



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

ADDENDUM #1

RFP #7549206

**TITLE: ON-CALL LOCAL PUBLIC AGENCY CONSULTANT
SERVICES - DOT**

OPENING DATE AND TIME: 1/7/15- 11:30 AM

ATTACHED IS THE RIDOT ADDENDUM NOTIFICATION FOR 7549206 WITH
ATTENDANCE SHEET AND PRE-PROPOSAL MEETING Q&A.

LISA HILL
CHIEF BUYER

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RIDOT Addendum Notification

RFP 7549206
ON-CALL LOCAL PUBLIC AGENCY (LPA) CONSULTANT SERVICES: To
Provide Project Development Assistance and Oversight for Federally Funded
LPA Projects on behalf of the RIDOT Intermodal Planning Section

(1 CONTRACT ANTICIPATED)

Per the issuance of Department of Transportation **ADDENDUM # 7549206A1** the following changes are noted:

- **ATTENDANCE SHEET**

Courtesy copy of Attendance Sheet from the Pre-Proposal Conference held on December 17, 2014 at the RIDOA-Conference Room B, One Capitol Hill, Providence, RI.

- **PRE-PROPOSAL MEETING Q&A**

Attached responses 1 and 2 will clarify questions and comments discussed at the Pre-Proposal meeting held on December 17, 2014

APPROVED:



Stephen A. Devine
Chief, Intermodal Planning

12/18/14
DATE

TO ALL RESPONDENTS:

RIDOT is seeking On-Call Consultant services to assist the Department in implementing Local Public Agency (LPA) projects. Services may include planning, study and development, landscape architecture, architectural, and/or engineering tasks. A Local Public Agency may be a city, town, or a non-profit organization that is awarded funding for design and/or construction projects that are often eligible for reimbursement from RIDOT. LPA projects are typically in the \$400,000 range and range from the fringes of the highway Right-of-Way to slightly off the highway Right-of-Way. The focus of these projects will be on "transportation seams" where modes meet, e.g., sidewalks, transit connections, and bike connections and may include safety, accessibility and mobility, expanding travel choices, improving quality of life and environmental protection.

The Consultant will provide oversight as an extension of RIDOT's Intermodal Planning staff. Specific tasks may include **design, permitting** (Natural and Cultural Resources), **construction project advertising and contract award**, and **QA/QC** (Materials Testing and Construction Inspection). The LPA Consultant may also be tasked with directly developing a project for RIDOT and the LPA when the LPA lacks sufficient resources to implement the project or when the Department determines the complexity of the project warrants a more direct management role. In addition, the Consultant may be requested to review potential projects at the conceptual level (including conceptual estimates and contingencies) and serve a study and development role by ascertaining the potential challenges, i.e., environmental permitting, Section 106 4(f), Right-of-Way, ADA, and/or Haz-Mat.

This is a request for Letters of Interest combined with Technical Proposals, not an invitation to bid. Evaluation will be based upon the merits of the proposal submitted. There will be no public opening of responses received by the Division of Purchases other than to name the firms that have responded.

Respondents should pay careful attention to the Project Approach criterion and tailor their Technical Approach to the "Suggested Project Task" outlined on Page 10 of the RFP.

Maximum Contract Term/Value: The initial contract award amount will be \$500,000.00 for services performed under a 2 YEAR contract term. Should the State, after expenditure of the initial contract sum, find further need for the Consultant's services, such services may be extended annually for an additional THREE (3) YEARS; the maximum term of this contract may not exceed a maximum dollar amount \$1,250,000.00.

Negotiation of Fees: "Post" contract award, RIDOT will delegate assignments to the selected LPA CONSULTANT. The LPA CONSULTANT will negotiate proposed hours and fees for services requested with the RIDOT Intermodal Planning Division, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of the initial contract amount. Negotiated costs must be in line with RIDOT approved salary and overhead (OH) rates; all other project expenditures must conform to current RIDOT policies and accepted procedures.

Fixed Fee: Eligible negotiated costs cannot exceed an additional 10% FIXED FEE.

RIVIP BIDDER CERTIFICATION COVER FORM must be signed, completed and submitted along with the PROPOSAL submission. "**ORIGINAL**" RIVIP FORM should be clearly presented for Purchases review and a "**COPY**" of RIVIP FORM should be included in **EACH** TECHNICAL Proposal.

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

- **DEBARMENT**
- **LOBBYING**
- **CONFLICTS DISCLOSURE STATEMENT**
- **CERTIFICATE FOR TITLE VI ASSURANCE**

One **W-9 FORM** is also required but should be submitted "**unbound**" for DOA review and acceptance. Do not include copies of W-9 FORM in each Proposal Submission.

The TECHNICAL PROPOSAL SHOULD be limited to a total of **25 PAGES**; ALL documentation in excess of 25 PAGE MAXIMUM will be removed and discarded. RIDOT advises that your technical presentation follow the Technical Selection Criteria cited on Page 8 of the RFP and the "Suggested Project Task" on Page 10 of the RFP since your Proposal will be evaluated based on these factors.

Submit the "ORIGINAL" plus SIX (6) COPIES of Letters of Interest/Technical Proposals to the Department of Administration Division of Purchases by Wednesday, **JANUARY 7, 2015 no later than 11:30 A.M.** Submission package should be clearly labeled and reference *Bid # 7549206 – On-Call Local Public Agency Consultant Services.*

Mandatory RI DBE Certification Requirement: This contract has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal. In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed **MUST** be included in LOI/TECH PROPOSAL SUBMISSION along with a copy of current state certification letter(s). A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ www.mbe.ri.gov.

RIDOT requests SPIRAL BOUND proposals. The use of 3-RING binders is discouraged due to the limited storage capacity both at RIDOT and RIDOA.

1. Q – Regarding Architectural engineering services, what type of structures are anticipated?

A. The type of structures subject to architectural and engineering services will vary. Projects worked on in the past include renovations/restoration of historic light houses and potentially the preservation and rehabilitation of other historic transportation structures. Intermodal Planning is in the beginning stages of partnering with a Local Public Agency (LPA) on the design and construction of a barn adjacent to the Blackstone Bikeway. Currently, Intermodal Planning is finishing up on construction of a comfort station/small public space building at the intersection of Main Street and the South County Bike Path in the village of Wakefield. In this case, the customer, the Town of South Kingstown chose the design of a replica train station, since the right-of-way where the bicycle path is situated today was formerly a railroad branch line. Based on these project examples, experience with restoration of historic structures and buildings and new construction of buildings are both potential service needs.

2. Q – Will some of the larger projects utilize Surface Transportation Program (STP) funds?

A. Yes, there is the potential for involvement in some resurfacing projects that likely involve sidewalks. However, the scope of these projects would typically be limited and the use of STP would occur infrequently.

END



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

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

BID NUMBER	7549206
BID TITLE	ON-CALL LOCAL PUBLIC AGENCY CONSULTANT SERVICES
BID DEADLINE	RIDOA Conference Room B: December 17, 2014 at 10:00 am

COMPANY NAME	CONTACT PERSON	ADDRESS	PHONE NUMBER	PROPOSAL SUBMITTED TO (CHECK ALL THAT APPLY)
1 DETAIL ASSOC, INC	MICHAEL DESMOND	140 GEORGE WASHINGTON HWY BLDG C, SUITE 400 LINCOLN, RI 02865	834-1065	(401) 722-7530
2 VHB	Bill DeSantis	600 Providence St PO Box 102903	272-8100	2
3 Thielsch Engineering	Wendy Keckhoff	195 Frances Ave, Cranston RI	467-6454	
4 PARE CORPORATION	John Shorlin	8 Blainstone Valley Place Lincoln, RI 02865	401.334.4100	401.334.4100
5 BRYANT ASSOCIATES	GRABEL MONTGOMERY	640 Seelye - Weymouth Hwy Narragansett RI 02885	401-8341072	401 722-7530
6 AIT Engineers	Ed Parker	61 Sockemist Crossin Cranston RI	401-270-5701	401-270-5703
7 MCMATION ASSOCIATES	STEVEN FINDLEN	55 DORRANCE ST. PROVIDENCE, RI	401-648-7200	
8 BETA GROUP	Paul Bannan Bill McGath	6 Blackstone Valley Pl. Lincoln, RI 02865	401-333-2382	401-333-9225
9 GREEN INTERNATIONAL AFFILIATES	Bill Scully	234 LITTLETON RD WESTFIELD, MA 01086	bsully@greenintl.com 978-923-0444	401-222-4203 X4239
10 RIDOT	Tom Querman	2 Capital Hill	thomas.querman@dot.r.i.gov	
11 RIDOT	Julie Oakley	2 Capital Hill	julie.oakley@dot.r.i.gov X4919	
12 RIDOT	Kimberly Vecenais	2 CAPITAL HILL	Kimberly.Vecenais@dot.r.i.gov 222-2495	
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