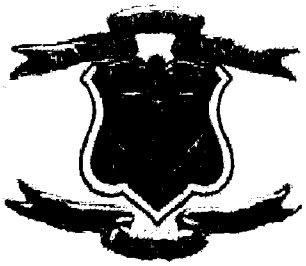

Solicitation Information
5/22/15

RFP#7549602PH1

TITLE: ON CALL TRAFFIC OPERATIONS CONSULTANT-STATEWIDE

Submission Deadline: 6/24/15 – 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 – 10:00 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 **6/17/15 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 (LOI)

LETTERS OF INTEREST (LOI) 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)/Traffic Management and Highway Safety Section to acquire professional engineering services for:

RFP 7549602PH1

ON-CALL TRAFFIC OPERATIONS CONSULTANT- STATEWIDE
ONE (1) CONTRACT ANTICIPATED

DBE GOAL: 10%

The work to be assigned under this Project involves assisting the RIDOT Traffic Management Section in the implementation of traffic field operations improvements, including traffic signal fine tuning, troubleshooting, and inspection of isolated and coordinated signals systems including closed loop systems. The work shall also include troubleshooting of fiberoptic communication systems; technical review of fiberoptic communication design plans; and technical review of proposed traffic signal systems design plans including adaptive systems and transit signal priority. Preparation of contract documents including plans and specifications are not expected to be included in this work.

The selected Consultant will work under the direction of the Chief Engineer and the RIDOT Traffic Management and Highway Safety Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

Respondents must demonstrate a minimum of FIVE (5) YEARS traffic engineering 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. As stated herein, in accordance with RI General Laws, the selected firms must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.

Due to the on-call nature of services anticipated, the selected CONSULTANT must establish and maintain throughout the lifetime of their Contract an office in or near Providence, Rhode Island for the purpose of performing the work required and to assume all costs thereof including all costs incidental to moving personnel to said office.

Under this solicitation RIDOT is seeking **LETTERS OF INTEREST (LOI)** only from interested Consultant Firms for the purpose of short-listing the most qualified teams to provide a Technical Proposal for final selection recommendation.

There will be no 25 PAGE narrative requested; the LOI review submission shall be limited to the submission of the COMPLETED SF 330 document completed by the PRIME Consultant and supported by SF 330 attachments as cited. Respondents may access SF 330 document at www.gsa.gov.

MAXIMUM CONTRACT TERM/ VALUE: To maintain the intent of the BROOKS ACT (40 U.S.C.1101-1104) in promoting open competition and selection, for on-call (indefinite delivery/ indefinite quantity [IDIQ] type contracting; a maximum length of contract and maximum dollar amount of contract must be defined within the solicitation and contract provisions. Specifically, as defined under Proposed Rules cited under 23 CFR Parts 172.9(3) (i) (ii) published in the Federal Register dated September 4, 2012, any on-call solicitation (1) shall not exceed a maximum contract term of FIVE (5) YEARS, including the number and period of any allowable contract extensions; and 2) shall specify a maximum total contract amount which may be awarded under said contract. Should additional services be required after an established threshold has been met, the project shall then be re-solicited to select the most qualified firm(s) for the extended services needed.

Accordingly, under this solicitation for on-call services, RIDOT anticipates the award of ONE (1) CONTRACT; the contract will have a contract completion date of **THREE (3) YEARS** after the date of authorization to commence work. The initial contract award amount will be **$500,000.00** for services performed under the defined contract term. Should the State, after expenditure of this sum, find further need for Consultant services, such services may be extended annually for an additional TWO (2) YEARS in accordance with the established federal regulation; the maximum term of each contract may not exceed a maximum dollar amount $1,500,000.00.

NEGOTIATION / FIXED FEE: "Post" contract award, RIDOT will assign specific location sites to the selected Consultant; at that time the Consultant will negotiate proposed hours and fees for services requested with the Traffic Management Section, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of each initial contract amount. Negotiated salary costs must be in line with RIDOT salary caps and approved OH rates. Eligible negotiated costs cannot exceed an additional **10% FIXED FEE**. All other project expenditures must conform to current RIDOT policies and accepted procedures.

PRE-AWARD REVIEW: The selected Consultant along with their applicable sub-consultants must undergo a pre-award review to be performed by the RIDOT External Audit Section. 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.

LOI 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 of the proposal.

Note: This is a Request for Letters of Interest ONLY, 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 any document, 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 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 and submitting a proposal in response to this RFP, and to provide oral or written clarification of its content shall be borne by the Consultant. The State assumes no responsibility for these costs.

- It is intended that an award pursuant to this RFP will be made to a Prime Consultant, who will assume responsibility for all aspects of the work. Joint venture(s) will not be considered, but sub-contract(s) are permitted provided the sub-consultant(s) proposed are clearly identified 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 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 Edition, which is currently available on-line @ **www.dot.state.ri.us**.

- 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 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 registrations(s) FOR THE INDIVIDUAL(S) who would perform the specified engineering services required must be included in LOI/TECH Proposal submission.

  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**

- 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 7-1.1-1401, 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 award 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 Submission along with a copy of current state certification letter(s). DBE certifications must be approved at the time of 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

- **CONFLICTS DISCLOSURE STATEMENT:** 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.

- **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:** Shall be fully-completed and submitted accordingly

All FORMS (except W-9) are attached to solicitation and shall be completed and copies submitted along with each PROPOSAL submission. ("ORIGINAL" & COPIES). Please note, 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.

PRE-PROPOSAL MEETING

Interested parties are encouraged to attend a Pre-Proposal Meeting on MONDAY, JUNE 15, 2015 @ 10:00 A.M. to be held at the RI Department of Administration, One Capitol Hill, 2nd Floor, Conference Room "B" Providence, RI 02908.

Any questions relative to the 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 PROPOSAL** submissions shall be sent to the Division of Purchases by the specified deadline to the address listed below. RIDOT requires that the Proposal submission be submitted not only in hard copy form but also on CD-ROM. Clearly labeled CD ROM shall be attached to the **inside cover of each LOI**

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# 7549602PH1 – ON-CALL TRAFFIC OPERATIONS CONSULTANT SERVICES* by **JUNE 24, 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)***

INSTRUCTIONS FOR PROPOSALS

Respondents are encouraged to please limit the size and volume of the documentation provided; 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.

Proposal Format: LOI must be bound or contained in a single volume. All documentation submitted with the proposal must be contained in that single volume. LOI must be prepared on **8 1/2" x 11"** letter sized white paper sequentially numbered inclusive of the Prime's **COMPLETED SF 330** for RIDOT review and shortlist evaluation supported by required "exhibits" as listed below tabbed and included in the bound submission. Font size shall be a minimum of **12 POINTS** for all submittals

Requested "exhibit" information is limited to the following specific requirements cited:

- **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).***

- **Table of Contents**: A Table of Contents must be provided that cross-references each requirement with specific pages in the LOI submission.

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

- **RI PE REQUIREMENT for Individual and Firm:** 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** in accordance with RI Gen Laws 5-8.

- **Foreign Corporation Certificate:** As applicable, acknowledgement of foreign corporation status shall be disclosed in LOI submission. *(See General Notifications)*

- **RI DBE Certification(s)**: In fulfillment of the assigned **10% DBE GOAL**, current certified RI DBE certification(s) shall be grouped together under *one tab* in LOI submission and listed in Table of Contents accordingly. *(See General Notifications)*

- **REQUIRED FORMS:** Designated FORMS and required authorizations cited shall be completed and grouped together under *one tab* in LOI submission and listed in Table of Contents accordingly:

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 (except W-9) are attached to solicitation and must be completed and copies submitted along with each LOI proposal submission. ("Original" & Copies). Please note, 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 LOI Proposal submissions.

FOR EVALUATION AND SCORING based on the selection criteria defined below:

STANDARD FEDERAL FORM 330 (PARTS 1 & 2) must be completed by the **PRIME Respondent only** and included in each LOI Proposal. Access to this current form may be obtained through the following website: **www.gsa.gov.**

All instructions and completion directions are clearly presented on SF 330. Entries and attachments shall be limited to requested information. Any additional documents not requested on SF 330 shall be discarded.

All information requested below (including SF 330 attachments) shall be presented as one proposal entry in the SF 330 order requested. The SF 330 documentation shall be included under *one tab* in LOI submission and listed in Table of Contents accordingly.

PART 1: CONTRACT SPECIFIC QUALIFICATIONS

A. **CONTRACT INFORMATION**- As directed on SF 330

B. **ARCHITECT-ENGINEER POINT OF CONTACT-** All clarification and correspondence materials will be directed through this individual

C. **PROPOSED TEAM**- Name, Address and Project Role for each proposed Team member

D. **ORGANIZATIONAL CHART**- Disclosure of proposed project team must be included. Project Management and assigned services shall be documented on chart provided. Additionally, please include name of Project Manager for each organization cited on chart.

E. **RESUMES of KEY PERSONNEL** to be assigned to project

F. **EXAMPLE PROJECTS** (MAX 5) performed by PRIME and Team Members proposed for this project

G. **KEY PERSONNEL PARTICIPATION** in Example Projects Cited

H. **ADDITIONAL INFORMATION – PRIME** only shall include in this entry a list of **current active contracts** along with **anticipated completion dates** for each project cited.

PART II: GENERAL QUALIFICATIONS

Information requested under this entry shall be completed by the **PRIME Consultant** specific to your Firm's Office Location and location of assigned Personnel who will be working on the project under consideration.

EVALUATION AND SHORTLIST RECOMMENDATION

LOI submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Evaluation Committee (TEC) will be convened comprised of members of the RIDOT Division responsible for the project under consideration. Written shortlist recommendations will be determined by the TEC for presentation and acceptance by the Department's *Advisory Consultant Selection Panel (PANEL)* and subsequent submission to the Director of Transportation for final approval. Qualification review and shortlist recommendations shall incorporate the following factors:

1. **STAFF QUALIFICATIONS**- key staff and proposed project role as defined for both PRIME and proposed sub-consultant(s); DBE participation shall be also taken into consideration;
2. **CURRENT WORKLOAD** - include current listing of projects contracted to perform and anticipated completion dates;
3. **PAST/ RELEVANT EXPERIENCE** – relevant to traffic operations/ design services requested;
4. **FIRM'S SUITABILITY**- based on complexity of project and firm's capacity to provide services

TECHNICAL PROPOSAL AND FINAL SELECTION RECOMMENDATION

Upon approval by the Director of Transportation of the shortlist recommendations, the selected ***shortlisted firms*** will be formally notified by the Department to submit a **TECHNICAL PROPOSAL** for evaluation and subsequent written final selection recommendation. Final selection recommendation will then be presented before the RIDOT ADVISORY CONSULTANT SELECTION PANEL for formal acceptance and subsequent submittal to the Director of Transportation for final approval. In accordance with current Consultant Selection procedures, RIDOT'S final selection recommendation will then be formally presented to the *State's Architectural / Engineering Consultant Services Selection Committee* for final consideration. Upon receipt of written final selection approval from the Director of Administration, all shortlisted firms will be formally notified that a final selection has been made.

Final selection recommendation will be established based on the final technical scores prepared by the TEC utilizing factors similar to those identified for this LOI in addition to evaluating each firm's **technical approach (50 POINTS)** to the services requested. As part of the shortlist notification, shortlisted firms will be assigned the same SAMPLE PROJECT TASK for use in preparing and presenting their technical approach -including scheduling and coordination efforts proposed- for RIDOT review and scoring.

The TEC, at its discretion, may contact the shortlisted candidate firms to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

Final selection evaluation and formal scoring will be prepared by the TEC incorporating factors based on the following:

TECHNICAL PROPOSAL: EVALUATION CRITERIA AND SCORING		
1.	**PROJECT APPROACH** - Quality and technical proficiency of design services proposed inclusive of proposed **project schedule and projected milestones.** Consideration also given to overall technical presentation relative to clarity and context of work proposed	**50 POINTS**
2.	**STAFF QUALIFICATIONS** - Identification of technical role assignments of key personnel- both PRIME and Sub-consultant with regard to proposed design	**30 POINTS**
3.	**PAST/ RELEVANT EXPERIENCE** - relevant to design services requested	**20 POINTS**
	TOTAL MAX	**100 POINTS**

NEGOTIATION / AUDIT STATUS

The selected Consultant will be directed to submit a formal financial proposal to RIDOT, and negotiations will be completed on a **cost plus fixed fee basis.** The selected Consultant and/or Sub-consultant(s) will be required to undergo a pre-award review conducted by the RIDOT External Audit Section. 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 the RIDOT External Audit Section prior to contract award. Access to the ***RIDOT AUDIT HANDBOOK*** *can be found on the RIDOT website @* ***www.dot.ri.gov*** *listed under the "Contractors and Consultants" link.*

Additionally, ***prior to contract award,*** the ***selected*** Consultant will be required to submit the following documentation under separate cover to RIDOT for review and acceptance:

- **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 Consultants 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

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
ON-CALL TRAFFIC OPERATIONS CONSULTANT SERVICES - STATEWIDE

INTRODUCTION:

RIDOT is seeking to acquire consultant services to provide "on call/ as needed" traffic engineering services to either A) perform or B) procure the services of a qualified consultant firm/team to assist the Traffic Management section with traffic operations improvements, primarily performed in the field, including traffic signal timing fine tuning and optimization, and troubleshooting and inspections of isolated and coordinated signals systems including closed loop systems. The work also includes

troubleshooting of fiberoptic communication systems; technical review of fiberoptic communication design plans; and technical review of proposed traffic signal systems design plans including adaptive systems and transit signal priority.

The selected Consultant/Consultant Team shall have expertise with troubleshooting and adjusting traffic signal control equipment including isolated and coordinated systems and closed loop systems. The team should also demonstrate expertise troubleshooting and reviewing testing of traffic signal fiberoptic communications systems and possess design expertise with regard to traffic signal adaptive systems and transit signal priority.

Preparation of project contract documents including plans and specifications are not expected to be included in this work.

The selected Consultant will work under the direction of the Chief Engineer and the RIDOT Traffic Management Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

Respondents must demonstrate **a minimum of FIVE (5) YEARS traffic engineering 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. As stated herein, in accordance with RI General Laws, the selected firm must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.

Maximum Contract Term/ Value: The RIDOT anticipates the award of **ONE (1)** contract. The initial contract award amount will be **$500,000.00** for services performed under a 3 YEAR contract term. In accordance with 23 CFR Parts 172.9(3)(i)(ii), should the State, after expenditure of the initial contract sum, find further need for the Consultant's services, such services may be extended annually for an additional TWO (2) YEARS; the maximum term of the contract may not exceed a maximum dollar amount **$1,500,000.00**.

Negotiation of Fees: "Post" contract award, RIDOT will assign specific location sites to the selected Consultant; ***at that time*** the Consultant will negotiate proposed hours and fees for services requested with the RIDOT Traffic Management Section, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of the initial contract amount. Negotiated costs must be in line with RIDOT salary caps and OH rates; all other project expenditures must conform to current RIDOT policies and accepted procedures. At the point of negotiation, RIDOT coordination and Consultant/ Sub-Consultant participation along with proposed work items and associated costs will be documented through the development of a ***WORK ORDER/ TASK IMPLEMENTATION SHEET.***

Fixed Fee: Eligible negotiated costs cannot exceed an additional **10% FIXED FEE.**

ON-CALL TRAFFIC OPERATIONS CONSULTANT AGREES:

1. To act as the selected **On-Call Traffic Operations Consultant** at the direction of the Chief Engineer and the Managing Engineer of the Traffic Design Section within RIDOT in conjunction with the Federal Highway Administration, applicable City and Town Municipalities and other State Agencies as required.

2. Upon request by RIDOT for a project specific, as directed by the Chief Engineer and the Managing Engineer of the Traffic Management Section, to perform the following:

    - Complete traffic counts
    - Complete speed studies
    - Complete capacity analysis
    - Develop signal timing revisions
    - Perform signal timing adjustments at isolated signal locations ("fine tuning")
    - Perform signal timing adjustments in coordinated signal systems ("fine tuning")
    - Perform signal inspections
    - Perform troubleshooting of a malfunctioning signal(s) (isolated and coordinated signal systems)
    - Perform system maintenance and troubleshooting of the Department's closed loop systems
    - Perform troubleshooting of fiberoptic communication systems
    - Perform technical review of fiberoptic communication design plans
    - Perform technical review of proposed traffic signal systems design plans including adaptive systems and transit signal priority

3. To perform other and similar services, in addition to or in amendment of the above, as shall be mutually agreed upon by the **On-Call Traffic Operations Consultant** and RIDOT.

4. 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.

5. 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 traffic engineering, 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.

6. 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.

7. Upon request, the **On-Call Traffic Operations 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.

8. To keep separate accounts on an individual design project basis of all costs for engineering services under the terms of this Contract as performed by the **On-Call Traffic Operations 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 **On-Call Traffic Operations Consultant** by RIDOT.

9. The requirements for drafting, plan materials, plats, etc. will be in accordance with the requirements

of RIDOT'S Design Policy Memos.

RIDOT AGREES:

1. To furnish to the **On-Call Traffic Operations Consultant** copies of State and Federal policies, manuals, publications, standards, forms, and data required to carry out the work under the terms of this Contract. ***(SEE ATTACHMENT 1 FOR A LIST OF DESIGN CRITERIA FOR THIS PROJECT)***

RIDOT AND THE ON-CALL TRAFFIC OPERATIONS CONSULTANT ADDITIONALLY AGREE:

1. The field notes, records, computations, work sheets, drawings, traffic data, correspondence, and all other property resulting from the operation of the **On-Call Traffic Operations Consultant** will be the permanent property of RIDOT; the final payment by RIDOT to the **On-Call Traffic Operations Consultant** will be withheld until the **On-Call Traffic Operations Consultant** transfers all property to RIDOT.

2. That in any case total payments by RIDOT to the **On-Call Traffic Operations Consultant**, under the terms of this Contract will not exceed **Five Hundred Thousand and 00/100 Dollars ($500,000.00)** and if RIDOT, after the expenditure of this sum, finds further need for the **On-Call Traffic Operations Consultant**'s services, such services may be authorized under conditions to be set forth in a supplemental agreement. The maximum contract term/value may not exceed established thresholds assigned this on-call Contract.

3. The **On-Call Traffic Operations Consultant** will maintain the required registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract.

4. 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.

5. When an individual project is removed from the work under this Contract, the **On-Call Traffic Operations Consultant** will turn over to RIDOT all materials and records incidental thereto and will receive no further compensation for that project.

6. This initial Contract will have a completion date of **THREE (3) YEARS** after the date of authorization to commence work.

7. The **On-Call Traffic Operations Consultant** shall also be required to maintain the assigned 10% DBE Goal requirement for the lifetime of the Contract. The Consultant is required 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.

8. Monthly progress reports will be required in accordance with Design Section 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 WORK ORDER performed for that month. Payment invoices will be processed only if the required progress reports are current. A copy of the current DBE UTILIZATION REPORT shall also be included along with monthly reporting.

9. The **On-Call Traffic Operations Consultant** shall be required to provide written notification to RIDOT Traffic Management Section of any change in personnel and/or assignment regarding both Prime and Sub-Consultant(s) services for the lifetime of the Contract. The date of RIDOT's response shall serve as the effective date of service for any new personnel or re-assignment proposed.

-END OF SCOPE-

ATTACHMENT I

DESIGN CRITERIA FOR THIS PROJECT: The following applicable design criteria are to be utilized in the development of all alternate solutions and the final detail design.

1) A Policy on Geometric Design of Highways and Streets, 6th Edition. American Association of State Highway and Transportation Officials, 2011.

2) AASHTO'S "Policy on Design Standards – Interstate System", January 2005.

3) Highway Capacity Manual, Transportation Research Board, 2010.

4) Manual on Uniform Traffic Control Devices. Federal Highway Administration, 2009.

5) Rhode Island Standard Specifications for Road and Bridge Construction, 2010,with latest revisions

6) Rhode Island Standard Details, 1998 and the Bridge Design Standard Details, 2003 both with latest revisions.

7) Design Policy Memos, with latest revisions.

8) Rhode Island Bridge Design Manual

9) Rhode Island Traffic Design Manual

10) RIDOT CAD Standard Manual (2007)

11) 2008 RIDOT Highway Design Manual

12) Manual of Transportation Engineering Studies, 2nd Edition. Institute of Transportation Engineers, 2010.

13) Traffic Engineering Handbook, 6th Edition. Institute of Transportation Engineers, 2009.

14) Roundabouts: An Informational Guide. FHWA-RD-00-067, Federal Highway Administration, 2000.

15) AASHTO Standard Specifications for Highway Bridges, 17th Edition 2002, including latest interim specifications.

16) Rhode Island Department of Transportation Action Plan.

17) RI Department of Transportation Design Procedures for Pavement Design, with latest revisions.

18) Federal Aid Policy Guide Part 626.5, Pavement Design.

19) ANSI/AASHTO/AWS D 1.5-2002 Bridge Welding Code.

20) AASHTO Manual for Maintenance Inspection of Bridges 1983, including latest interim specifications.

21) Federal Aid Policy Guide, part 625, Design Standards for Highways.

22) 23 CFR part 650, "Bridges, Structures, and Hydraulics".

DATA TO BE SUPPLIED BY RIDOT:

1) The RIDOT Transportation Development Division will supply copies of all available highway/bridge plans and right-of-way plans for the State's highway facilities in the area of the study.

2) The RIDOT Transportation Development Division will supply the latest available skid numbers.

3) RIDOT Bridge Inspection Reports.

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 o her 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.

Approved by
03-48-0046

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)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	☐ a. bid/offer/application b. initial award c. post-award	☐ a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____

4. Name and Address of Report Entity:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
☑ Prime ☐ Subawardee Tier ___, if known: Congressional District, if known:	Congressional District, if known:
6. Federal Department Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____
8. Federal Action Number, if known:	9. Award Amount, if known: $
10. a. Name and Address of Lobbying Entity: (if individual, last name, first name, mi):	10. b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, mi):
11. Amount of Payment (check all that apply) $_____ ☐ actual ☐ planned	13. Type of Payment (check all that apply): ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify:
12. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ value _____	

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):

15. Continuation Sheet(s) SF-LLL-A attached: ☐ yes ☑ no

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.	Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____
For Federal use Only:	Authorized for Local Reproduction Standard Form – LLL-A

Approved by
03-48-0046

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

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Standard Form - LLL-A

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.