (Attach Continuation Sheet(s) SF-LLL-A, if necessary):</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. this disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	
<p>For Federal use Only:</p>	<p style="text-align: right;">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.

Dated: 6/27/2011

CERTIFICATION FOR TITLE VI ASSURANCE

I, _____, _____ a duly authorized representative of
(Name) (Title)
_____ do hereby certify that the organization affirmatively agrees to the provisions
(Company)

set forth below:

1. The Certificate.

For all contracts subject to Title VI of the Civil Rights Act of 1964, 42 U.S.C. part 2000d – 2000d4 (the Act) 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 (the Regulations), prospective bidders shall be required to complete a Certification affirming compliance with the Act and the Regulations.

2. Certification.

By submission of a Proposal, each bidder and each person signing a Proposal subject to the Act and the Regulations certifies that the bidder shall affirmatively agree as follows:

(a) Compliance with Regulations:

The bidder shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department, 49 C.F.R. Part 21, as they may be amended from time to time.

(b) Nondiscrimination:

The bidder shall not discriminate on the grounds of race, color, sex, national origin, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The bidder shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.

(c) Solicitations for Subcontractors, Including Procurements of Materials and Equipment:

In all solicitations either by competitive bidding or negotiation made by the bidder for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the bidder of its obligations relative to nondiscrimination on the grounds of race, color, sex, national origin, age, or disability.

(d) Information and Reports:

The bidder shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the bidder is in the exclusive possession of another who fails or refuses to furnish this information, the bidder shall so certify to the Department, or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance:

In the event of the bidder's noncompliance with the nondiscrimination provisions, the Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- (1) withholding of payments under the Contract until the bidder complies, and/or
- (2) cancellation, termination or suspension of the Contract, in whole or in part.

(f) Incorporation of Provisions:

The bidder shall include the provisions of paragraphs (a) through (f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The bidder shall take such action with respect to any subcontract or procurement as the Department or the Federal Highway Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the bidder becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, the bidder may request the Department to enter into such litigation to protect the interests of the Department and, in addition, the bidder may request the United States to enter into such litigation to protect the interests of the United States.