



State of Rhode Island
Department of Administration / Division of Purchases
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ADDENDUM #4

Date: 5/15/15

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:

Q - Who will be the designated RIDOT Project Manager for the requested scope of services?

A – The project will be managed by RIDOT's Intermodal Planning Section and coordinated by multiple assigned personnel.

Q- Can resumes be included in an appendix/attachment in a manner that would not count towards the 25 page limit?

A- Resumes will not count toward the 25 PAGE narrative but we do request that resumes be limited to key participants –at your discretion- to limit size of document. Narrative should focus on selection criteria since these elements are on which you will be evaluated. Supporting documents, such as resumes, can be included as a “tab” in your Proposal and referenced accordingly in the Table of Contents. Subconsultant resumes should be kept within sub-consultant proposal documentation. The Subconsultant Proposal in its entirety should also be a separate tab in PRIME's Proposal.

Q- Are subconsultants required to fill out all forms in addition to the prime consultant?

A- As cited in the RFP, Subconsultant Firms are required to complete the LOBBYING, DEBARMENT and CONFLICTS DISCLOSURE Forms only.

Q- Please clarify the expectations for the price proposal. Does a schedule of rates for the proposed staff suffice?

A - Respondents are to provide the maximum fully inclusive rate for each of the individual personnel categories cited.

Fully inclusive hourly rates will include all materials, equipment, labor, overhead, and all other elements necessary

for the completion of the work. DO NOT submit a list of individual rates assigned for each employee. Please take

also into consideration that one rate sheet is anticipated applicable to all personnel assigned – PRIME and any

Sub-consultant services anticipated.

Q - Do the five (5) reference projects apply to just the prime or the whole team?

Q- Are we required to submit 5 reference projects per firm on the team?

A- *As part of the relevant experience requested , the PRIME is required to provide up to 5 projects previously performed similar in nature to the project presented. KEY Subconsultants shall also demonstrate their previous experience by submitting examples of their own similar projects as part of their sub-proposal presentation.*



LISA HILL
CHIEF BUYER