



State of Rhode Island  
Department of Administration / Division of Purchases  
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### ADDENDUM #3

RFQ #7549526

TITLE: ON CALL TRANSIT PLANNING CONSULTANT

SUBMISSION DEADLINE: MAY 20, 2015 – 11: 30 A.M.

Responses to emailed questions received are as follows:

1. Q – Does the prime consultant need to have an office in Rhode Island to submit on this project?

*A - NO. A RI office residence is not required, however services requested are “on-call” in nature and will require a quick response time and the need to meet in person with Department staff “as needed”.*

2. Q - Can you please elaborate more on this comment from the RFP:  
“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.”

*A - Each Project Task will be initiated through an assigned TASK ORDER. As work-hours are invoiced, said hours will be attributed to the predetermined TASK ORDER with hours performed under the TASK ORDER substantiated via certified payroll.*

3. Q - Typically with a RIDOT on-call contract, a budget has been established. Has a budget and a time duration been established for this contract?

*A - The estimated contract term is 12 MONTHS with the State’s option to renew annually for TWO (2) additional years. Since this project is considered “non-engineering” and therefore not subject to Brooks Acts guidelines, “PRICE” was able to be included as a selection criterion under this solicitation and for this reason, per*

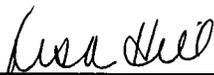
***State Purchasing Regulations we are not at liberty to disclose any monetary budget established for this Project.***

4. Q - Please clarify the requirements for the cost proposal. The cost proposal form on page 14 of the RFP asks for a fully - inclusive maximum hourly rate per labor category and the estimated percentage of time per labor category. This is a task-order contract without a defined scope. Depending on the task, the percentage effort by labor category will vary.
5. Q - The Phase 2; Price Evaluation and Final Selection Recommendations states that " RIDOT will calculate a PRICE for each firm passed 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... " The consultant is not being asked to provide a total number of Task Order hours, and since this is an on-call task order based contract, without a defined scope would not be able to do so. Please clarify the price evaluation process.

***A - With regard to the defined SCOPE, Respondents are asked to estimate the level of services (%) requested in line with the main goal of the Project which is to develop a Rhode Island Transit Hub Plan through performance of the various project objective task items identified in the RFP. Based on this information, Respondents are therefore asked to provide the estimated percentage of time anticipated for each required labor category cited.***

***As far as calculation of the PRICE criterion, the RIDOT Evaluation Committee will select a random number of MOCK HOURS for a sample task and divide those hours against each labor category based on the percentage of time cited per category for EACH short-listed firm. The estimated hours per category will then be multiplied times the maximum fully-inclusive rate cited for that category. The total estimated amount calculated for each labor category will then be added together to define the TOTAL PRICE per short-listed consultant for the sample task.***

***As far as PRICE points assigned - as defined in the RFP- 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.***



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Lisa Hill  
Chief Buyer