



REQUEST FOR PROPOSAL (RFP) – BID# 7549526

ON-CALL TRANSIT PLANNING CONSULTANT

SUBMISSION DEADLINE: Friday, May 15, 2015 at 11:30 AM (ET)

PRE-BID CONFERENCE: [X] NO [] YES
Mandatory: [] NO [] YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference.
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.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: [X] 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 three-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
Intermodal Planning

REQUEST FOR PROPOSALS are hereby solicited by the State of Rhode Island's Department of Administration's Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire professional consultant services for:

<p>RFP 7549526 ON-CALL TRANSIT PLANNING CONSULTANT: To Provide High Capacity Corridor and Transit Hub Planning Consultation Services STATEWIDE DBE GOAL: 10%</p>
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INTRODUCTION:

RIDOT is seeking to acquire consultant (CONSULTANT) services to provide "on call/ as needed" transit planning services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested transit planning tasks associated with developing high quality, rapid transportation corridors throughout Rhode Island.

Additionally, RIDOT seeks to promote economic development through the implementation of strategically planned transit routes using strategies such as Transit Oriented Development (TOD).

The CONSULTANT shall be knowledgeable of Rhode Island's existing transit systems and assets as well as the challenges and obstacles facing the State. The CONSULTANT shall perform planning-level analysis and investigation to promote expansion of Rhode Island's rapid transit network with a focus on expanding the rail networks and offering strategies to advance implementation of ferry and fixed-guideway bus routes.

Although this Contract pertains to a statewide geographic scope, the CONSULTANT will focus efforts on linking high population densities to areas of existing or potential job centers.

The Contract tasks will require traditional planning analysis (data collection, mapping, ridership projections, environmental review, etc.) as well as visualization (3-D modeling, realistic rendering) and communications techniques.

AGREEMENT TERM / CONDITIONS: Services anticipated under this Agreement will have a maximum contract completion date of **TWELVE (12) MONTHS** after the date of authorization to commence work. Upon contract conclusion, RIDOT may elect at its sole discretion to renew annually for an additional **TWO (2) YEARS** considering: (1) results and recommendations generated through this contract, (2) the State's satisfaction and acceptance of the selected CONSULTANT'S services and deliverables and, 3) availability of funding. Delivery of goods and services as described herein shall be deemed acceptance of these requirements. ***Should the Contract be extended, at RIDOT'S discretion, each additional YEAR'S hourly rates may be increased a maximum 3% over the previous YEAR'S documented rates.***

Respondents are instructed to submit a **TECHNICAL PROPOSAL** response along with a *separately sealed PRICE PROPOSAL* both described in detail herein.

CONFLICT OF INTEREST: *The successful CONSULTANT and any sub-consultant(s) will be precluded from participating in any resultant solicitations derived from RFPS prepared by the CONSULTANT as part of this Contract. RIDOT will be the sole judge as to whether or not any conflict of interest exists.*

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>

All Respondents are advised to read all sections of this request and to follow instructions carefully as failure to make a complete submission may result in rejection of the proposal.

*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 PRICE proposal must 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 NOTIFICATIONS

- All Respondents shall register online at the RIVIP'S Internet website @ www.purchasing.ri.gov
- A fully completed signed **RIVIP Bidder Certification Cover Sheet** – All three pages shall accompany response submitted. Failure to make a complete submission inclusive of this three-page document may **result in disqualification**. A copy of this 3-PAGE certification form should be in all proposals (originals and copies) submitted to the State for consideration.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 for RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM – 4:00 PM.
- The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, Respondents are hereby advised that in line with the Federal Acquisition Regulations any federal contract based on the services requested may require that the State obtain evidence of E-VERIFY compliance from the successful Respondent.
- The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of 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 or submitting documents in response to this Request and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.

- It is intended that an award pursuant to this Request will be made to a Prime Respondent, who will assume responsibility for all aspects of the work. Joint venture(s) and will not be considered, but subcontract(s) are permitted provided that Sub-Respondent(s) proposed are clearly identified along with the type of work to be performed in response to this RFP.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred and 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, 2nd Floor, One Capitol Hill, Providence, Rhode Island.
- 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 7-1.1-99, 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.
- **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 TECHNICAL PROPOSAL SUBMISSION along with a copy of current state certification letter(s). DBE certifications must be approved at the time of proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 10% of Total Contract costs. Be advised that this requirement will apply for the lifetime of each Contract. The selected PRIME Consultant will be responsible to submit a **MONTHLY DBE UTILIZATION REPORT** documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ www.mbe.ri.gov. Any questions should be directed to:

RIDOT Office of Business and Community Resources
 Room 110, 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. All FORMS –with the exception of **W-9- must be completed and copies submitted along with each proposal submission. (“Original” & Copies).

To be completed by PRIME and Sub-Consultant(s):	
DEBARMENT FORM: (ATTACHED)	Must be completed and signed by an authorized agent of your Firm
LOBBYING FORM: (ATTACHED)	Enter known project information on PAGE 1 (DESCRIPTION etc.); Firm must complete FORM and submit signed by an authorized agent of your Firm.
CONFLICTS DISCLOSURE STATEMENT: (ATTACHED)	In line with directions stated, completed FORM(s) must be signed and submitted accordingly. At a minimum, FORM shall be completed by Board of Directors and key personnel to be assigned to Project.
To be completed by PRIME only:	
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: (ATTACHED)	Shall be fully-completed and submitted accordingly

**** 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.**

TECHNICAL PROPOSAL CONTENT AND FORMAT: ("ORIGINAL" + FIVE (5) COPIES)

GENERAL FORMAT:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of your firm.
- **RIVIP BIDDER CERTIFICATION FORM:** ALL THREE (3) Pages **MUST** accompany each response submitted. Failure to make a complete submission of this document may result in disqualification. *(SEE GENERAL NOTIFICATIONS).*
- **TECHNICAL PROPOSAL Format:** Technical Proposal shall be bound or contained in a single volume. All pages of the proposal are to be numbered in consecutive order. 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 printed on both sides 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 25 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 Proposal submission.
- **RIDOT Scope of Work and Addenda:** Respondents shall include as part of the TECHNICAL PROPOSAL submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

BACKGROUND AND PREVIOUS EXPERIENCE:

- **Company Introduction:** Respondents are to include a complete description and other relevant information documenting the firm's professional practice and expertise relative to the services requested.

Respondent Firms must demonstrate **a minimum of FIVE (5) YEARS transit planning experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT'S design and construction policies, procedures and standard specifications.

- **Relevant Experience:** Respondents are to include a listing of the Firm's projects (**MAXIMUM 5**) similar in concept to the project requested that the Firm has completed within the last **TEN (10 YEARS)**.
- **Client References:** With respect to each similar project cited, include the following **contact information: names, addresses, and telephone numbers**. The clients listed shall be specific to those for which your Firm provided transit planning services.

This information is required not only for the Prime Respondent but also for any **key Sub-consultants** to be assigned to project. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performances of services provided. Respondent acknowledges that RIDOT is granted specific permission to discuss past performance of Respondent and any of its proposed team members on any projects.

- **Performance Record:** RIDOT will take into consideration not only the quality of previous work performed but also the timeliness of requested submissions and adherence to project schedule.
- **Current Workload:** Respondents must include a current listing of projects contracted to perform and **anticipated completion dates**. This may include only those projects assigned to your firm's Transit Planning Division.

ORGANIZATION AND STAFFING:

- **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff including resumes, curricula vitae or statements of prior experience and/or qualifications identified and categorized per the following specified personnel categories assigned these project services:

PROJECT MANAGER - The Project will be under the direct supervision of a lead Project Manager (PM) with strong transit planning experience and leadership skills. The PM shall be accessible to RIDOT POC at all times and be prepared to discuss any requested findings in a coordinated team meeting environment should this be required. The PM must have extensive experience in rail and bus transit planning performed within the last **TEN (10) YEARS**.

PROJECT PLANNER - Personnel fulfilling this role must demonstrate transit planning experience performed within the last **TEN (10) YEARS** and possess an educational background in planning, finance, landscape architecture, engineering, or a related discipline.

STAFF PLANNER – All individuals assigned this category shall provide evidence of transit planning or general planning experience.

STAFF ENGINEER - All individuals assigned this category must demonstrate general highway and rail engineering experience.

TECHNICIAN/GIS – All individuals assigned this category must provide adequate GIS experience.

TECHNICIAN/OFFICE – Office staff must have experience providing general office support and computer skills.

OTHER - Respondents may provide additional defined personnel categories in addition to the above categories cited. Technical Proposal must define the specific titling and qualifications for each proposed category along with the percentage of time to be expended on project for each additional category cited. Multiple categories may be proposed but must be definitive as far as services anticipated and relativity to the project scope.

- **Personnel Listing:** The Technical Proposal shall include a Personnel Listing of proposed employees by name and categorical assignment. Resumes for each employee shall be included for RIDOT review of qualifications and previous experience.
- **Sub-Consultant(s):** As applicable, disclosure of any sub-consultant 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 sub-consultant team in line with the categories and guidelines cited above is required in the Technical Proposal.

Overall project direction will be provided by RIDOT through the assigned Point of Contact (POC), RIDOT's Intermodal Planning Section Chief and/or the Project's assigned Supervising Planner. The POC shall be informed in writing of any changes in personnel at any time during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate this agreement.

PROJECT WORK PLAN/ SCHEDULE:

- **Project Approach:** Respondents shall provide a detailed technical synopsis of their proposed services based on the SOW requested which demonstrates their knowledge of the State's existing transit systems and assets as well as any potential technical and/or any administrative issues facing the State under this initiative. *Alternative* approaches and/or methodologies to accomplish the intended results of this solicitation are encouraged. However, proposals that depart from or materially alter the terms, requirements or SOW as defined by this Request will be rejected and considered non-responsive.
- **Technical Presentation:** Since tasks are undefined this time, Respondents shall provide a technical outline of *anticipated* services documenting RIDOT coordination and Consultant/ Sub-Consultant participation.
- **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.

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

- **Letter of Transmittal** shall accompany PRICE Proposal submission signed by an owner, officer, or other authorized agent of the firm.
- Respondent shall submit, separate from Technical Proposal, **THREE (3) COPIES** of a completed *signed and sealed* **PRICE PROPOSAL** using the required format attached.
- **PRICE PROPOSAL** shall reflect the maximum *fully-inclusive* hourly rate cited for each of the required personnel categories cited by RIDOT. Additionally, each personnel category shall also include the overall percentage of project time attributed to each designated category.
- **PRICING** submitted will be considered *firm and fixed*. Fully inclusive hourly rates will include all materials, equipment, labor, overhead, and all other elements necessary for the completion of the work.
- **ELIGIBLE REIMBURSABLES:** Project related reimbursables shall be limited to **MILEAGE** and **PRINTING** and shall be itemized and included as part of pricing submittal. (Mileage shall be defined in terms of EST MI/RT x Number of RT x \$0.575/MI. (Mileage reimbursement will be updated annually in line with State's accepted mileage allowance.)
- **PRICING** cited shall apply for the **TWELVE (12) MONTH** project term; once contract is awarded, work hours will be negotiated with RIDOT in line with accepted pricing and defined per TASK ORDER assignment inclusive of eligible deliverables/activity milestones and anticipated delivery date associated with each assignment.
- RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. RIDOT reserves the right to purchase part of the proposal or the entire proposal.
- RIDOT reserves the right to negotiate final pricing with the selected CONSULTANT.

VENDOR QUESTIONS RELATING TO SOLICITATION

Any pertinent questions subsequent to this solicitation may be e-mailed to LISA HILL at Lisa.Hill@purchasing.ri.gov. Responses to questions submitted for the subject project will be posted as an ADDENDUM to the initial solicitation. Interested Firms are responsible to monitor the RI Division of Purchases website www.purchasing.ri.gov to obtain any posted Addenda.

E-mailed questions relating to this solicitation will not be accepted after NOON on MAY 7, 2015.

SUBMISSION REQUIREMENTS AND DUE DATE

TECHNICAL PROPOSAL ("Original" plus FIVE (5) copies) and a *separately sealed* **PRICE PROPOSAL** (THREE (3) hard copies only) are to be submitted simultaneously. RIDOT requires 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 requires that the electronic version of said Proposals be submitted in Adobe PDF format.

Requested documentation is to be either mailed or hand-delivered in a sealed envelope marked:
RFP# 7549526 – ON-CALL TRANSIT PLANNING CONSULTANT: To Provide High Capacity Corridor and
Transit Hub Planning Consultation Services by MAY 15, 2015 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 NOTIFICATIONS)

EVALUATION AND SELECTION

PHASE 1: Technical Evaluation and Shortlist Recommendation

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

Upon receipt of the Technical Proposal submissions from RIDOA, a Technical Evaluation Committee (TEC) will be convened comprised of RIDOT and RIPTA personnel responsible for the project under consideration to review the technical proposals received based on the technical criteria defined below. The TEC will provide a written **Technical Evaluation** narrative to document each firm's final technical score received.

Before finalizing their review, the TEC may, at its discretion, contact the top-ranked candidate firm(s) for formal interviews. Such interviews will be factored into the final technical valuation and ranking of candidates.

Based on the final technical scores presented, the TEC will compile a short-list which will include only the candidate firms receiving a final technical score of a **50 POINTS or higher** out of the 70 eligible technical points available. Only these technically qualifying firms ("shortlist") will advance to the **PRICE** evaluation phase of the consultant selection process.

PHASE 2: Price Evaluation and Final Selection Recommendation

RIDOT will request RIDOA to release only the **PRICE** Proposals of the shortlisted firms for evaluation and final scoring. **PRICE** Proposals of firm(s) who were not shortlisted will remain sealed at RIDOA.

RIDOT will calculate a **PRICE** for each firm based on a proposed number of total TASK ORDER Hours using the fully inclusive hourly rates and the estimated percentage of time proposed for each personnel category cited as submitted by each shortlisted firm. The short-listed firm calculated at the lowest TOTAL PRICE estimated will receive the maximum **THIRTY (30) POINT** allowance for **PRICE** evaluation.

The next lowest total pricing calculated will be awarded points based on (a) the lowest Pricing divided by the next-lowest Pricing to determine the ratio then (b) multiplied by the **THIRTY (30) POINT** maximum. All scoring will be rounded up to the nearest one hundredth (0.01) of a point. The process will continue for each of the remaining short-listed PRICE Proposals until all PRICE scores are calculated; scoring results will then be integrated with the **TECHCNIAL** review scores resulting in a FINAL ranking

and recommended selection.

The following defines the aforementioned **Selection Criteria** to be utilized and the maximum assigned scoring for each selection Phase:

EVALUATION AND SELECTION

<p>1. <u>STAFF QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Does the Firm have at least FIVE (5) Years of transit planning experience? • Did the Firm complete similar projects (MAX 5) within the last TEN (10) YEARS? • Were references and contact information provided for each project presented? • Were <u>all</u> personnel categories assigned and personnel identified <u>per category</u>? Were all qualifications and experience levels acceptable? • Did proposed key Sub-Consultants provide similar requirements and required contact information? • Does the proposed Firm possess the technical and administrative capacity suitable to the level of project complexity anticipated under this Project? • Were DBE Firm(s) and work assignments disclosed? Current RI DBE Certifications provided?? 	<p>0 - 30 POINTS MAX</p>
<p>2. <u>PAST / RELEVANT EXPERIENCE</u></p> <ul style="list-style-type: none"> • Was project experience presented similar in nature to services anticipated in Scope? • Was sub-consultant experience relevant? • With regard to the similar projects presented and contacts listed, how was the Firm's performance rated in terms of quality of work, timeliness of submissions, adherence to project schedule, and coordination with stakeholders? • Does the Firm possess the ability to handle all project elements addressed in the project scope in a timely and responsive manner? 	<p>0 – 20 POINTS MAX</p>
<p>3. <u>PROJECT APPROACH</u></p> <ul style="list-style-type: none"> • Did the technical approach provide a full understanding of the project scope and knowledge of the State's available and potential transit assets? • Were any potential technical issues discussed and mitigation factors proposed? • Were visualization and innovative communications techniques proposed? 	<p>0 - 20 POINTS MAX</p> <p>70.0 <u>TECHNICAL POINT MAX</u></p>
<p><i>Technical Proposals receiving scores of <u>less than 50 POINTS</u> out of the 70 eligible TECHNICAL POINTS will NOT be scheduled for the interview phase of the evaluation process and will be disqualified from further consideration.</i></p>	
<p>4. PRICE PROPOSAL (Evaluated separately)</p>	<p><u>0-30 POINTS MAX</u></p> <p>30.0 <u>PRICE POINT MAX</u></p>
<p>MAXIMUM TOTAL SCORE</p>	<p>100 POINTS</p>

Once a Final Selection recommendation has been determined, the *selected* CONSULTANT will be required to submit the following documentation to RIDOT for review and acceptance *prior to contract award*:

- **Commitment to Affirmative Action:** Respondents must provide a copy of their firm's current Affirmative Action Plan to the State EEO Office for compliance review and approval.
- **Financial Status:** In line with RIDOT TAC-0255, "*Financial Statements for Professional Services Contracts*", the selected Consultant will be required to submit a **Financial Review Report** to RIDOT for review. All financial documentation submitted will be kept confidential and on permanent file in the Contract Administration Office.

CONTRACT AWARD

Contractual arrangements will be established between the State and the selected Consultant in line with departmental policy and State Purchasing regulations. The successful Consultant must be prepared to provide necessary data to support all costs associated with project expenditures.

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

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.

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

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 WORK

FOR

ON-CALL TRANSIT PLANNING CONSULTANT: To Provide High Capacity Corridor and Transit Hub Planning Consultation Services

PROJECT ORGANIZATION

Overall project direction will be provided by RIDOT through your point of contact (POC), RIDOT's Intermodal Planning Section Chief and/or the Project's assigned Supervising Planner. It is the Consultant's responsibility to obtain all necessary information, to complete all tasks and prepare and submit the required reporting documentation and/or deliverables to the POC for the lifetime of the Contract.

BACKGROUND AND PURPOSE:

RIDOT is seeking to acquire consultant (**CONSULTANT**) services to provide on call transit planning services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested transit planning tasks as described herein associated with developing high quality, rapid transportation corridors throughout Rhode Island.

Additionally, RIDOT seeks to promote economic development through the implementation of strategically planned transit routes using strategies such as Transit Oriented Development (TOD).

The **CONSULTANT** shall be knowledgeable of Rhode Island's existing transit systems and assets as well as the challenges and obstacles facing the State.

Although this Contract pertains to a statewide geographic scope, the **CONSULTANT** will focus efforts on linking high population densities to areas of existing or potential job centers.

The Contract tasks will require traditional planning analysis (data collection, mapping, ridership projections, environmental review, etc.) as well as visualization (3-D modeling, realistic rendering) and communications techniques.

The purpose of this RFP is to seek an experienced **CONSULTANT** firm that has the qualifications, capacity and capability to perform planning-level analysis and investigation to promote the expansion of Rhode Island's rapid transit network with a focus on expanding the rail networks and offering strategies to advance implementation of ferry and fixed-guideway bus routes in accordance with the PROJECT OBJECTIVES defined below.

PROJECT OBJECTIVES:

The selected **CONSULTANT** shall provide guidance and professional assistance for the development of a Rhode Island Transit Hub Plan, and as such will perform the following - as needed - upon request by RIDOT:

- **Data Collection** – assess and review all pertinent State and Local plans relative to existing and proposed transit services, particularly from RIPTA and RIDOT, and State and Local land use plans that encourage and recommend transit-oriented development (TOD);
- **Transit Hub/Corridor Assessment** – multi-modal assessment of high capacity transit hubs and corridors for enhanced bus, BRT, rail and ferry services. Work will include:
 - Mapping and right-of-way assessments
 - 3D model renderings of cross-section concepts and transit hub facilities
 - Service development plan for operations service levels, station/hub spacing, trip frequency, connection and compatibility with other services, etc. including recommendation on restructuring existing services where applicable
 - Environmental analysis, including identification of major material and cultural issues and constraints
 - Ridership projections using updated state travel demand model and other economic development and land use growth models
 - Evaluate transit alternatives based on reasonable evaluation metrics so comparisons and recommendations can be made
 - Recommendation on advancing high capacity transit hub and corridors
- **Equipment & Facility Needs Assessment** – identify appropriate equipment and rolling stock type and maintenance/layover facility needs.

- **Cost Estimates** – develop capital and operating cost estimates for each of the hub and corridor alternatives.
- **Funding/Finance** – identify and review available federal, state, local and private funding sources for capital and operations.
- **Transit Oriented Development (TOD)** – analyze TOD opportunities and various hub locations, with a particular emphasis on ferry terminal hubs. Review existing plans and reports for ongoing or planned TOD at commuter rail stations.
- **Implementation Plan** – Develop a reasonable implementation plan and schedule of recommended alternatives considering cost and funding options, including a phased-approach to implementation
- **Communications/Presentations** – as needed, the consultant will develop presentation materials, including PowerPoint presentations and presentation boards for internal and external meetings.

Upon request when it becomes necessary to supplement the design data as provided by RIDOT, as directed by the project POC, the selected **CONSULTANT** shall perform the following:

- Complete ridership observational studies
- Complete census data analysis
- Complete rail stringline analysis

PROJECT COORDINATION AND RESPONSIBILITIES:

CONSULTANT AGREES

1. To perform other and similar services, in addition to or in amendment of the above, as shall be mutually agreed upon by the **CONSULTANT**;
2. To permit RIDOT to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by RIDOT;
3. To be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner as RIDOT shall require, the services of personnel experienced in the pertinent fields of transit planning services, as applicable, together with administrative and clerical personnel. Any person who, in RIDOT's opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT's best interest, shall be removed from the project payroll immediately upon RIDOT request;
4. To establish and maintain throughout the life of this Contract an office in or near Providence, Rhode Island, for the purpose of performing the work required, and also to assume all costs thereof, including all costs incidental to moving personnel to said office;
5. Upon request, the **CONSULTANT** will furnish RIDOT with statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person;
6. To keep separate accounts on an individual task basis of all costs for planning services under the terms of

this Contract as performed by the **CONSULTANT** and to submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the original records of the **CONSULTANT** by RIDOT.

RIDOT AGREES:

1. To furnish to the **CONSULTANT** any applicable State and Federal policies, manuals, publications, standards, forms, and data required to carry out the work under the terms of this Contract.

RIDOT AND THE CONSULTANT ADDITIONALLY AGREE:

1. All field notes, records, computations, work sheets, drawings, correspondence, and all other property resulting from the operation of the **CONSULTANT** under this Contract will be the permanent property of RIDOT; the final payment by RIDOT to the **CONSULTANT** will be withheld until the **CONSULTANT** transfers all property to RIDOT;
2. As the work progresses, the workload handled by RIDOT may increase or decrease. RIDOT reserves the right to add or withdraw individual projects, or portions thereof under this Contract, in keeping with its workload, without regard to the status of completion of the individual projects;
3. When an individual project is removed from the work under this Contract, the **CONSULTANT** will turn over to RIDOT all materials and records incidental thereto and will receive no further compensation for that project;
4. RIDOT coordination and Consultant/ Sub-Consultant participation along with proposed work items and associated costs will be documented through the development of a **TASK ORDER/ TASK IMPLEMENTATION SHEET** documenting work-hours and costs expended for that month broken down per project;
5. Monthly progress reports will be required in accordance with RIDOT Policy. Briefly, progress reports must outline work accomplished; hours and costs expended; outstanding questions which require resolution. In addition, progress reports for this project must have work-hours and costs expended broken down per TASK ORDER for that month. Payment invoices will be processed only if the required progress reports are current;
6. The total cost of the DBE work assigned must **meet or exceed 10%** of Total Contract costs. Be advised that this requirement will apply for the lifetime of the contract. The Consultant shall be responsible to submit a **MONTHLY DBE UTILIZATION REPORT** documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

-END OF SCOPE-

**RFP 7549526 - ON-CALL TRANSIT PLANNING CONSULTANT: To Provide High Capacity
Corridor and Transit Hub Planning Consultation Services**

CONSULTANT NAME:		
Street Address/PO Box _____		
City/State/Zip _____		
(Area Code) Phone # _____		
Signature/DATE _____		
PRICE PROPOSAL:		
REQUIRED Personnel PER CATEGORY	MAXIMUM Fully-Inclusive Hourly Rate PER CATEGORY	ESTIMATED PERCENTAGE OF TIME Expended on Project PER CATEGORY
<i>PROJECT MANAGER</i>	\$ _____	_____ %
<i>PROJECT PLANNER</i>	\$ _____	_____ %
<i>STAFF PLANNER</i>	\$ _____	_____ %
<i>STAFF ENGINEER</i>	\$ _____	_____ %
<i>TECHNICIAN/GIS</i>	\$ _____	_____ %
<i>TECHNICIAN/OFFICE</i>	\$ _____	_____ %
<i>OTHER(S) (Optional)</i> . .	\$ _____	_____ %
	\$ _____	_____ %
	\$ _____	_____ %
		100% TOTAL
ELIGIBLE REIMBURSEMENT:		
MILEAGE (EST.)	\$ _____ (Breakdown provided as follows: MI/per RT x # RT x \$0.575/MI = \$ _____)	
PRINTING (EST.)	\$ _____	

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>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.

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.