



Solicitation Information
5/22/15

RFP#7549601

TITLE: TRAFFIC CONSULTING SERVICES – STRATEGIC HIGHWAY SAFETY PLAN (DOT)

Submission Deadline: 6/26/15 – 11:30 A.M. (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: YES

MANDATORY: NO

If 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/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE: 6/15/15 – 11:00 A.M.

LOCATION: RI DEPARTMENT OF ADMINISTRATION, ONE CAPITOL HILL, PROVIDENCE, RI (CONFERENCE ROOM B – 2ND FLOOR)

Questions concerning this solicitation must be received by the Division of Purchases at lisa.hill@purchasing.ri.gov no later than 6/19/15 at 4:00 p.m.(EST). Questions should be submitted in a *Microsoft Word attachment*. 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.

SURETY REQUIRED: NO

BOND REQUIRED: NO


LISA HILL
CHIEF BUYER

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

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
TRAFFIC MANAGEMENT AND HIGHWAY SAFETY SECTION

REQUEST FOR LETTERS OF INTEREST/TECHNICAL PROPOSALS (LOI/TECH)

LETTERS OF INTEREST / TECHNICAL PROPOSALS (LOI/TECH) are hereby solicited by the Rhode Island Department of Administration/ Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire professional consultant services for:

RFP 7549601

**TRAFFIC CONSULTANT SERVICES RELATED TO THE RHODE ISLAND
STRATEGIC HIGHWAY SAFETY PLAN (SHSP):**

**To Provide Services Related to Implementation of the Current Strategic Highway Safety Plan (SHSP),
Development of an Updated Strategic Highway Safety Plan (SHSP), and
Completion of Related Tasks to Assure Rhode Island's Compliance with Federal Guidelines**

DBE GOAL: 10%

With the enactment of the 2005 federal transportation funding bill (SAFETEA-LU), the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) required all States to prepare a Strategic Highway Safety Plan (SHSP). The nation's newest federal transportation bill, MAP-21, continues to uphold this requirement. Through a comprehensive process, each State is required to draft a living document that will be revised and modified as implementation proceeds. The most recent update to the Rhode Island Strategic Highway Safety Plan (SHSP) was published in September 2014. RIDOT is seeking to solicit proposals from multi-disciplined firms that will continue the highway safety process, using the recent SHSP update as a starting point.

*RIDOT anticipates the award of **ONE (1) CONTRACT** with a contract completion date of **THREE (3) YEARS** 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. The selected **SHSP Consultant (CONSULTANT)** will work closely with RIDOT'S Traffic Management Section and key safety stakeholders to design the plan process and timeline. The **CONSULTANT** will also develop the priorities, processes and tools for the next Rhode Island SHSP plan development and implementation. This Contract shall also include a marketing component to provide better access to the SHSP as well as assisting stakeholders in their actions that are consistent with the SHSP.*

*All anticipated SHSP services are defined under **TASKS 1-9** in the project **SCOPE OF WORK** defined herein. The **CONSULTANT** may also be required to perform other and similar services-as needed- in addition to or in amendment of the above, to be mutually agreed upon by the **CONSULTANT** and RIDOT throughout the contract.*

*Additionally as cited under **TASK 10** as part of this Contract, the selected **CONSULTANT** will assist **RIDOT'S Office on Highway Safety (RIDOT/OHS)** in the preparation of **TWO (2) annual highway safety reporting requirements** to be submitted each year of the **5-YEAR** contract term. The **RIDOT/OHS** will be required to fund and monitor all labor and costs associated with this **TASK**. Although the **OHS** will actively monitor all services associated with **TASK 10**, the project management of this contract will be the sole responsibility of the Traffic Management Section.*

LOI/TECH submittals received must 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 review all sections of this request thoroughly and to follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection.

NOTE: This is a Request for Letters of Interest combined with Technical Proposals, not an Invitation for Bid. Evaluation will be on the basis of the merits of the proposal submitted. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All Respondents **MUST** register online at the Rhode Island Vendor Information Program (RIVIP) Internet website @ <http://www.purchasing.ri.gov>
- A fully-completed signed **RIVIP Bidder Certification Cover Sheet** – All **THREE** pages **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three-page document may result in disqualification.
- Should there be a need for assistance in registering and/or downloading documents call (401) 574-8100 and request the 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 Respondents 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.
- It is intended that an award pursuant to this RFP will be made to a PRIME Respondent who will assume all aspects of the work. Joint Venture(s) will not be considered, but sub-contract(s) are permitted, provided the Sub-Respondent(s) proposed are clearly identified along with the type of work to be performed in response to this RFP.
- All costs associated with developing or submitting documents in response to this solicitation 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.
- 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.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred 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, One Capitol Hill, Providence, Rhode Island.

- Respondents must possess a working familiarity with the guidelines outlined in the Rhode Island Standard Specifications for Road and Bridge Construction, 2004, and subsequent revisions, which is currently available on-line @ www.dot.ri.gov.
- Persons or firms practicing engineering services in the State of Rhode Island must possess a proper registration and/ or Certificate of Authorization **at the time of submission** and in accordance with RI Gen Laws 5-8. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island P.E. licenses, FOR THE INDIVIDUAL(S) who would perform the specified engineering services required must be included behind the front page of each copy of the proposal.

The State Board for Design Professionals can be contacted as follows:

**Board for Design Professionals
1511 Pontiac Avenue
Building 68-2
Cranston, RI 02920**

**Telephone: (401) 462-9592
Fax: (401) 462-9532
Website: www.bdp.state.ri.us**

- In accordance with RI Gen. Laws 7-1.1-1401, 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 LOI/TECH PROPOSAL SUBMISSION** along with a copy of current state certification letter(s). DBE certifications 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 10% of Total Contract 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 (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.

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

**** All FORMS – with the exception of the W-9 - must be completed and copies submitted along with each TECHNICAL proposal submission. (“Original” & Copies). 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.**

INSTRUCTIONS FOR PROPOSALS:

Respondents are encouraged to please limit the size and volume of the documentation provided; the evaluation process will focus on the content of the 25 PAGE technical narrative so firms are encouraged to focus on this entry in preparing their submission. RIDOT requests spiral bound proposals please; the use of 3-RING binders is discouraged due to the limited storage capacity both at RIDOT and RIDOA.

Upon review of the Scope of Work (SOW), LOI/TECH submissions must include, at a minimum, the following information for RIDOT review and subsequent final selection recommendation:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the 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).
- **Proposal Format:** LOI/TECH must be bound or contained in a single volume. All documentation submitted with the proposal must be contained in that single volume. LOI/TECH must be prepared on 8½” x 11” letter sized white paper sequentially numbered and limited in length to a total of 25 PAGES – exclusive of exhibits, which must 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. LOI/TECH

must contain a Table of Contents that cross-references each requirement with specific pages in the LOI/TECH submission.

- **RIDOT Scope of Work and Addenda:** Respondents shall include as part of LOI/TECH Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

PROJECT APPROACH / WORK PLAN / PROJECT SCHEDULE

- **Project Approach:** Respondents shall provide a detailed technical synopsis of their proposed services based on the SOW requested including any technical issues that will or may be confronted at each stage of the project. Proposed approach will be assessed for its feasibility, responsiveness to the SOW, effectiveness and thoroughness.
- **Work Plan:** Proposal must describe in detail the methodology proposed to accomplish the required work. This should include: task identification, activity milestones, and description of delivered work products.
- **Project Schedule:** Respondent shall provide a project schedule for delivery of anticipated tasks and proposed deliverables.

STAFF QUALIFICATIONS / PROJECT TEAM

- **Staff Qualifications:** Respondents are to include an overview of experienced **KEY PERSONNEL** including resumes; staff assignments and concentration of effort for each staff member identified are to be addressed. Respondents must demonstrate adequately trained staff necessary to complete the specified project tasks in a timely manner. Respondents shall include any applicable certification(s) and/or professional registration(s) which are pertinent to this project initiative.
- **Sub-Respondent(s):** As applicable, disclosure of any sub-respondent firm(s)' as well as the type of work they will perform **must** be documented in response to this Request. Full disclosure of the proposed team to be assigned this project is required in the Technical Proposal. If applicable, please include Cover Letter from SUB to PRIME prefacing each sub-consultant proposal provided.
- **Organizational Chart** of the proposed project team must be included. The Respondent shall describe how the proposed organizational structure addresses the full scope of this project. Project Management and assigned services shall be documented on chart provided. Additionally, please include name of Project Manager assigned each organization cited on chart.
- **Standard Federal Form 330** (effective 6/8/04) must be completed by the **Prime Respondent only** and included in each LOI/TECH Proposal. Access to this current form may be obtained through the following website: www.gsa.gov. *NOTE: If Prime chooses to present key personnel resumes as part of SF 330, they need not be submitted separately within Proposal document. If resumes are part of SF 330 please reference accordingly in narrative.*

RELEVANT EXPERIENCE/ CURRENT WORLOAD / PAST PERFORMANCE

- **Company Introduction:** Respondents are to include a complete description of the firm and other relevant information documenting organizational structure and expertise specific to bridge engineering services.

- **Relevant Firm Experience:** Respondent Firms must demonstrate a minimum of **FIVE (5) YEARS** traffic engineering experience as well as describe the project experience of the Project Team.

Respondents are to include a listing of the firm's projects (**MAXIMUM 5**) similar in concept to the project requested that the Consultant has completed within the last **TEN (10 YEARS)**.

Specifically Respondents must demonstrate a familiarity with **MAP-21 requirements** and **NHTSA guidelines** as well as other guidance documentation (*See Relevant Project Guidance*) from participating Federal and State Agencies.

- **Client References:** With respect to each similar project cited, include the following **contact information:** names, addresses, and telephone numbers. The clients listed shall only be those for which your Firm provided the majority of their services in traffic management and safety.

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.

- **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 Traffic Management and Safety Division.
- **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.

FIRM'S SUITABILITY TO PROJECT

- **Firm's Suitability to Project Needs:** As part of the evaluation process, RIDOT will take into consideration the size and scope of the project proposed in determining the technical suitability of a firm to provide the requested services. RIDOT will assess each firm's technical capacity and relative firm size in relationship to the level of project complexity and scope.

DBE PARTICIPATION

- **Mandatory RI DBE Certification Requirement:** This contract has been assigned a **10%** Disadvantaged Business Enterprise (DBE) Goal. Evaluation will include a review of the proposed RI certified DBE firm(s) and proposed task assignment(s) to be performed under this Contract. DBE certifications must be *approved* at the time of technical proposal submission to ensure DBE compliance and availability.

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

- **Supplemental Technical Information:** Respondents are encouraged to submit any other technical information deemed useful to provide RIDOT with sufficient information to evaluate the firm's qualifications to perform the requested services.

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 Contracts & Specifications Office.

PRE-PROPOSAL MEETING

Interested parties are encouraged to attend a Pre-Proposal Meeting to be held on June 15, 2015 at 11:00 A.M. at the RI Department of Administration, Conference Room "B", One Capitol Hill, Providence, RI 02908.

Any questions relative to the Scope of Work (SOW) as well as any questions regarding RIDOT procedures and proposal format will be addressed at the Pre-Proposal Meeting.

A summary of the Pre-Proposal Meeting will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty eight (48) hours in advance of the scheduled Meeting.

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.

SUBMISSION REQUIREMENTS

Upon review of the Scope of Work (SOW), an "Original" and FIVE (5) copies of completed LOI/TECH PROPOSAL submissions should be sent to the Division of Purchases by the specified deadline to the address listed below. RIDOT recommends that the Technical Proposal submission also 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 Proposal submission**. RIDOT recommends 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 # 7549601 – TRAFFIC CONSULTANT SERVICES RELATED TO THE RHODE ISLAND STRATEGIC HIGHWAY SAFETY PLAN (SHSP) by **JUNE 26, 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.

EVALUATION AND SELECTION:

Detailed LOI/TECH submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Review Committee (TEC) will be convened comprised of members of the RIDOT Division responsible for the project under consideration. A written evaluation and ranking of each proposal will be prepared by the TEC incorporating factors based on the following **TECHNICAL SELECTION CRITERIA** and **MAXIMUM POINTS** assigned:

<p>1. PROJECT APPROACH</p> <ul style="list-style-type: none"> • Did technical approach provide a full understanding of the project scope and time sensitivity of defined tasks and deliverables? • Were any potential technical issues discussed and mitigation factors proposed? • Was a scheduled timeline provided including delivery of required deliverables? • How was the SHSP branding addressed? Was a communications plan and public outreach initiatives defined? • How and who will develop and maintain the SHSP website? 	<p>0 - 25 POINTS MAX</p>
<p>2. STAFF QUALIFICATIONS</p> <ul style="list-style-type: none"> • Does the Consultant have at least FIVE (5) Years of traffic engineering experience? • Did the Consultant complete similar projects (MAX 5) within the last TEN (10) YEARS? • Were references and contact information provided for each project presented? • Did proposed key Sub-Consultants provide similar requirements and contact information? • Were any professional certification(s) or registration(s) provided? • Was an organizational chart provided? And services properly identified?? 	<p>0 - 20 POINTS MAX</p>
<p>3. PAST PERFORMANCE</p> <ul style="list-style-type: none"> • With regard to the similar projects presented and contacts listed, how was the Consultant's performance rated in terms of quality of work, timeliness of submissions, adherence to project schedule, and coordination with stakeholders? 	<p>0 - 20 POINTS MAX</p>
<p>4. CURRENT WORKLOAD</p> <ul style="list-style-type: none"> • Was a current listing of active projects provided along with anticipated completion dates? 	<p>0 - 15 POINTS MAX</p>
<p>5. PAST / RELEVANT EXPERIENCE</p> <ul style="list-style-type: none"> • Was project experience similar in nature to services anticipated in Scope? • Was sub-consultant experience relevant? • Does past experience presented by Prime and Sub-Consultants demonstrate a working knowledge of all MAP 21 requirements as well as familiarity of all applicable Federal and State policy documentation referenced in RFP? • Were any services ever provided relative to NHTSA policy standards and funding timelines? 	<p>0 - 10 POINTS MAX</p>
<p>6. FIRM'S SUITABILITY TO LEVEL OF PROJECT COMPLEXITY</p> <ul style="list-style-type: none"> • Does the proposed Consultant possess the technical and administrative capacity suitable to the level of project complexity anticipated under this Project? • Does the Consultant possess the ability to handle all project elements addressed in the project scope in a timely and responsive manner? 	<p>0 - 5 POINTS MAX</p>
<p>7. DBE PARTICIPATION</p> <ul style="list-style-type: none"> • Were approved RI DBE Certifications provided for each DBE firm proposed? • Is the PRIME a RI Certified DBE Firm? • If not, how many DBE Firms were proposed? To provide what services?? 	<p>0 - 5 POINTS MAX</p>
<p>MAXIMUM SCORE</p>	<p>100 POINTS MAX</p>

NEGOTIATION / PRE-AWARD REVIEW

The selected Consultant will be directed to submit a formal financial proposal to the RIDOT, and negotiations will be completed on a cost plus fixed fee basis. The selected Consultant and/or Sub-consultant(s) may be required to undergo a pre-award review conducted by the RIDOT External Audit Division. Pre-award reviews may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal agency or an audit performed by another local governmental agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by RIDOT External Audit Division prior to contract award.

For information regarding all documents required for INDIRECT COST RATE submissions, the **RIDOT AUDIT HANDBOOK** can be found on the RIDOT website @ www.dot.ri.gov listed under the "Contractors and Consultants" link.

CONTRACT AWARD

The successful Respondent 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.

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**

TRAFFIC CONSULTANT SERVICES RELATED TO THE RHODE ISLAND STRATEGIC HIGHWAY SAFETY PLAN (SHSP)

To Provide Services Related to Implementation of the Current Strategic Highway Safety Plan (SHSP), development of an updated Strategic Highway Safety Plan (SHSP), and Completion of Related Tasks to Assure Rhode Island's Compliance with Federal Guidelines

PROJECT BACKGROUND AND CONCEPT

With the enactment of the 2005 Federal Transportation Funding Bill (SAFETEA-LU), the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) required all States to prepare a **Strategic Highway Safety Plan (SHSP)**. Since the implementation of SAFETEA-LU, state highway safety programs have been conducted in a more comprehensive way by employing the "Four E's" known as Engineering, Enforcement, Education, and Emergency Medical Services and by involving a broad range of stakeholders.

The nation's newest federal transportation bill, MAP-21, continues to uphold this requirement. Through a comprehensive process, each state is required to draft a "living document" that will be revised and modified as

implementation proceeds. The purpose of the SHSP is to: 1) identify highway hazards quantitatively, particularly those causing fatalities and personal injury; 2) adopt mitigating methods by which vehicular crashes, caused by the identified hazards, can be reduced; and 3) adopt a set of performance measures to determine whether the mitigating methods succeed in reducing the number and severity of vehicular crashes.

The most recent update to the Rhode Island SHSP was published in September 2014. RIDOT is seeking to solicit proposals from multi-disciplined firms that will continue the highway safety process, using the recent SHSP update as a starting point. Among other tasks, the selected Consultant (CONSULTANT) will help identify and implement projects that will carry out the mission of the State SHSP. The contract will likely culminate with an updated SHSP.

CONTRACT TERM

RIDOT anticipates the award of **ONE (1) CONTRACT** with a contract completion date of **THREE (3) YEARS** 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.

PROJECT REQUIREMENTS:

TASK 1: Facilitate Steering Committee Meetings

The SHSP Steering Committee will meet quarterly to discuss SHSP related projects, the yearly report, and any outstanding issues and updates related to the SHSP. The CONSULTANT will facilitate these meetings by scheduling, (including developing the agenda), managing, and documenting the outcome of the Steering Committee Meetings by distributing meeting minutes.

TASK 1 DELIVERABLES: Schedule and facilitate quarterly Steering Committee meetings, as needed and providing meeting minutes for said meetings.

TASK 2: SHSP Implementation

Through discussions at the SHSP Steering Committee Meetings and contacts made outside of Meetings, the CONSULTANT will track **highway safety projects and programs** being conducted by stakeholder agencies. Analysis of existing projects and programs will highlight any SHSP issues/areas that are in need of attention. The CONSULTANT shall be available to stakeholder agencies to consult and collaborate on how to maximize effectiveness and efficiency of achieving improvements in target areas.

The CONSULTANT will also track the action items outlined in the current SHSP. The CONSULTANT will communicate with action step leaders to track and record progress, and confirm the inclusion of the SHSP action steps within each stakeholder agency's long-term plan.

TASK 2 DELIVERABLES: Prepare and distribute implementation progress reports when requested by the SHSP Steering Committee.

TASK 3: Monitoring Performance Measures

Each emphasis area in the SHSP has identified benchmark measures and goals for annual improvement. The CONSULTANT, with data provided by stakeholders, will establish performance metrics and tracking strategies and will monitor the State's ability to meet the goals. The CONSULTANT will submit an annual report on the findings.

TASK 3 DELIVERABLES: Produce an annual report analyzing actual performance metrics against performance metric goals.

TASK 4: "Flex Funds" Management

Funds have been identified for projects that support the SHSP. The CONSULTANT will coordinate an effective evaluation system meant to prioritize proposed projects. Specific tasks include reviewing project applications, presenting the projects to the SHSP Steering Committee, guiding the evaluation process, and summarizing the Committee's evaluations.

The CONSULTANT will also track the projects that have been funded through the SHSP and provide a progress report at each SHSP Steering Committee meeting.

TASK 4 DELIVERABLES: When requested by the SHSP Steering Committee, the CONSULTANT will advertise a Request for Projects to be funded by Flex Funds; develop an evaluation methodology (e.g., a scoring matrix) for utilization by the SHSP Steering Committee to rank the projects, and provide progress reports on funded projects to Steering Committee.

TASK 5: Organize and Manage Workshops with Critical Stakeholders

RIDOT will begin this process by identifying a central core of SHSP stakeholders and conducting one or more introductory workshops. RIDOT will assemble crash data from its Crash Database Management System (CDMS) for the Emphasis Areas prescribed in the AASHTO SHSP. The data, where available and covering the latest five complete years of crash records, will be compiled and sent to the SHSP stakeholders for a preliminary evaluation. Specifically, the Self-Assessment Tool developed by AASHTO will be used to evaluate the State's current safety efforts. This document is available at <http://safety.transportation.org/assessment.aspx>. The Assessment Tool is designed to assist agencies involved with highway safety projects in evaluating how they might better focus or redirect their safety activities to have more of an impact on efforts to reduce the number of fatalities and injuries resulting from traffic crashes.

The CONSULTANT will then be responsible for contacting all designated stakeholders and arranging for their participation in the workshop. The CONSULTANT shall interview and complete the Self-Assessment Tool with each identified stakeholder prior to the first workshop. Any additional stakeholders identified during the Self-Assessment process but not contacted will be invited to attend a workshop. The CONSULTANT will prepare a report summarizing the results of the self-assessments.

The CONSULTANT will assist RIDOT in organizing the workshop. The purpose of the workshop will be: to present an overview of the SHSP process to be followed by RIDOT to comply with MAP-21 requirements, to discuss the AASHTO SHSP Emphasis Areas (those that offer the greatest potential for reducing the fatalities and injuries), to evaluate Emphasis Areas with respect to the available data, to discuss the comprehensive process by which the "Four E's" (Engineering, Enforcement, Education and Emergency Response) will guide the preparation of the Rhode Island SHSP, to share experiences of a selected number of states who have successfully drafted an SHSP, and to develop a long term vision and strategies to establish objectives for the state and move toward defining a strategic goal.

TASK 5 DELIVERABLES: Upon being advised by the SHSP Steering Committee that the SHSP is to be updated, the CONSULTANT will: Prepare an agenda for and facilitate the workshop meetings; complete AASHTO's Self-Assessment Tool with stakeholders, prepare a summary report of the Self-Assessment Tools results and collaborate with stakeholders; Provide an overview of lessons learned from other states with completed SHSPs; Become familiar with available crash data, Facilitate stakeholder discussions; Prepare a summary of the meeting proceedings.

TASK 6: Identification of the Emphasis Areas

The CONSULTANT will review RIDOT's crash data and similar records that may be in the possession of other stakeholders. The CONSULTANT, as a result of the data review, will prioritize the Emphasis Areas from the most critical to the least critical. The CONSULTANT will document severity (fatal, injury, and number of crashes) in terms of safety priorities and costs for all of the Emphasis Areas. The CONSULTANT will report on the crash data analysis and include a preliminary ranking of the Emphasis Areas based on crash severity and cost.

The CONSULTANT will assist RIDOT in facilitating stakeholder meetings. The ranking of the Emphasis Areas will be discussed and those selected for inclusion in the SHSP will be formally adopted.

TASK 6 DELIVERABLES: When advised by the SHSP Steering Committee of updates to the SHSP, the CONSULTANT will develop an agenda for each meeting, present study information and relevant findings and facilitate meeting discussions and provide summaries of meeting outcomes.

TASK 7: Create Task Teams and Develop Critical Strategies

By this point, the stakeholders have been assembled and the Emphasis Areas have been identified. The CONSULTANT will assist SHSP stakeholders in identifying Task Team Leaders and forming the Task Teams. Task Teams will be assigned one or more Emphasis Areas for study. Task Teams shall be multi-disciplined to ensure each stakeholder has input into the strategies developed to meet the reduction goals in each Emphasis Area.

The CONSULTANT will research previously documented strategies that have been developed to reduce the number and severity of crashes in each Emphasis Area. These strategies, which should be available from work done by AASHTO Lead States and other states where a SHSP has been completed, must be comprehensive in terms of the "Four E's" approach. The CONSULTANT will provide these strategies to each Task Team.

The CONSULTANT will assist RIDOT in setting up a two-day workshop. The purpose of the workshop will be for the Task Teams to meet for development, evaluation, and selection of critical strategies for each Emphasis Area. With this task, the CONSULTANT's responsibilities include:

- Developing the workshop agenda
- Directing the Task Teams into break out groups
- Provide a facilitator/record keeper for each Task Team
- Facilitate workshop summary presentations of selected strategies

TASK 7 DELIVERABLES: When the SHSP Steering Committee authorizes revisions to the SHSP, the CONSULTANT will develop the agendas for workshops, facilitate and be the record keeper for said workshops, and provide reports/meeting minutes of meeting outcomes.

TASK 8: Preparation of the SHSP

The CONSULTANT will prioritize the Emphasis Areas and the Critical Strategies under each Emphasis Area. Prioritization will be according to the potential of each Emphasis Area (and Critical Strategies therein) to reduce the number and incidence of fatal and injury crashes on the State and local highway network in the State of Rhode Island. To do this the CONSULTANT shall:

- Estimate the reduction of fatal crashes, injury crashes, and non-injury crashes that could be expected for each Emphasis Area/Critical Strategy
- Estimate the implementation cost of each Emphasis Area/Critical Strategy
- Assess the feasibility of each Emphasis Area/Critical Strategy
- Meet with Task Leaders/stakeholders to review crash reduction estimates, injury reduction estimates, implementation costs and feasibility assessments for each Emphasis Area/Critical Strategy
- Compare implementation costs against estimated implementation benefits (based on crash reduction), for each Emphasis Area/Critical Strategy

The CONSULTANT will now have a prioritized list of Emphasis Areas and Critical Strategies. Using this data the CONSULTANT will prepare the **DRAFT SHSP**. The Draft SHSP will include:

- A Strategic Safety Goal for Rhode Island
- The data driven screening process that produced the Emphasis Areas and related Critical Strategies selected to be included in the SHSP
- The process to prioritize the Emphasis Areas of the SHSP
- The process to prioritize the Critical Strategies under each Emphasis Area of the SHSP
- An evaluation plan for measuring the effectiveness of each Critical Strategy after implementation based on before and after studies.

The **DRAFT** of the entire SHSP will be submitted to SHSP stakeholders electronically in PDF format for review. In addition, each of the Task Leaders/Stakeholders will be provided with a hard copy of the **DRAFT SHSP**, Emphasis Areas/Critical Strategies that fell under their authorship for review.

The CONSULTANT will follow up with SHSP stakeholders and the individual Task Leaders to obtain comments on the **DRAFT SHSP**. The CONSULTANT will then revise the **DRAFT** version and prepare the **FINAL SHSP**.

TASK 8 DELIVERABLES: Coordinate review of DRAFT and FINAL SHSP with Task Leaders and Stakeholders.

TASK 9: Marketing the SHSP and Development of SHSP Website

The Strategic Highway Safety Plan focuses on eliminating behaviors and conditions that data shows results in the highest number of highway deaths. Proven comprehensive strategies are developed implementing engineering, education, enforcement, and emergency management solutions.

This Task will include the development, implementation, and measure of a **communication plan** that markets the SHSP with the “*Toward Zero Deaths*” branding. The communication plan will include public outreach and education relating to specific emphasis areas and strategies. Ultimately the goal is to develop a safety culture where everyone accepts personal responsibility for highway safety and “Zero Deaths” as the only acceptable goal.

Additionally, the CONSULTANT will develop a dedicated **SHSP website** that will include all pertinent information concerning the SHSP. The CONSULTANT will maintain and update this website as information related to the SHSP is revised. Public outreach will be required for all SHSP sponsored events, including public hearings for stand-alone projects that involve one or more municipalities. The CONSULTANT will also work with Stakeholder Communications offices to advise stakeholders of SHSP projects and events.

TASK 9 DELIVERABLES: When advised of by the Steering Committee of SHSP revisions, the CONSULTANT will create strategic marketing and communication plans; conduct a public relations outreach; manage event planning and staffing; create TV, radio, print, and online advertisements; create interactive presentations utilizing software such as Microsoft PowerPoint, conduct community building and outreach via social media, produce annual reports, newsletters and other publications, as directed by RIDOT. Develop, administer, and maintain the dedicated SHSP website, provide press release information to all interested Offices of Communication for publication, and perform outreach to the public and SHSP stakeholders.

The following TASK 10 will be actively monitored by and funded through RIDOT'S Office on Highway Safety (RIDOT/OHS) although the project management of this Contract will be the sole responsibility of the Traffic Management Section.

The RIDOT/OHS will be required to both fund and monitor all labor and costs associated with TASK 10 services only. "Original" reporting/billing information will be transmitted to the Traffic Management Section and the RIDOT/OHS will be issued a "copy" of said documentation. If necessary, the RIDOT/OHS will formally sign off on all TASK 10 services completed before payment may be processed.

The CONSULTANT must initially present any questions relative to this Contract to the Traffic Management Section; if a question relative to TASK 10 services is asked, the CONSULTANT will thereby be directed to contact the RIDOT/OHS. The Traffic Management Section must be copied on all correspondence relative to TASK 10 services by both the CONSULTANT and the RIDOT/OHS.

TASK 10: Preparation of Yearly Highway Safety Performance Plan and Highway Safety Annual Report

The Office on Highway Safety is required to submit a **Highway Safety Performance Plan (HSPP)** and a **Highway Safety Annual Report** on an annual basis to the Nation Highway Traffic Safety Administration (NHTSA). The CONSULTANT will prepare both documents and ensure that they are submitted prior to their respective mandatory deadlines. TWENTY-FIVE (25) copies of the respective **FINAL** documents for each will be supplied to RIDOT/OHS and TWO (2) copies will be sent to NHTSA. The CONSULTANT will also provide a PDF copy and WORD document version to RIDOT/OHS.

The general outline of the HSPP will be as follows:

- 1.0 Introduction to the Rhode Island Highway Safety Planning Process**
- 2.0 FFY 2014 Performance Report**
- 3.0 Highway Safety Performance Plan**
- 4.0 Highway Safety Countermeasures and Projects for FFY 2015 (by Program Area)**
 - 4.1 Evidence-Based Traffic Safety Enforcement Program
 - 4.2 Impaired Driving
 - 4.3 Motorcycles
 - 4.4 Occupant Protection
 - 4.5 Older Road Users
 - 4.6 Other Road Users (pedestrian and bicycle)
 - 4.7 Speed
 - 4.8 Traffic Records
 - 4.9 Young Driver
 - 4.10 Planning and Administration
 - 4.11 NHTSA Equipment Approval
 - 4.12 Paid Advertising
- 5.0 Cost Summary**
- 6.0 Certifications and Assurances**
- 7.0 Section 405 Grant Program**

The general outline of the **Highway Safety Annual Report** will be as follows:

- 1.0 Highway Safety in Rhode Island**
- 2.0 Performance Data – Rhode Island, 2008 to 2013**

- 2.1 Crash Summary
- 3.0 Program Areas**
 - 3.2 Impaired Driving
 - 3.3 Motorcycles
 - 3.4 Occupant Protection
 - 3.5 Older Road Users
 - 3.6 Other Road Users (pedestrian and bicycle)
 - 3.7 Speed
 - 3.8 Traffic Records
 - 3.9 Young Driver
 - 3.10 Planning and Administration
- 4.0 State Attitudes Survey Report**
- 5.0 Special Events and Activities**
- 6.0 Paid Media**
 - 6.1 Paid Media to Support High-Visibility Traffic Enforcement
- 7.0 Financial Summary**

TASK 10 DELIVERABLES: FINAL HSPP submitted annually prior to July 1st deadline and FINAL ANNUAL REPORT submitted annually prior to January 1st deadline.

FOR ALL TASKS 1 THROUGH 10, all reporting requirements shall be submitted both in hard copy and electronically for ease of review. Specific number of copies and submission requirements will be reviewed and discussed with the selected CONSULTANT prior to start of Contract.

-END of SCOPE-

RELEVANT PROJECT GUIDANCE:

The following documents, as applicable, are to be utilized in the development of the Strategic Highway Safety Plan:

1. AASHTO Strategic Highway Safety Plan, 2005; available at <http://safety.transportation.org/plan.aspx>
2. Integrated Safety Management Plan (NCHRP Report 501); available at http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_501.pdf
3. Guidance for Implementation of the AASHTO Strategic Highway Safety Plan (NCHRP Report 500 series); available at <http://safety.transportation.org/guides.aspx>
4. Strategic Highway Safety Plan Self Assessment Tool; available at <http://safety.transportation.org/doc/SelfAssessmentTool.pdf>
5. Strategic Highway Safety Plan: A Champion's Guide To Saving Lives, October 14, 2005; Prepared by FHWA.
6. A Policy on Geometric Design of Highways and Streets, 2011, 6th Ed.
7. Highway Capacity Manual, 2010.
8. Manual On uniform Traffic Control Devices, 2009.
9. Rhode Island Standard Specifications for Road and Bridge Construction 2004 and all latest revisions.
10. Rhode Island Standard Details, 1998, with the latest revisions.
11. Design Policy Memos, with latest revisions, and "To All Consultants" letters.
12. AASHTO Standard Specifications for Highway Bridges, 2002, including latest interim specifications.
13. AASHTO Roadside Design Guide, 2011, 4th Ed.
14. NHTSA's Uniform Guidelines for State Highway Safety Programs
<http://www.nhtsa.gov/nhtsa/whatsup/tea21/tea21programs/>
15. NHTSA's Traffic Safety Performance Measures for States and Federal Agencies
<http://www.nhtsa.gov/DOT/NHTSA/Communication%20&%20Consumer%20Information/Traffic%20Tech%20Publications/Associated%20Files/tt374.pdf>.
<http://www.ghsa.org/html/resources/files/pdf/planning/Perf.Msrs.Rpt.pdf>
16. NHTSA's Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices
<http://www.nhtsa.gov/staticfiles/nti/pdf/811727.pdf>
17. GHS Guidance for Developing Highway Safety Plans
<http://www.ghsa.org>
18. GHS Policies and Procedures Manual
<http://www.ghsa.org>
19. GHS Annual Report Guidance:
<http://www.ghsa.org>

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 _____

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

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.

Dated: 6/27/2011

CERTIFICATION FOR TITLE VI ASSURANCE

I, _____ a duly authorized representative of
(Name) (Title)
_____ do hereby certify that the organization affirmatively agrees to the provisions
(Company)

set forth below:

1. The Certificate.

For all contracts subject to Title VI of the Civil Rights Act of 1964, 42 U.S.C. part 2000d - 2000d4 (the Act) 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 (the Regulations), prospective bidders shall be required to complete a Certification affirming compliance with the Act and the Regulations.

2. Certification.

By submission of a Proposal, each bidder and each person signing a Proposal subject to the Act and the Regulations certifies that the bidder shall affirmatively agree as follows:

(a) Compliance with Regulations:

The bidder shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department, 49 C.F.R. Part 21, as they may be amended from time to time.

(b) Nondiscrimination:

The bidder shall not discriminate on the grounds of race, color, sex, national origin, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The bidder shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.

(c) Solicitations for Subcontractors, Including Procurements of Materials and Equipment:

In all solicitations either by competitive bidding or negotiation made by the bidder for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the bidder of its obligations relative to nondiscrimination on the grounds of race, color, sex, national origin, age, or disability.

(d) Information and Reports:

The bidder shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the bidder is in the exclusive possession of another who fails or refuses to furnish this information, the bidder shall so certify to the Department, or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance:

In the event of the bidder's noncompliance with the nondiscrimination provisions, the Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- (1) withholding of payments under the Contract until the bidder complies, and/or
- (2) cancellation, termination or suspension of the Contract, in whole or in part.

(f) Incorporation of Provisions:

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.