



Solicitation Information
December 29, 2014

RFP#7549233

TITLE: Freight Transportation Economic Impact Analysis

Submission Deadline: Wednesday, January 28, 2015 at 10:00 AM ET

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| PRE-BID/ PROPOSAL CONFERENCE: Yes MANDATORY: No DATE: Wednesday, January 7, 2015 at 10:00 AM ET LOCATION: Conference Room B, Second Floor, One Capitol Hill, Providence RI 02908 |
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| Questions concerning this solicitation must be received by the Division of Purchases at DOA.PurQuestions2@purchasing.ri.gov no later than 4:00 PM ET, January 12, 2015. Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. |
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| SURETY REQUIRED: No BOND REQUIRED: No |
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George Welly
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration's Division of Purchases, on behalf of the Division of Planning, is soliciting proposals from a qualified firm or firms to provide professional services to assist with the use and evaluation of the Federal Highway Administration's (FHWA) Strategic Highway Research Program (SHRP2) economic analysis tools *C03 – Transportation Project Impact Case Studies* and *C11 – Tools for Assessing Wider Economic Benefits of Transportation*, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained online at the Rhode Island Division of Purchases at www.purchasing.ri.gov. The initial contract period will begin approximately February 1, 2015 and will be for twelve months.

This is a Request for Proposals, not an Invitation to 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 Division of Purchases pursuant to this Request, other than to name those who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the State of Rhode Island through the Department of Administration Division of Purchases on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Comprehensive Review

The bidder is responsible for carefully reviewing all of the requirements of this solicitation prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder's failure to review this solicitation carefully will not be considered.

Addenda

Responses to questions from bidders, interpretations of specifications, changes prior to the bid proposal submission deadline, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at www.purchasing.ri.gov, and all addenda become incorporated into this solicitation upon posting. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Prebid Conference

At the discretion of the Division of Purchases, a prebid conference - mandatory or nonmandatory -- may be held. Bidders must attend a mandatory prebid conference and are encouraged to attend a nonmandatory prebid conference. The bidder's representative must register with the Division of Purchases and identify the bidder he or she represents on the sign-in sheet at a mandatory prebid conference.

Costs

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation or to provide clarification or additional information about its bid proposal.

Preparation of Bid Proposal

The Division of Purchases intends to award the contract pursuant to this solicitation to a primary bidder (or primary bidders for the various categories of requirements specified in this solicitation), who will assume overall responsibility, and joint venture and cooperative bid proposals will not be considered. Subcontracts are permitted under the contract awarded pursuant to this solicitation, provided that the bidder clearly identifies each proposed subcontractor and the scope of its participation.

Bid proposals must be made in accordance with the instructions in this solicitation. This solicitation contains a Bid Preparation Checklist to assist the bidder in preparing a bid proposal for submission.

Alternative approaches and/or methodologies to accomplish the intended goals of this solicitation are requested; provided, however, that bid proposals that depart from or materially alter the terms, requirements, or project scope specified in this solicitation will be deemed nonresponsive and rejected.

Submission of Bid Proposal

Each bid proposal must be submitted in a separate sealed envelope or package and include: (i) one original technical proposal in a 3-ring binder, five (5) paper copies of the technical proposal unbound and fastened only with binder clips, and one electronic copy of the technical proposal; (ii) one original cost proposal; (iii) one original signed (in ink) Bidder Certification Cover Form; and (iv) one original signed (in ink) IRS Form W-9 (*dated not more than one year prior to the date of submission*).

The technical proposal *may* include a transmittal letter signed by an authorized representative of the bidder and *must* include a table of contents, with sections separated by tabs, and be limited to ten (10) pages, excluding exhibits and appendices. The signed original Bidder Certification Cover Form should be included as the first tab in the original technical proposal with copies of the Bidder Certification Cover Form in the copies of the technical proposal. The electronic copy of the technical proposal (*readable only* CD-Rom in .pdf format) must be placed inside the original technical proposal. The IRS Form W-9 (downloadable from the Division of Purchases website at

www.purchasing.ri.gov) should be included only in the original technical proposal.

The cost proposal must be placed inside a *separate sealed envelope* marked "Cost proposal,".

The *outside* sealed package and each *inside* sealed envelope must include the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped receipted by the date and time specified for the bid proposal submission deadline.

At that time, bid proposals will be opened and the names of the bidders read aloud in public. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of

Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of
Administration Division of Purchases
One Capitol Hill, Second
Floor Providence, RI 02908

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid Price

The bidder must submit its cost proposal to perform all of the requirements specified in the solicitation, including the cost of any bonds. Unless otherwise specified in this solicitation, all pricing will be considered firm and fixed.

RVIP Bidder Certification Cover Form

The bidder must download, complete, sign, and submit the Bidder Certification Cover Form for this solicitation as the first document in the technical proposal. The Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RVIP vendor and clicking on the applicable "Solicitation Number."

Public Record

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.* Each bid proposal will be available for inspection upon request as a public record upon the award of the contract pursuant to this solicitation. Pursuant to the "Access to Public Records Act," bidders have the right to identify in their bid proposals any trade secrets or commercial or financial information which is of a privileged or confidential nature and make a request (nonbinding on the Division of Purchases) that such trade secrets or information not be made available to the public.

Taxes

The State of Rhode Island is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

Divestiture of Investments in Iran Requirement

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws § 37- 2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

Withdrawal

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

Award

The Division of Purchases, in its sole discretion, may award the contract pursuant to this solicitation to one or more responsive and responsible bidders who submit the responsive and responsible bid proposals evaluated to be in the best interests of the State of Rhode Island based upon bid price and the other factors specified in this solicitation. The Division of Purchases may also award a contract pursuant to this solicitation on the basis solely of price. The Division of Purchases, in its sole discretion, may require oral presentations from, and participate in discussion with, one or more bidders, and may engage in competitive negotiation with two (2) or more bidders. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order by the Division of Purchases and, in addition, an authorization from the User Agency. The issuance of the Purchase Order and the continuation of any contract awarded pursuant to this solicitation is contingent upon the availability of funds.

Architectural and Engineering Services

If this solicitation requests proposals for architectural and/or engineering services, the successful bidder, and each of its subsidiaries, affiliates, subcontractors, and

subconsultants engaged by the bidder pursuant to this solicitation, will be ineligible to submit bids in response to any solicitations for construction or consulting services that arise from, or relate to, the architectural and/or engineering services requested in this solicitation.

Continuation of Contract

The continuation of the contract awarded pursuant to this solicitation beyond June 30 of the current fiscal year is subject to the availability of funds and a determination of continued need by the User Agency and the Division of Purchases.

Payment and Performance Bonds

At the discretion of the Division of Purchases, the successful bidder may be required to furnish a payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

Licenses

The successful bidder and anyone performing any services on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such services.

Insurance

The successful bidder must submit a copy of an endorsement and a certificate of insurance that references the solicitation number and names the State of Rhode Island as “certificate holder” and as “additional insured” upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 30 days’ advance notice of cancellation, nonrenewal, or material change in coverage (referencing the solicitation number) will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

Type of Insurance

Amount of Coverage

Comprehensive General Liability
of

\$1 Million each occurrence (inclusive

both bodily injury and property
damage)

\$1 Million products and

Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office within the 21-day period following the tentative letter of award. Information about this equal opportunity requirement is available at www.diversity.ri.gov/eoo/eoophagehome.htm or (401) 222- 3090.

Drug-Free Workplace

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 21-day period following the tentative letter of award.

Foreign Corporations

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company, will be required to provide a Good Standing Certificate, and if a limited partnership, will be required to provide a Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 21-day period following the tentative letter of award.

Campaign Finance

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at www.elections.ri.gov or Board of Elections, Campaign Finance, (401) 222-2056.

Binding Contract

The form of agreement the successful bidder will be required to execute is included in the solicitation. A binding contract between the State of Rhode Island and the successful bidder will be formed by the issuance of a Purchase Order from the Division of Purchases, *and only by the issuance of a Purchase Order, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Request for Proposal, the Instructions to Bidders, the Bid Preparation Checklist, the Bidder Certification Cover Form, the Agreement, and also the Purchase Order. The successful bidder will be

authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the User Agency.

Compliance with Terms of Contract

Failure of the successful bidder to comply with the terms and conditions of any contract awarded pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.

Disadvantaged Business Enterprises

1. This proposed project contract has been assigned a 7 % Disadvantaged Business Enterprise Goal. In order to comply with this requirement, a detailed disclosure of RI certified firm(s) and proposed task assignment(s) to be performed must be included in the proposal submission along with a copy of current state certification letter and a completed DBE Utilization Plan form. DBE certification must be approved at the time of technical proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 7% of the TOTAL contracted costs. Be advised that this requirement will apply for the lifetime of the contract; Prime consultants will be responsible to submit a monthly DBE Utilization Report documenting aggregated total contract costs and total DBE participation to date. Two copies of the DBE reporting documentation will be sent to the RIDOT Office of Businesses and Community Resources as well as a copy included with the pertinent monthly report and invoicing package to Statewide Planning.
2. Title VI – The Rhode Island Department of Administration, 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.

SECTION 2 – BACKGROUND

The Rhode Island Division of Planning seeks consultant assistance with the use and evaluation of the Federal Highway Administration’s (FHWA) Strategic Highway Research Program (SHRP2) economic analysis tools *C03 – Transportation Project Impact Case Studies* and *C11 – Tools for Assessing Wider Economic Benefits of Transportation*.

In October 2014, the FHWA awarded the Division of Planning and the Rhode Island Department of Transportation implementation assistance for the C03 and C11 tools through Round 4 of its SHRP2 Implementation Assistance Program. The purpose of the tools is to assist agencies in the early to middle stages of transportation planning and programming by providing estimates of the economic impacts of potential projects. Rhode Island will use the C03 and C11 tools to analyze projects proposed through its Statewide Freight and Goods Movement Plan, which began development in November 2014. *It is critical that these two efforts operate concurrently and in close coordination.* Rhode Island and FHWA have agreed to a Statement of Work for each tool (Attachment B); they describe in detail the goals and requirements of the implementation assistance FHWA is providing to the state and outline a proposed budget for the use of each tool.

C03 and C11 Tools

The C03 tool consists of a set of 100 transportation project case studies from across the United States; they can be used as a point of comparison for proposed projects and as a statistical basis for predicting the economic impacts of projects. Rhode Island will use the C03 tool to estimate broadly the economic impacts of transportation projects proposed through the freight planning process. It will be one method used by the state as it determines which projects are the highest priorities. The state will employ the C11 tool to provide finer-grained analysis of the economic benefits of the highest priority transportation projects. The C11 tool is composed of five spreadsheet-based tools that model the economic impacts of accessibility, connectivity, and reliability. Rhode Island will use the information produced by the analyses in prioritization and in making the case for the projects to be included in the state’s Transportation Improvement Program and elsewhere.

The Division of Planning seeks a consultant with the necessary technical expertise to understand the use of the SHRP2 C03 and C11 tools, apply them to projects proposed during the development of the state freight plan, and build the capacity of Planning and RIDOT staff to employ the tools. The consultant will also need to identify and develop new case studies for the C03 tool and assist the state in fulfilling the performance measurement requirements of FHWA’s SHRP2 implementation assistance.

Project Coordination

The Division of Planning is leading the development of the Statewide Freight and Goods Movement Plan, and it has hired the firm of HDR Engineering, Inc. (HDR) to assist with the effort. (RI Solicitation 7548847) One of the firm’s tasks is project evaluation, which will include benefit-cost analyses of potential freight transportation projects. The successful bidder will be required to work closely with HDR to ensure that the work done through the C03 and C11 tools complements and augments the work on the Statewide Freight and Goods Movement Plan. Additionally, the successful bidder will have to work closely with the Rhode Island Freight Committee, a group of public and private freight stakeholders actively involved in the creation of the state freight plan.

SECTION 3 – SCOPE OF WORK

Task 1: Data Needs, Gaps, and Acquisition

The C03 and C11 tools require specific data inputs related to demographics, employment, traffic, wages, and others. The tools also call for transportation project-specific information such as cost, physical dimensions, and capacity. The consultant will identify data needs and gaps for the C03 and C11 tools, and acquire any data necessary to employ the tools. It will also compile a list of the project-specific information that will be needed to use the tools.

Deliverable: List and compendium of data required for the C03 and C11 tools

Task 2: List of Transportation Projects for Analysis

The Division of Planning and RIDOT, in collaboration with the Freight Committee and HDR, will create a list of potential freight transportation projects to be included in the state freight plan. The consultant will assist in determining which projects are suitable for analysis with the C03 and C11 tools. The consultant will create a list of freight-related transportation projects to be analyzed in collaboration with the Freight Committee and freight plan consultants.

Deliverable: List of transportation projects

Task 3: C03 Tool

The consultant will use the C03 tool to analyze the list of freight transportation projects developed in Task 2 to determine and report the broad economic impacts of the projects. The consultant will employ both modules of the C03 tool – T-PICS and My Project Tools – in its analysis. As specific transportation projects are selected for analysis with the tool, the consultants will need to define the parameters including cost and physical dimensions in collaboration with the Division of Planning, RIDOT, and HDR.

Deliverable: Report on the results of the analysis and a description of the method used.

Task 4: C11 Tool

The consultant will work with the Division of Planning, RIDOT, and HDR to identify freight transportation projects to be analyzed with the C11 tool. The projects will be selected from the list created in Task 2; they will be those deemed high priority based on the results of the C03 analysis, benefit-cost analysis performed by HDR, and input from the Freight Committee and other stakeholders. The consultant will work with the Division of Planning and RIDOT to determine which of the five modules of the C11 tool to employ in the analysis of the projects. The analysis will require the consultants to work closely with the Division of Planning, RIDOT, HDR to set and adjust as necessary the inputs and parameters of the modules and specific projects.

The consultant will also assist Rhode Island as it uses the results of the C11 analysis to evaluate and prioritize the freight transportation projects. It will work with the Division of Planning, RIDOT, HDR, and the Freight Committee to incorporate the results of the C11 analyses as they create the final list of projects to be included in the implementation action plan component of the state freight plan.

Deliverable: Report on the results of the analysis and a description of the method used. List of prioritized freight transportation projects.

Task 5: C03 Case Studies

FHWA has asked recipients of C03 technical assistance to write additional case studies of already completed projects to be added to the tool's database. The consultant will work with the Division of Planning and RIDOT to compile a list of potential Rhode Island case studies, and it will select two to expand into full case studies. The consultants will write the case studies and perform any data analysis necessary. The format and content of the case studies should conform to that of the case studies already included in the T-PICS tool (<http://www.tpics.us/>).

Deliverable: Two written case studies in a format suitable for submission to FHWA.

Task 6: Performance Management

FHWA has created a set of performance measures for the C03 and C11 tools that include output and outcome measures for each tool as well as metrics and targets (See Attachment B). The consultant will ensure that the work and products of the C03 and C11 analyses meet FHWA's performance management requirements. This will require the consultant to evaluate and report on the process and outcomes of the use of the SHRP2 tools, including their utility, value, functionality, ease of use, and understandability. FHWA is also interested in any lessons learned as well as how the use of the tools affects collaboration and decision-making.

Deliverable: Quarterly and final reports on performance measures.

Task 7: C03 and C11 Final Reports

The consultant will write separate, final reports on the results of the C03 and C11 analyses that meet FHWA's requirements for its SHRP2 technical assistance award to Rhode Island. The Statements of Work included in Attachment B describe the required elements of the final reports. In addition to the content required by FHWA, the final reports should also describe how Rhode Island can use the C03 and C11 tools outside of the freight plan in the development of the state's TIP and Long Range Transportation Plan and in project development.

The consultant will also prepare slide presentations for both tools that the Division of Planning and RIDOT can use to share their experiences with the SHRP2 tools with FHWA, peer agencies, and executive leadership. The required elements of the slide presentations are also described in the Statements of Work in Attachment B.

Deliverable: C03 final report and slide presentation. C11 final report and slide presentation.

Task 8: Project Coordination

The consultant will have to work closely with the Division of Planning, RIDOT, HDR, and the Freight Committee to complete this project successfully. This will require regular in-person or telephone meetings with these entities. The consultant will also present three times to the Freight Committee on the C03 and C11 tools.

Deliverable: Summary of notes from meetings with Division of Planning, RIDOT, and HDR. Slides or other materials from presentations to the Freight Committee.

Task 9: Capacity-Building

Rhode Island seeks to build capacity among its staff and leadership for the use of the C03 and C11 tools and for economic impact modeling generally. The consultant will work with the Division of Planning and RIDOT staff to train them in the use of the tools. It will document its use of the tools to create a "user guide" that the Division of Planning and RIDOT can refer to once the project is complete. The document

should include a list and description of the data inputs used and clear description of the methods used by the consultant to complete the analyses.

Deliverable: Written “user guide” to the C03 and C11 tools.

Project Schedule

All work on the project must be complete by January 31, 2016. The consultant is also expected to meet the following project milestones:

| Milestone | Completion Date |
|------------------------------------|------------------------|
| Data Needs, Gaps, and Acquisition: | March 1, 2015 |
| List of Transportation Projects: | June 1, 2015 |
| C03 Tool Analysis: | August 1, 2015 |
| Case Studies: | October 1, 2015 |
| C011 Tool Analysis: | November 1, 2015 |
| C03 Final Report: | November 1, 2015 |
| C11 Final Report: | January 1, 2016 |

SECTION 4 – TECHNICAL PROPOSAL

Respondents’ Technical Proposals should be formatted as ring bound documents with at least 5 tabs, the contents of which are outlined below.

Certificates and Forms (TAB 1)

This tab shall include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. One only completed and signed W-9 Form downloaded from the RI Division of Purchase’s webpage at www.purchasing.ri.gov by clicking on RIVIP, then General Information and then Standard Forms. Form W-9 should only be included in the original copy binder.

Executive Summary (TAB 2)

This tab shall include the following:

1. An Executive Summary that highlights the contents of the Technical Proposal and provides State evaluators with a broad understanding of the respondent’s technical approach, ability, and capacity.
2. A Table of Contents.

Staff Qualifications and Experience (TAB 3)

This tab shall include the following:

1. Staff Qualifications/Experience of the respondent and project principals - Describe the respondent’s general experience as well as its experience and qualifications with projects of a similar size, scope and use specific to the proposed tasks. Identify the overall project manager, project managers for

each proposed tasks, other consultants, as well as other members of the project team and the percentage of their time to be spent on any task. (Supplemental information such as personnel information for key staff including resumes and final work products of similar projects may be appended to the technical proposal, but should not exceed 30 pages.)

2. In addition to the narrative above, respondents must submit Standard Form 330 (available on the Purchasing website at <http://www.purchasing.ri.gov/RIVIP/publicdocuments/form330.pdf>).

Project Approach and Understanding of Work (TAB 4)

This section shall include the following information:

1. Description of the consultant's understanding of the state's requirements, including the result(s) intended and desired. The approach and/or methodology to be employed for each proposed task, and a work plan for accomplishing the results proposed. For each proposed task, identify the project manager, and all other members of the project team and an estimate of time allocations.
2. A discussion and justification of the methods proposed and the technical issues that will or may be confronted at each stage of the project.
3. The work plan description shall include a list of project deliverables and a detailed monthly proposed project schedule with milestones that will be employed to administer the project and the task assignments of staff members and level of effort for each linked to the cost proposal and project deliverables.

Relevant Experience and Expertise (TAB 5)

This tab shall include the following information:

1. A description of the business background of the respondent (and all subcontractors proposed), including a description of their financial position;
2. The respondent's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which addresses the state's goal of ten (10) percent participation by MBE's in all State procurements. For further information, call the MBE Officer at (401) 574-8253; and
3. Any other information the respondent deems relevant to the evaluation process.
4. References including client name, address, contact person, telephone number, email, project start and end date, as well as a project description. References should be for similar or related projects that proposed key staff members for this project have worked.

Miscellaneous Instructions

The technical proposal (TAB 3, TAB 4, and TAB 5 above) should: be no more than ten (10) pages in length; include the qualifications and related background of the contractor; and, include responses to each area of the required Scope of Work. Supplemental information such as personnel information for

key staff including resumes and final work products of similar projects may be appended to the technical proposal, but should not exceed 30 pages. Ensure that the material submitted does not contain personal information (i.e. home addresses, emails, phone numbers on employee resumes.)

SECTION 5 – COST PROPOSAL

Complete Attachment A below , the prescribed Cost Proposal form, to include a lump sum fixed fee price for completing all tasks proposed in the offeror’s technical proposal. Also identify the component pricing for the nine discrete tasks identified on the exhibit.

SECTION 6 – EVALUATION AND SELECTION

The Division will commission a review team to evaluate and score all proposals that are complete and minimally responsive using the criteria described above. The evaluation of any item may incorporate input from sources other than the bidder’s response and supplementary materials submitted by the bidder. Those other sources could include assessments made by evaluators based on findings recorded from reference checks (including but not limited to those supplied by the bidder), prior experience with or knowledge of bidder’s work, responses to follow-up questions posed by the State and/or oral presentations by the bidders if requested by the review team. The State may elect to use any or all of these evaluation tools.

The review team may contact any, all or some of the bidders with questions and clarifications at any point during the process at its own discretion. The review team may also require vendors to provide an oral presentation or be interviewed as part of the evaluation. The review team may adjust the technical scores of any bidder after conducting such a clarification.

The Technical Evaluation Committee will provide a recommendation to the Division of Purchases. The Division of Purchases reserves the right to select the bidder or bidders that it deems to be in the best interest of the State of Rhode Island to perform the services requested in the solicitation or to reject all bid proposals.

Because the evaluation takes into consideration both the technical and cost components in a value based approach, the lowest costing bidder may not necessarily be awarded a contract.

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (75%) out of a maximum of 80 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 20 points in cost category, bringing the potential maximum score to 100 points. The offeror with the greatest combined score will be invited to negotiate a project agreement and receive a purchase award.

The Division of Planning reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

| Criteria | Possible Points |
|--|------------------------|
| <p>Project Approach and Work Plan</p> <p>Project approach including the proposed work plan and timeline as well as a demonstrated understanding of the activities described in the scope of services, SHRP2 C03 and C11 tools, and the Rhode Island context.</p> | 30 points |
| <p>Offeror's Past Performance and Relevant Experience</p> <p>Ability of the consultant team to manage the project effectively based on its experience in Rhode Island and New England and in managing projects of similar size, scope, and complexity. Past performance as reflected by the evaluation of private persons and officials of other government entities that have retained the services of the firm will be considered strongly.</p> | 15 points |
| <p>Capacity, Resources, and Level of Effort to Accomplish Tasks</p> <p>Capacity to perform the services as related by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously. Include a list of all staff and subconsultants.</p> | 15 Points |
| <p>Staff Qualifications</p> <p>Demonstrated, relevant experience and knowledge of the offeror's staff members who will work on the project.</p> | 15 Points |
| <p>DBE Utilization</p> <p>Proposal meets or exceeds the 7% Disadvantaged Business Enterprise goal.</p> | 5 Points |
| <p>Total Possible Technical Points</p> | 80 Points |
| <p>Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 20 points*</p> | 20 Points |
| <p>Total Possible Points</p> | 100 Points |

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Twenty (20), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 20 = 13$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549233** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7549233**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One only completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with similar projects, and all information described in this solicitation. The Technical Proposal is limited to ten (10) pages (this excludes any appendices). As appropriate, include resumes of key staff that will provide services covered by this request.
4. **A separately signed and sealed Cost Proposal** for a lump sum fixed-fee, on Attachment A provided below

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their technical proposal only in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL:

<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

ATTACHMENT A, Page 1 of 2

COST PROPOSAL

Project: RFP #7549233

Rhode Island Division of Planning

To: Department of Administration Division of Purchases

Submitted by: _____

(include firm address, telephone & contact e-mail address:

CONTRACT BID

Having examined the bid documents and in accordance with the scope of work and documents of the RFP, the undersigned, hereby offers to enter into a contract to perform the solicited work for the following prices per task:

| Task | Price (written and numerically) |
|--|--|
| Task 1. Data Needs, Gaps, and Acquisition | |
| Task 2. List of Transportation Projects for Analysis | |
| Task 3. C03 Tool | |
| Task 4. C11 Tool | |
| Task 5. C03 Case Studies | |
| Task 6. Performance Management | |
| Task 7. C03 and C11 Final Reports | |
| Task 8. Project Coordination | |
| Task 9. Capacity-Building | |
| Total Lump Sum Fixed Fee Price* | |

*The total lump-sum fixed fee price will be used to compute the cost scores.

ATTACHMENT A, PAGE 2 OF 2

COST PROPOSAL

Project: RFP #7549233

Rhode Island Division of Planning, Continued

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for ninety days from the bid closing date. If this bid is accepted by the Division of Purchases within the time period stated above, we will:

- Proceed to negotiate a Project Agreement, subject to compliance with required State regulatory agency approvals as described in the Bid Documents.
- Furnish the required certifications and insurance in compliance with provisions of the Instructions to Bidders.

BID FORM SIGNATURE(S)

(Bidder / Vendor name)

By: _____

Title: _____ DATE: _____

Attachment B

C03 and C11 Statements of Work and Performance Measures

Find pdf in zip file attachment to solicitation 7549233

Attachment C

Links to C03/C11 Tools and Resources

Below are links to the C03 and C11 project websites and resources.

- TPICS and My Project Tools website [<http://www.tpics.us/>]
- C03 Technical Reports and Instructions [<http://www.tpics.us/About>]
- C11 Technical Reports, Instructions and Spreadsheet Tools [<http://tpics.us/tools/>]