Solicitation Information

RFP # 7549739

TITLE: Consultant Services for the Rhode Island Greenhouse Gas Emissions Reduction Study

Submission Deadline: Tuesday, August 11, 2015 @ 10:30 AM (Eastern Time)

Pre-Bid conference: No

Questions concerning this solicitation may be addressed to Thomas.bovis@purchasing.ri.gov. Questions should be submitted in a *Microsoft Word attachment* no later than **7/29/2015** at 4 PM. Please reference **RFP # Consultant Services for the Rhode Island Greenhouse Gas Emissions Reduction Study** on all correspondence. Questions received, if any, will be answered and 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

Thomas Bovis
Interdepartmental Project Manager

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

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

SECTION 1 - INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS

The Department of Administration, Division of Purchases on behalf of the Rhode Island Office of Energy Resources (OER) is seeking qualified vendors, with deep expertise in climate and energy policy; energy markets and technologies; and economy-wide energy system modeling and analysis (including the electricity, thermal, and transportation sectors), to submit proposals for completing the scope of work under the "RHODE ISLAND GREENHOUSE GAS EMISSIONS REDUCTION STUDY" project. The scope of work is described herein.

This solicitation is being conducted under the State's Request for Proposals (RFP) Process. All responses must be received by the date indicated on the first page of this solicitation. No awards will be made until all applications are received, reviewed and ranked in accordance with the review process.

The purpose of the Study is to suggest possible strategies, programs, and actions to meet targets for greenhouse gas emissions reductions according to the schedule specified in the Resilient Rhode Island Act.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov. To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

Potential Respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this solicitation will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this solicitation, or to provide oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time clock is in the reception area of the Division of Purchases.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected bidder.*

Respondents are advised that all materials submitted to the State of Rhode Island for consideration in response to this RFP will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The Rhode Island Department of Administration, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that 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, or national origin in consideration for an award.

This project has been assigned a 5% Disadvantaged Business Enterprise (DBE) Goal. In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and their task assignment(s) to be performed shall be included in the proposal along with a copy of current state certification letter(s). The total cost of the DBE work assigned shall meet or exceed 5% of the total contract cost. Be advised that this requirement will apply to for the lifetime of the contract. A list of current Rhode Island State certified DBE firms may be obtained through the State MBE Office @ www.mbe.ri.gov. Any questions should be directed to:

Office of Business and Community Resources
Room 109, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

Awards resulting from this RFP will be subject to the State's General Conditions of Purchase, which are available through the Internet at www.purchasing.ri.gov.

Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified and non-classified services of the state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further

information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymondl@gw.doa.state.ri.us.

Subcontracts are permitted, provided that their use is clearly indicated in the Respondent's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

SECTION 2 – PROJECT DESCRIPTION

The Rhode Island Executive Climate Change Coordinating Council ("EC4") is requesting proposals from qualified consultants to serve as the lead contractor for the preparation of Rhode Island's Greenhouse Gas Emissions Reduction Study.

The EC4 seeks consultant(s) with deep expertise in climate and energy policy; energy markets and technologies; and economy-wide energy system modeling and analysis (including the electricity, thermal, and transportation sectors).

Applicants may be individuals, sole proprietors, professional consultants or companies with multiple employees. Proposals may be submitted by firms, individuals, or as a team with more than one firm or individual to provide the necessary breadth of skills to complete the scope of work.

The selected consultant will work closely with an EC4-appointed project team composed of representatives from key state agencies including, but not limited to: the Rhode Island Department of Environmental Management (DEM), the Rhode Island Office of Energy Resources (OER), the Rhode Island Department of Transportation (DOT) and the Rhode Island Division of Planning (DOP).

The selected consultant will be responsible for performing the tasks specified within the scope of work outlined in this solicitation.

BACKGROUND

In 2014, the Rhode Island General Assembly enacted the "Resilient Rhode Island Act," which established the Executive Climate Change Coordinating Council (EC4).[1] The Resilient Rhode Island Act charged the EC4 with the following duty:

> *"No later than December 31, 2016, submit to the governor and general assembly a plan that includes strategies, programs, and actions to meet targets for greenhouse gas emissions reductions as follows:*
>
> *(i) Ten percent (10%) below 1990 levels by 2020;*
> *(ii) Forty-five percent (45%) below 1990 levels by 2035;*
> *(iii) Eighty percent (80%) below 1990 levels by 2050;*
> *(iv) The plan shall also include procedures and metrics for periodic measurement, not less frequently than once every five (5) years, of progress necessary to meet these targets and for evaluating the possibility of meeting higher targets through cost-effective measures"*

The EC4 has issued this solicitation in order to retain consultant assistance to develop the above-referenced plan mandated by the Resilient Rhode Island Act. The EC4 seeks consulting services

[1] http://webserver.rilin.state.ri.us/BillText14/HouseText14/H7904A.pdf

from qualified candidate(s) (hereafter referred to as the "EC4 Consultant") who will lead the completion of the Rhode Island Greenhouse Gas Emissions Reduction Study (hereafter referred to as "the Study"), with support from the EC4's Project Team (hereafter referred to as the "Project Team").

The EC4 Consultant will develop data and methodologies, undertake modeling and analysis, and perform policy research that will support the creation of the final Study. The purpose of the Study is to suggest possible strategies, programs, and actions to meet targets for greenhouse gas emissions reductions according to the schedule specified in the Resilient Rhode Island Act. The EC4 Consultant will also facilitate stakeholder participation and lead the drafting of the final Study. The EC4 anticipates using the conclusions of the Study to recommend a "plan [...] to meet targets for greenhouse gas emissions reductions," as per the Resilient Rhode Island Act.

SCOPE OF WORK

The EC4 has identified the following tasks that require consultant services:

Task 1: Define Technology Pathways and Policy Sets

The EC4 Consultant will develop an inventory and characterization of *technology pathways* and *policy sets*, with input from the Project Team. Technology pathways and policy sets will form the building blocks for the scenarios developed in Task 2.

- *Technology pathways* are the different demand- and supply-side energy resources, technologies, and practices that can help Rhode Island reduce greenhouse gas emissions over the short- and long-term. Some examples of possible technology pathways include, but are not limited to, cost-effective investments in energy efficiency, distributed renewable energy generation, fuel-switching to electricity or biofuels in the thermal/transportation sectors, land use practices, and programs to promote consumer behavioral change. Technology pathways could identify specific technologies (e.g. solar PV, electric vehicles), or may identify classes and leave the technology undetermined (e.g. renewable electricity generation, electric efficiency targets). Non-energy sector greenhouse gas emission sinks (e.g. forest conservation, tree retention) may be considered as part of this analysis.

- *Policy sets* are combinations of possible strategies and actions which could be taken at the utility, regulatory, legislative, executive, or regional level to elicit technology pathway outcomes. Policies could include economy-wide tools (e.g. carbon tax or total energy standard), or individual policies targeted at specific technologies/sectors (e.g. incentives for electric vehicles or an expansion of renewable energy generation programs).

It is expected that much of the information for this task may be readily available through existing Rhode Island reports and sources, or from other states. Therefore, the EC4 Consultant may not be expected to create significant new information. The primary responsibility of the EC4

Consultant will be to gather, organize, and logically structure the latest information, with input from the Project Team. This task will result in a succinct, written work product providing a summary list and characterization of the inventoried technology pathways and policy sets.

Task 1 Deliverable: Written summary containing a list and characterization of the technology pathways and policy sets.

Task 2: Define Scenarios

The EC4 Consultant will work with the Project Team to develop three (3) to five (5) scenarios for more robust analysis. The scenarios will be formed using the technology pathways and policy sets identified in Task 1. The EC4 Consultant should develop scenarios that:

- are designed to meet the greenhouse gas emissions reduction targets specified in the Resilient Rhode Island Act;
- achieve deep greenhouse gas emissions reductions across all sectors of Rhode Island's energy economy (electricity, thermal, and transportation) and account for cross-sector impacts (e.g. growing load due to thermal/transportation electrification);
- represent reasonably credible future outcomes for Rhode Island's energy economy based on existing commercially available technologies;
- offer the potential to generate net economic benefits for Ocean State consumers and the overall economy;
- capture a representative range of potential technology and policy paths for achieving deep emissions reductions in order to establish "end-member" cases; and
- consider stock turnover rates and the pacing of policy implementation/technology deployment likely required in different sectors to achieve desired emissions reduction outcomes.

This task will result in a succinct, written work product providing a description of each scenario. The EC4 Consultant should provide sufficient detail and information on each scenario to enable the Project Team and stakeholders to offer informed feedback prior to scenario analysis in Task 4. In addition to summaries of the quantitative features and assumptions of each scenario, the EC4 Consultant will provide short, narrative descriptions of what Rhode Island's future energy economy will look like for each scenario.

Task 2 Deliverable: Written work product providing a quantitative and qualitative description of each scenario.

Task 3: Establish Baseline

The EC4 Consultant will develop a baseline case for the years 1990 to 2050 in consultation with the Project Team. The EC4 Consultant and the Project Team will agree on population and economic growth assumptions, policy assumptions, and assumptions for baseline demand for energy by sector and primary fuel. The EC4 Consultant should begin by drawing on existing data developed through independent analyses and reports in Rhode Island, regionally, or other third-party sources (such as the EIA Annual Energy Outlook). Sources specific to Rhode Island

include, but are not limited to, NESCAUM GHG Inventory for Rhode Island and the Environment Northeast (ENE) Business-as-Usual Forecast performed for the Rhode Island State Energy Plan (RISEP). The Project Team has a preference for using and/or drawing upon this existing baseline data where applicable and practical in lieu of undertaking significant new efforts to recreate similar data.

This task will result in a succinct written and spreadsheet work product characterizing the baseline case and projected energy consumption and emissions. The work product will also detail the economic and policy assumptions used.

Task 3 Deliverable: Succinct written work product and detailed spreadsheet work product providing results of baseline case.

Task 4: Perform Scenario Analysis

The EC4 Consultant will model the impacts of the scenarios defined in Task 2. Impacts will be reported relative to the baseline case established in Task 3. Projected scenario impacts must be reported for 2020, 2035, and 2050. The EC4 Consultant will evaluate impacts using the following metrics, in addition to any others identified in coordination with the Project Team as part of this task:

- Greenhouse gas emissions reductions in each scenario for 2020, 2035, and 2050;
- Net economic costs and benefits in total and for each energy sector (electric, thermal, transportation);
- Sources of demand and supply energy resources used to meet demand;
- Business investment and employment impacts/opportunities in the Rhode Island economy; and
- Public health and environmental indicators.

The scenario analysis should help address the following considerations and questions:

- What technology pathways can enable Rhode Island to achieve statutorily-mandated greenhouse gas emissions reduction targets?
- What policy sets are needed to facilitate these technology pathways and the resulting desired market transformation outcomes and associated emissions reductions? Which policy sets achieve the results at lowest cost and/or greatest net benefit?
- What are the business investment and employment impacts/opportunities in the Rhode Island economy of different pathways?
- What are the relative costs, benefits, impacts, and tradeoffs to Rhode Island of pursuing different "bundles" of technology pathways such as strategic electrification (either centralized or distributed) or biomass/biofuel (either centralized or distributed) (see Figure 1)?
- To what extent can building efficiency (electric and thermal) likely reduce overall loads over the long-term given population and economic growth assumptions?

- How should Rhode Island approach the relative role of local/distributed renewable energy versus regional/central renewable energy generation: in-state distributed generation, larger offshore wind installations, and regional renewable energy or low-carbon imports (such as wind or large-scale hydropower)?
- What are the most cost-effective strategies to reduce emissions in the transportation sector? What are the relative costs, benefits, impacts, and tradeoffs of more emphasis on alternative fuel vehicles/infrastructure versus a focus on VMT reduction (either through alternative transportation, land use practices/smart growth, and/or behavior changes)?
- What variables pose the greatest uncertainty/sensitivity in the scenario analysis?

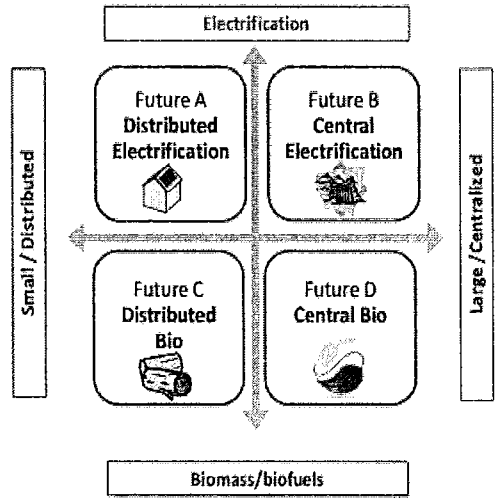

Figure 1. Example conceptual framework for "bundles" of technology pathways. (source: "Energy Policy Options for Vermont", Dunsky Energy Consulting)

This task should support the recommendation of discrete policy recommendations for Task 6. The Project Team anticipates that the results of the scenario analysis will clearly demonstrate how different combinations of policy sets drive particular technology and market outcomes. To the degree practical and/or meaningful within reasonable error bounds, the Project Team would like the EC4 Consultant to provide information on how much greenhouse gas emissions reductions can be assigned to each individual technology and policy within each scenario. Examples of policy questions that the Project Team hopes to answer may include, but are not limited to:

- What specific percent or MW expansions of current Rhode Island renewable energy procurement statutes are required to meet near- and long-term greenhouse gas emissions reduction targets (e.g. Renewable Energy Standard (RES), Long-Term Contracting Standard for Renewable Energy (LTC), Distributed Generation (DG) Standard Contracts Program, and Renewable Energy Growth (REG) Program)?
- Can Rhode Island recommend specific targets/goals for the adoption of clean energy technologies in different sectors to achieve greenhouse gas emissions reduction targets (e.g. renewable heating technologies, electric vehicles, bioblend percentages, and VMT reductions)?
- What are the maximum feasible cost-effective opportunities for load and demand reductions in all sectors, in particular for building efficiency (electric and thermal sectors)?

As part of this task, the EC4 Consultant will need to consult with the Project Team and propose a thoughtful and intuitive approach for treating and reporting electric sector sources and emissions.

The recommended approach should suggest a way to treat and report Rhode Island's consumption-based emissions and generation-based emissions within the context of New England's regional bulk power system. Respondents should also indicate in their proposals how their modeling tools are well-suited to address the proposed approach.

This task will result in a succinct written and/or spreadsheet work product characterizing the scenario results, including projected energy consumption, costs, and emissions. The work product must clearly present all scenario inputs, outputs, and assumptions.

Task 4 Deliverable: Succinct written work product and detailed spreadsheet work product providing assumptions and results of the scenario analysis.

Task 5: Facilitate Stakeholder Engagement

The Project Team anticipates forming a targeted group of climate and energy stakeholders to participate in the development of the Study and provide feedback on key draft work products and deliverables. The EC4 Consultant will facilitate a series of in-person meetings with this stakeholder group throughout the duration of the contract. The purpose of the meetings will be to present draft materials and research for each task and receive stakeholder feedback prior to submission of deliverables. Draft materials and research must be delivered to the Project Team for review a minimum of two weeks in advance of each stakeholder meeting. The meetings are expected to last up to two (2) hours in length and will likely be attended by approximately forty (40) stakeholders. The Project Team anticipates that some tasks may require only one meeting, while others may require more than one. In total, the EC4 Consultant will be expected to budget for a minimum of five (5) meetings, but may propose more. Respondents should propose a draft schedule and agenda topics for stakeholder meetings in their proposal.

In addition, the EC4 may consider further public engagement during the development of the study and/or request interim briefings on the status of the Study development at EC4 or EC4 advisory board meetings. The EC4 Consultant should prepare to attend up to four (4) additional meetings of this nature. The EC4 Consultant will not be expected to facilitate these four (4) meetings, but may be expected to deliver a presentation and answer questions.
This task will be ongoing throughout the duration of the contract.

Task 5 Deliverable: In-person facilitation of a minimum of five stakeholder meetings and attendance at four EC4 or EC4 advisory board meetings to receive feedback on draft materials and research for each task.

Task 6: Draft Rhode Island Greenhouse Gas Emissions Reduction Study

The EC4 Consultant will prepare and deliver the final Rhode Island Greenhouse Gas Emissions Reduction Study, with input and guidance from the Project Team. The final Study will offer a "menu of options" for potential implementation strategies to achieve the Resilient Rhode Island greenhouse gas emissions reduction targets. This menu of options will be informed by the results of the modeling analysis performed in Task 4. The modeling analysis will have illustrated the costs and benefits of different scenarios to achieving the greenhouse gas emissions reduction targets specified in the Resilient Rhode Island Act.

The scenario analysis is expected to yield a range of possible technology and policy paths for Rhode Island. Translating diverse scenario results into one final Plan will therefore likely require a screening process to refine options. The Project Team anticipates seeking guidance from the EC4 Consultant during the process of converting scenarios results into a menu of options. Furthermore, the Project Team sees a need to strike the following balance: (1) presenting policymakers with different options in order to offer flexibility, while (2) prescribing an actionable plan designed to achieve specific outcomes. Therefore, the Project Team anticipates asking the EC4 Consultant to recommend a "preferred option" among the final menu of options. The Project Team expects the EC4 Consultant to assist with addressing these issues throughout the drafting of the final Study.

The EC4 Consultant will provide a draft of the final Study to the Project Team and stakeholders for review by the date indicated in the timeline below. After feedback is provided and revisions incorporated, the final Study must be delivered to the Project Team by the date indicated in the timeline below.

The final Study should total approximately fifty (50) pages (appendices excluded) and be written at the level that an interested, but non-expert stakeholder can read. The final Study should include an Executive Summary of no more than five pages. The EC4 Consultant will also deliver a slidedeck in MS PowerPoint format that can provides a summary presentation of the Study and the results of the scenario analysis. The Project Team anticipates using the slidedeck during presentations on the Study following the conclusion of the contract.

Task 6 Deliverable: Final written report "Rhode Island Greenhouse Gas Emissions Reduction Study" with Executive Summary and appendices. A final MS PowerPoint slidedeck presentation will also be provided for use by the Project Team following the conclusion of the EC4 Consultant contract.

TIMELINE

Below is an estimated overview of the timeline for the encompassed work.

Milestone	Elapsed	Estimated Dates
RFP Release Date		July 2015
Deadline to Submit Questions		July 2015
Proposal Due Date		August 11, 2015
Anticipated Proposal Award Date	4 weeks	September 2015
Tasks 1 – 5 Complete	9.5 months	June 2016
Deadline for Draft Study (Task 6)	4 weeks	July 2015
Review and Revision Period Ends	4 weeks	August 2016
Deadline for Final Study	4 weeks	September 2016

SECTION 3 – PROPOSAL REQUIREMENTS

General Submission Requirements

Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked **RFP # 7549739**
CONSULTANT SERVICES FOR THE RHODE ISLAND GREENHOUSE GAS EMISSIONS REDUCTION STUDY" to:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time (first page of this solicitation) will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in **separated sealed envelopes**.

Proposals should include the following:

- A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
- A completed and signed W-9 (taxpayer identification number and certification) in proposal marked "Original" only. Form is downloadable at www.purchasing.ri.gov.
- A proposal in MS Word format or PDF format containing all the following information under the section headers indicated:

All proposals submitted for this request must be submitted in the format described below, clearly labeling the sections as described. Please keep fonts to 11 point at a minimum. Proposals should be kept to a maximum of twenty (20) pages (at 1.5 line spacing) including all sections listed below:

Technical Proposal:

1. **Overview**

The Overview will concisely lay out the applicant's understanding of the scope of work, describe their proposed approach and explain how they are well suited to perform the tasks.

2. **Technical**
   Discuss your solution to the proposed scope of work. Include a description of your approach to the scenario analysis, stakeholder facilitation, and development of the Study. Indicate your ability to complete the scope of work within the established timeframe and provide a proposed schedule of deliverables/project milestones.

3. **Qualifications & Experience**
   Please provide the following:

   - **Company Profile:** Provide an overview of history, length of time in business, organizational and staff capacity, core competencies, and any other resources uniquely suited to recommending and implementing solutions to the scope of work outlined in this solicitation.
   - **Relevant Experience:** Describe your experience with similar projects. Respondents familiar with the New England region are desirable.
   - **Examples of Prior Work:** If possible, reference two or three examples of previous projects that best display your ability and experience with work of a similar nature and specify the role your firm played in each project.
   - **Reference Information:** Provide names, addresses, telephone numbers and permission to contact two former or current clients for which your organization has performed work in the last three years.

4. **Project Management & Organization**
   List all staff and/or subcontractors proposed as members of the consultant team and the tasks they will perform on the account. Describe their duties, responsibilities, and concentration of effort applying to each. Please include resumes, curricula vitae or statements of prior experience and qualification (these may be provided as attachments not counting towards overall page limit). An organizational chart showing roles and responsibilities on the project is desirable. The consultant team may include subcontractors; however, the prime respondent will be solely responsible for the management and work-products of the consultant team.

5. **Cost Proposal**
   Please provide a **separate signed sealed** Cost Proposal reflecting one, all-inclusive price for the scope of service. **It is anticipated that the total budget available for the scope of work outlined in this solicitation will likely be between $200,000 and $300,000.** The maximum budget is inclusive of contractor expenses, including travel. These costs should be indicated as a separate line item. Please also include the following, by task and for each staff and/or subcontractor proposed as members of the project team: estimated

personnel hours, level of effort, hourly billing rates, other direct costs, and any other relevant information.

6. **Mandatory RI DBE Certification Requirement**
The contract award under this solicitation will have an assigned 5% 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. DBE certifications must be approved at the time of technical proposal submission to ensure DBE compliance and availability.

SECTION 4 - EVALUATION AND SELECTION

Proposals will be reviewed in two phases (technical and cost) by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The State reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Scoring Criteria	Description	Possible Points
Technical Proposal	• The quality of the Proposal demonstrates the candidate's ability to provide superior expertise for developing a greenhouse gas emissions reduction study • The proposed approach meets the needs and criteria set forth in the RFP	30
Qualifications & Experience	• The candidate has completed similar projects and is qualified to undertake the scope of work outlined in the RFP • References and prior work demonstrate the candidate's deep expertise in climate and energy policy; energy markets and technologies; and economy-wide energy system modeling and analysis	30
Project Management & Organization	• Proposal shows clarity of team management structure, the availability of senior staff to supervise and contribute to the work, and ability to complete deliverables in a timely fashion	5
DBE Requirement	• Proposal includes a RI certified DBE	5
Total Possible Technical Points		**70**
Cost Proposal*	• The candidate submits a reasonable and competitive pricing structure commensurate with the value offered	30
Total Possible Points		**100**

*Cost is calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points

All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.

The State reserves the right to award based upon the most favorable cost proposal. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

DBE GOOD FAITH EFFORTS DOCUMENTATION

THIS INFORMATION MUST BE SUBMITTED WITH YOUR BID PROPOSAL IF YOUR BID DOES NOT MEET THE PROJECT DBE REQUIREMENTS, OR WHEN REQUESTED BY RIDOT

CONTRACT ID. NUMBER _____

PROJECT NUMBER _____

FHWA NUMBER _____

COUNTY _____

DATE BID SUBMITTED _____

BIDDER'S NAME _____

SIGNATURE _____

TITLE _____

VENDOR NUMBER _____

DBE GOAL FROM BID PROPOSAL _____

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO._____DATE SUBMITTED_____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____SIGNATURE_____

TITLE_____

NAMES OF CERTIFIED DBEs AND THE DATES ON WHICH THEY WERE SOLICITED TO BID ON THIS PROJECT

INCLUDE THE ITEMS OF WORK OFFERED AND THE DATES AND METHODS USED FOR FOLLOWING UP INITIAL SOLICITATIONS TO DETERMINE WHETHER OR NOT DBEs WERE INTERESTED.

NAMES AND FED. TAX ID. OF DBEs SOLICITED	DATE OF INITIAL SOLICITATION	ITEM(S) OF WORK	FOLLOW-UP METHODS AND DATES

NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY
ATTACH COPIES OF SOLICITATIONS, TELEPHONE RECORDS, FAX CONFIRMATIONS, ELECTRONIC INFORMATION, ETC.

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO. _____ DATE SUBMITTED_____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____ SIGNATURE_____

TITLE_____

TELEPHONE LOG

DBE(s) CALLED	TELEPHONE NUMBER	DATE CALLED	TIME CALLED	CONTACT PERSON OR VOICE MAIL STATUS

NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO. _____ DATE SUBMITTED_____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____SIGNATURE_____

TITLE_____

ITEM(S) OF WORK THAT THE BIDDER MADE AVAILABLE TO DBE FIRMS

IDENTIFY THOSE ITEM(S) OF WORK THAT THE BIDDER MADE AVAILABLE TO DBE FIRMS OR THOSE ITEM(S) THE BIDDER IDENTIFIED AND DETERMINED TO SUBDIVIDE INTO ECONOMICALLY FEASIBLE UNITS TO FACILITATE DBE PARTICIPATION. FOR EACH ITEM LISTED, SHOW THE DOLLAR VALUE AND PERCENTAGE OF THE TOTAL CONTRACT AMOUNT. IT IS THE BIDDER'S RESPONSIBILITY TO DEMONSTRATE THAT SUFFICIENT WORK TO MEET THE GOAL WAS MADE AVAILABLE TO DBE FIRMS.

ITEM(S) OF WORK MADE AVAILABLE	BIDDER NORMALLY PERFORMS ITEM(S) (Y/N)	ITEM(S) BROKEN DOWN TO FACILITATE PARTICIPATION (Y/N)	AMOUNT IN DOLLARS	PERCENTAGE OF CONTRACT

NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO. _____ DATE SUBMITTED_____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____SIGNATURE_____

TITLE_____

ADDITIONAL INFORMATION REGARDING ITEM(S) OF WORK THAT THE BIDDER MADE AVAILABLE TO DBE FIRMS (Continued From Sheet 4)

ITEM(S) OF WORK MADE AVAILABLE, NAMES OF SELECTED FIRMS AND DBE STATUS, DBEs THAT PROVIDED QUOTES, PRICE QUOTE FOR EACH FIRM, AND THE PRICE DIFFERENCE FOR EACH DBE IF THE SELECTED FIRM IS NOT A DBE.

ITEM(S) OF WORK MADE AVAILABLE(CONT.)	NAME OF SELECTED FIRM AND FED. TAX ID	DBE OR NON-DBE	NAME OF REJECTED FIRM(S)	QUOTE IN DOLLARS	PRICE DIFFERENCE IN DOLLARS

NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY.

IF THE FIRM SELECTED FOR THE ITEM IS NOT A DBE, PROVIDE THE REASON(S) FOR THE SELECTION ON A SEPARATE PAGE AND ATTACH.

PROVIDE NAMES, ADDRESSES, AND TELEPHONE NUMBERS FOR THE FIRMS LISTED ABOVE.

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO. _____ DATE SUBMITTED_____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____SIGNATURE_____

TITLE_____

ADVERTISEMENTS OR PROOFS OF PUBLICATION.

NAMES AND DATES OF EACH PUBLICATION IN WHICH A REQUEST FOR DBE PARTICIPATION FOR THE PROJECT WAS PLACED BY THE BIDDER. ATTACH COPIES OF PUBLISHED ADVERTISEMENTS OR PROOFS OF PUBLICATION.

PUBLICATIONS	DATES OF ADVERTISEMENT

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO. _____ **DATE SUBMITTED** _____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____ **SIGNATURE** _____

TITLE _____

NAMES OF AGENCIES CONTACTED TO PROVIDE ASSISTANCE

NAMES OF AGENCIES AND THE DATES THESE AGENCIES WERE CONTACTED TO PROVIDE ASSISTANCE IN CONTACTING, RECRUITING, AND USING DBE FIRMS. IF THE AGENCIES WERE CONTACTED IN WRITING, ATTACH COPIES OF SUPPORTING DOCUMENTS.

NAME OF AGENCY	METHOD AND DATE OF CONTACT	RESULTS

NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY.

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO. _____ DATE SUBMITTED_____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____ SIGNATURE_____

TITLE_____

TECHNICAL ASSISTANCE AND INFORMATION PROVIDED TO DBEs

EFFORTS MADE TO PROVIDE INTERESTED DBEs WITH ADEQUATE INFORMATION ABOUT THE PLANS, SPECIFICATIONS, AND REQUIREMENTS OF THE BID DOCUMENTS TO ASSIST THE DBEs IN RESPONDING TO A SOLICITATION.

IDENTIFY THE DBEs ASSISTED, THE INFORMATION PROVIDED, AND THE DATE OF CONTACT. ATTACH COPIES OF SUPPORTING DOCUMENTS.

DBEs ASSISTED	INFORMATION PROVIDED	DATE OF CONTACT

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO._____ _____DATE SUBMITTED_____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____SIGNATURE_____

TITLE_____

EFFORTS MADE TO ASSIST DBEs OBTAIN BONDING, LINES OF CREDIT, INSURANCE, ETC.

EFFORTS MADE TO PROVIDE INTERESTED DBEs IN OBTAINING BONDING, LINES OF CREDIT, INSURANCE, NECESSARY EQUIPMENT, SUPPLIES, MATERIALS, OR RELATED ASSISTANCE OR SERVICES, EXCLUDING SUPPLIES AND EQUIPMENT THE SUBCONTRACTOR PURCHASES OR LEASES FROM THE PRIME CONTRACTOR OR ITS AFFILIATES.

DBEs ASSISTED	ASSISTANCE OFFERED	DATES SERVICES OFFERED AND/OR PROVIDED

NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY

DBE GOOD FAITH EFFORTS DOCUMENTATION

CONTRACT ID. NO._____ ___DATE SUBMITTED_____

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR RIDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER _____SIGNATURE_____

TITLE_____

ADDITIONAL DATA TO SUPPORT DEMONSTRATION OF GOOD FAITH EFFORTS

NOTE: ATTACH ADDITIONAL PAGES, IF NECESSARY

Exhibit A
SUBRECIPIENT AGREEMENT

By and Between

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
and the
[Name of Entity]

[Project Description]

DBE UTILIZATION PLAN

I, _____ HEREBY DECLARE AND AFFIRM that I am the

_____ *(Title) - duly authorized representative)* with

_____ *(Name of Prime Contractor/*Consultant), and that I have personally reviewed the material and facts set forth in and submitted with this DBE Utilization Plan, including the attached DBE subcontracts. The following correctly represents our commitment to the DBE participation on this contract.

Name DBE Firms and Address	Type of Work to be Performed Contract Amount *	DBE Contract Amount

***Indicate labor only, supply only, F&I, broker**

Signature: _____

Date: _____