



Request for Proposals

SOLICITATION TITLE: Statewide Drainage Asset Inspection & Inventory

SOLICITATION NUMBER: 7549840

BID PROPOSAL SUBMISSION DEADLINE: Wednesday, 9/16/2015, at 1:00 PM

PREBID CONFERENCE

YES

Mandatory

Nonmandatory

Location: RIDOT Maintenance Facility 300 Lincoln Avenue Warwick R.I.

Date: Wednesday, September 02, 2015

Time: 11:00 AM

Bidders must attend a mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

NO

Questions about this solicitation must be emailed and received by the Division of Purchases at bidinfo@purchasing.ri.gov no later than [Click here to enter a date.](#) (EST) in a *Microsoft Word attachment* identified with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

BID BOND: YES NO

PAYMENT and PERFORMANCE BOND: YES NO

RVIP REGISTRATION: Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at www.purchasing.ri.gov. To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

BIDDER CERTIFICATION COVER FORM: Bidders must complete and submit a Bidder Certification Cover Form with each bid proposal.

Lisa Hill
Chief Buyer

REQUEST FOR PROPOSALS

Solicitation Date: Wednesday, August 26, 2015

Project: Statewide Drainage Asset Inspection & Inventory

Term: 3 Years

User Agency: Rhode Island Department of Transportation

Awarding Authority: The State of Rhode Island Department of
Administration, Division of Purchases, 2nd Floor
One Capitol Hill
Providence, Rhode Island 02908-5855

The State of Rhode Island Department of Administration, through its Division of Purchases, is soliciting proposals on behalf of the User Agency, from qualified bidders to provide Professional Services , in accordance with the terms and conditions of this solicitation.

Bidders are requested to submit bid proposals by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Request for Proposal, Bid Checklist (with applicable forms), Agreement and Bidder Certification Cover Form. The solicitation is available at www.purchasing.ri.gov.

The award of the contract pursuant to this solicitation will be made on the basis of the relative technical merits and other evaluation factors of the bid proposals, in addition to price, or at the discretion of the Division of Purchases, on the basis of price alone. At the opening of the bid proposals received by the Division of Purchases, the names of bidders who have submitted bid proposals will be made available; each bid proposal will be available as a public record upon the award of the contract pursuant to the solicitation.

I. INSTRUCTIONS TO BIDDERS

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the State of Rhode Island through the Department of Administration Division of Purchases on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Comprehensive Review

The bidder is responsible for carefully reviewing all of the requirements of this solicitation prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder's failure to review this solicitation carefully will not be considered.

Addenda

Responses to questions from bidders, interpretations of specifications, changes prior to the bid proposal submission deadline, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at www.purchasing.ri.gov, and all addenda become incorporated into this solicitation upon posting. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Prebid Conference

At the discretion of the Division of Purchases, a prebid conference - mandatory or nonmandatory -- may be held. Bidders must attend a mandatory prebid conference and are encouraged to attend a nonmandatory prebid conference. The bidder's representative must register with the Division of Purchases and identify the bidder he or she represents on the sign-in sheet at a mandatory prebid conference.

Costs

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation or to provide clarification or additional information about its bid proposal.

Preparation of Bid Proposal

The Division of Purchases intends to award the contract pursuant to this solicitation to a primary bidder (or primary bidders for the various categories of requirements specified in this solicitation), who will assume overall responsibility, and joint venture and cooperative bid proposals will not be considered. Subcontracts are permitted under the contract awarded pursuant to this solicitation, provided that the bidder clearly identifies each proposed subcontractor and the scope of its participation.

Bid proposals must be made in accordance with the instructions in this solicitation. This solicitation contains a Bid Preparation Checklist to assist the bidder in preparing a bid proposal for submission.

Alternative approaches and/or methodologies to accomplish the intended goals of this solicitation are requested; provided, however, that bid proposals that depart from or materially alter the terms, requirements, or project scope specified in this solicitation will be deemed nonresponsive and rejected.

Submission of Bid Proposal

Each bid proposal must be submitted in a separate sealed envelope or package and include: (i) one original technical proposal in a 3-ring binder, five (5) paper copies of the technical proposal unbound and fastened only with binder clips, and one electronic copy of the technical proposal; (ii) one original cost proposal; (iii) one original signed (in ink) Bidder Certification Cover Form; and (iv) one original signed (in ink) IRS Form W-9 (*dated not more than one year prior to the date of submission*).

The technical proposal *may* include a transmittal letter signed by an authorized representative of the bidder and *must* include a table of contents, with sections separated by tabs, and be limited to ten (10) pages, excluding exhibits and appendices. The signed original Bidder Certification Cover Form should be included as the first tab in the original technical proposal with copies of the Bidder Certification Cover Form in the copies of the technical proposal. The electronic copy of the technical proposal (*readable only* CD-Rom in .pdf format) must be placed inside the original technical proposal. The IRS Form W-9 (downloadable from the Division of Purchases website at

www.purchasing.ri.gov) should be included only in the original technical proposal.

The cost proposal must be placed inside a *separate sealed envelope* marked "Cost proposal," and if the solicitation requests a copy of the cost proposal in electronic format, the electronic copy (*readable only* CD-Rom in .pdf format) must be placed in that same *separate sealed envelope*.

If the solicitation requires submission of financial statements or other financial information, such information must be placed in a *separate sealed envelope* marked "Financial Information."

The *outside* sealed package and each *inside* sealed envelope must include the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner. The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped receipted by the date and time specified for the bid proposal submission deadline.

At that time, bid proposals will be opened and the names of the bidders read aloud in public. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill, Second Floor
Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid Price

The bidder must submit its cost proposal to perform all of the requirements specified in the solicitation, including the cost of any bonds. Unless otherwise specified in this solicitation, all pricing will be considered firm and fixed.

RIVIP Bidder Certification Cover Form

The bidder must download, complete, sign, and submit the Bidder Certification Cover Form for this solicitation as the first document in the technical proposal. The Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RIVIP vendor and clicking on the applicable "Solicitation Number."

Public Record

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.* Each bid proposal will be available for inspection upon request as a public record upon the award of the contract pursuant to this solicitation. Pursuant to the "Access to Public Records Act," bidders have the right to identify in their bid proposals any trade secrets or commercial or financial information which is of a privileged or confidential nature and make a request (nonbinding on the Division of Purchases) that such trade secrets or information not be made available to the public.

Taxes

The State of Rhode Island is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

Bid Surety

At the discretion of the State Purchasing Agent, bidders may be required to furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the bid proposal. (*Bidders for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful bidder who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue performance of the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all bidders until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the bid proposal submission deadline; or (iii) the rejection of all bid proposals.

Divestiture of Investments in Iran Requirement

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws § 37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

Withdrawal

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

Award

The Division of Purchases, in its sole discretion, may award the contract pursuant to this solicitation to one or more responsive and responsible bidders who submit the responsive and responsible bid proposals evaluated to be in the best interests of the State of Rhode Island based upon bid price and the other factors specified in this solicitation. The Division of Purchases may also award a contract pursuant to this solicitation on the basis solely of price. The Division of Purchases, in its sole discretion, may require oral presentations from, and participate in discussion with, one or more bidders, and may engage in competitive negotiation with two (2) or more bidders. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order by the Division of Purchases and, in addition, an authorization from the User Agency. The issuance of the Purchase Order and the continuation of any contract awarded pursuant to this solicitation is contingent upon the availability of funds.

Architectural and Engineering Services

If this solicitation requests proposals for architectural and/or engineering services, the successful bidder, and each of its subsidiaries, affiliates, subcontractors, and subconsultants engaged by the bidder pursuant to this solicitation, will be ineligible to submit bids in response to any solicitations for construction or consulting services that arise from, or relate to, the architectural and/or engineering services requested in this solicitation.

Continuation of Contract

The continuation of the contract awarded pursuant to this solicitation beyond June 30 of the current fiscal year is subject to the availability of funds and a determination of continued need by the User Agency and the Division of Purchases.

Payment and Performance Bonds

At the discretion of the Division of Purchases, the successful bidder may be required to furnish a payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

Licenses

The successful bidder and anyone performing any services on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such services.

Insurance

The successful bidder must submit a copy of an endorsement and a certificate of insurance that references the solicitation number and names the State of Rhode Island as “certificate holder” and as “additional insured” upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 30 days’ advance notice of cancellation, nonrenewal, or material change in coverage (referencing the solicitation number) will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

<u>Type of Insurance</u>	<u>Amount of Coverage</u>
Comprehensive General Liability	\$1 Million each occurrence (inclusive of both bodily injury and property damage)
	\$1 Million products and completed operations aggregate
	\$1 Million general aggregate

Comprehensive General Liability coverage shall include:

- Independent contractors
- Contractual (including construction “hold harmless” and other types of contracts or agreements in effect for insured operations)
- Completed operations
- Personal injury (with employee exclusion deleted)

Automobile Liability

Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including nonowned and/or hired vehicles and equipment	

Workers Compensation

Coverage B	\$100,000
Environmental Impairment ("pollution control")	\$1 Million or 5% of contract amount whichever is greater

All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to recover against the State of Rhode Island; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the State of Rhode Island, and any insurance, self-insurance, or self-retention maintained by the State of Rhode Island shall be in excess of the bidder's insurance.

The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.

Minority Business Enterprises

Any bidder who does not intend to perform all of the work with its own forces must recruit and engage minority/women business enterprises certified by the Division of Purchases, Minority Business Office ("MBEs") to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation.

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the 21-day period following the tentative letter of award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at www.mbe.ri.gov or (401) 574-8670.

Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office within the 21-day period following the tentative letter of award. Information about this equal opportunity requirement is available at www.diversity.ri.gov/eeo/eoopagehome.htm or (401) 222- 3090.

Drug-Free Workplace

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 21-day period following the tentative letter of award.

Foreign Corporations

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company, will be required to provide a Good Standing Certificate, and if a limited partnership, will be required to provide a Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 21-day period following the tentative letter of award.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") addresses the use and disclosure of an individual's protected health information by certain organizations covered by the law. Contractors (and subcontractors) that perform certain functions or services for such organizations that involve the use or disclosure of identifiable health information, such as claims processing, data analysis, legal, actuarial, accounting, consulting, administrative, and billing services, are considered to be "business associates." If the successful bidder will be performing such types of functions or services, the successful bidder will be required to execute and deliver a "Business Associate Agreement" within the 21-day period following the tentative letter of award that provides for certain safeguards for protected health information that may be disclosed to or accessible by the successful bidder.

Criminal Background Check

The successful bidder may be required to provide a Bureau of Criminal Identification third-party release for a criminal records request to the Rhode Island Department of Attorney General (for each individual who will be performing services under the contract awarded pursuant to this solicitation) within the 21-day period following the tentative letter of award.

Campaign Finance

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at www.elections.ri.gov or Board of Elections, Campaign Finance, (401) 222-2056.

Binding Contract

The form of agreement the successful bidder will be required to execute is included in the solicitation. A binding contract between the State of Rhode Island and the successful bidder will be formed by the issuance of a Purchase Order from the Division of Purchases, *and only by the issuance of a Purchase Order, and only to the extent of*

available funds. The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Request for Proposal, the Instructions to Bidders, the Bid Preparation Checklist, the Bidder Certification Cover Form, the Agreement, and also the Purchase Order. The successful bidder will be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the User Agency.

Compliance with Terms of Contract

Failure of the successful bidder to comply with the terms and conditions of any contract awarded pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.

II. BACKGROUND AND PURPOSE

This solicitation details the requirements of the State of Rhode Island by describing the purpose, scope, description, minimum requirements and expectations, qualifications, and capability of the bidders, evaluation criteria, and other requirements. Bid proposals will be evaluated by weighted criteria. After evaluation, the Division of Purchases may invite bidders to explain or clarify bid proposals and may request a "best and final offer." At the end of the evaluation process, the Division of Purchases may also engage in negotiations to secure more advantageous terms or reduce cost.

The Rhode Island Department of Transportation (RIDOT) is required to inspect and maintain its MS4 drainage system of catch basins, manholes, outfalls, and structural best management practices (BMPs) (e.g. detention ponds, retention ponds, storm water treatment units, etc.). It is currently estimated that RIDOT is responsible for approximately 25,000 catch basins, 2,000 outfalls, and 100 BMPs along 1,100 linear miles of roadway throughout the state.

The purpose of this project is to conduct an asset inventory assessment, gap analysis, and supplemental inventory to a 99% accurate tolerance for all storm water related manholes, catch basins, outfalls, and best management practices along State maintained highways in Rhode Island; conduct an inspection of each catch basin, manhole, outfall and BMP; and provide the data in a format consistent with RIDOT's Maintenance Management System (MMS). All work is to be conducted in a manner consistent with Municipal Separate Storm Sewer System (MS4) compliance regulations, both state and federal.

Inspection data will be required to be provided for all drainage related assets for three (3) consecutive years.

III. PROJECT SCOPE

Development of an MS4 Inventory

The successful respondent shall assess RIDOT's inventory, perform a gap analysis and assemble a supplemental electronic inventory for all RIDOT operated MS4/drainage assets which may be integrated with RIDOT's MMS. The inventory shall include, at a minimum: latitude, longitude, asset type, and relative condition and shall be in accordance with RIDOT Standards, Policies and/or Procedures.

The successful respondent shall reference and link each asset to RIDOT's Maintenance Management System and the individual documents and/or plans that reference, locate, propose or display information about each respective asset.

The successful respondent shall be responsible for providing their own traffic control for all inspections in accordance with the latest edition of the *Manual on Uniform Traffic Control Devices (MUTCD)*.

All work relating to the inventory portion of the project shall be completed within the first nine (9) months of the project, following Notice to Proceed.

Annual Inspections

The inspections shall consist of using the RIDOT Inspection Form and at least two (2) dated photos per site. Completed inspection forms shall be provided in a format consistent with RIDOT's Maintenance Management System electronic format and will be included with the State's Annual MS4 Report to the RIDEM.

All assets captured in the MS4 Inventory (with the exception of outfalls and BMP's) shall be included in the inspection requirements. This RFP and your fee estimate shall be based on the inspection of 100% of the assets per calendar year. Upon request, RIDOT's GIS Unit will provide the successful respondent with maps including sufficient detail to locate the assets.

In addition to the inspections, the successful respondent shall prepare cost estimates for - repairs and/or maintenance of structures. The repair/maintenance estimates shall be based on per unit pricing and historical invoicing provided by RIDOT. The final repair/maintenance estimate deliverable shall include itemized costs and be provided to RIDOT in .xls and .pdf formats.

The successful respondent shall be responsible for providing their own traffic control for all inspections in accordance with the latest edition of the *Manual on Uniform Traffic Control Devices (MUTCD)*.

Inspection data will be required to be provided for all drainage related assets for three (3) consecutive years.

IV. TIMETABLE AND DEADLINES

This section of the solicitation contains the schedule governing the issuance, evaluation, and award of the contract. The Division of Purchases reserves the right to modify the schedule in the best interest of the State of Rhode Island.

ACTION	ANTICIPATED SCHEDULE
Issuance of Solicitation	Wednesday, August 26, 2015
Emailed Questions Due by Bidders	Wednesday, 9/9/2015, at 4:30 PM
Responses to Questions	Friday, 9/11/2015, at 4:00 PM
Bid Proposal Submission Deadline	Wednesday, 9/16/2015, at 11:30 AM
Evaluation of Bid Proposals	Wednesday, September 30, 2015
Oral Presentations (as necessary)	Wednesday, October 14, 2015
Tentative Award of Contract	Wednesday, October 28, 2015
Finalization of Contract	Thursday, November 12, 2015

V. TECHNICAL PROPOSAL

PROPOSAL FORMAT

The Proposal shall be professional letter format identifying the Scope of Service, and exclusions.

Each proposer shall document its staff, experience, and qualifications by identifying the project manager and key technical team members and their roles on the project.

Each proposer may, but is not required to, include references, qualifications, resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.).

VI. COST PROPOSAL

All fees shall be LUMP SUM and include all labor, material, equipment and direct expenses. No allowances for reimbursable expenses such as mileage, printing, deliveries, etc. **Cost Proposals shall be submitted in a separate sealed envelope clearly marked Cost Proposal and shall be held by the Division of Purchases until technical evaluations are completed.**

VIII. EVALUATION AND SELECTION

EVALUATION OF PROPOSALS

RIDOT's staff will review all proposals submitted. While cost is one basic determinant for award, it is neither the sole consideration nor the principal consideration. RIDOT will consider additional technical criteria specific to the Respondent's understanding of RIDOT's requirements as specified in the RFP as well as the qualifications, experience and organization of the firm and its personnel. The purpose of such an interview would be for Short listed respondents to elaborate upon their proposal before a final recommendation for ranking of the proposals.

The State, in its discretion, may award the Contract to the responsible and responsive respondent submitting the proposal which is deemed to be the most

advantageous to RIDOT, price and other factors being considered. The following are the evaluation criteria and associated points for ranking that RIDOT will consider in determining which proposal is most advantageous to the State:

Project Understanding and Approach (0 to 10 points): Describe the respondent's understanding of the proposed project as described in the Request for Proposals. Demonstrate an understanding of the magnitude of the task, the constraints and the desired outcomes for the project.

Scope of Work (0 to 25 points): Include sufficient detail to determine how each task shall be accomplished. The work plan shall describe how the respondent proposes to complete the project. The work plan shall be sufficiently detailed for staff to determine the effectiveness of the proposal and should spell out how this work can be performed and accomplished in a cost-effective manner.

Schedule (0 to 5 points): Include a schedule for timely completion of the scope of work. Include information on the amount of time for each task.

Project Personnel (0 to 10): Provide information on personnel to be assigned to this project. Personnel shall have experience from similar projects and in fields necessary to complete this proposed work.

Similar Experience (0 to 20 points): List and describe your firm's projects worked on in the past five (5) years that best match the scope and design of this project. Identify unique constraints or challenges associated with those projects and how you addressed those in order to deliver a successful project. RIDOT may request samples of comparable work during the proposal review process.

Cost Proposal (0 to 30 points): After consideration of the above criteria, the State will compare the value of each proposal against the other qualified proposals. RIDOT is more interested in obtaining proposals that provide good value, demonstrate an understanding of the State's needs and provide a scope that meets or exceeds the requirements of this RFP than proposals that have scopes tailored to fit within the stated budget.

EVALUATION CRITERIA	MAXIMUM POINTS
TECHNICAL PROPOSAL:	
Project Understanding and Approach	10
Scope of Work	25
Schedule	5
Project Personnel	10
Similar Experience	20
MAXIMUM TOTAL TECHNICAL POINTS	70
Cost Proposal	30
MAXIMUM TOTAL COST POINTS	30
MAXIMUM TOTAL POINTS (TECHNICAL + COST)	100

The bidder's Technical Proposal must receive a minimum of 50 points (70%) out of a maximum of **70** points to be eligible for further consideration. All Technical Proposals that receive a score of at least 50 points will be evaluated on the basis of cost. The Cost Proposal is worth a maximum of **30** points.