



**Solicitation Information
January 6, 2015
Solicitation**

RFP# 7550172

TITLE: Capitol Hill Parking Analysis

Submission Deadline: Wednesday February 3, 2016 at 11:00 AM (Local Time)

PRE-BID CONFERENCE:	Yes
Date:	January 13, 2016 at 10:00 AM (LT)
Mandatory:	No
Location:	Conference Room "C" One Capitol Hill, Providence RI 02908

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **1/20/2016 at 4 PM (LT)**. Please reference the RFP # 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.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1.1) INTRODUCTION

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Division of Capital Asset Management and Maintenance is soliciting proposals from qualified vendors to provide *a parking analysis throughout the Capitol Hill area in downtown Providence, RI* as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a request for proposals, not an invitation to bid: responses will be evaluated on the basis of the relative merits of the proposals; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation.

1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection.
- b) In order to submit a proposal, respondents must properly register with the State of Rhode Island. For information of registering, please see the Division of Purchases' website at www.purchasing.ri.gov and under the heading "Vendor Registration Information".
- c) All proposals shall include the respondent's FEIN or tax identification number as evidenced by a W9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, submissions which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.

- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) Submissions misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.
- h) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- i) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- j) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov, or visit the website <http://www.mbe.ri.gov/>
- k) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- l) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 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 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 e-mail raymond1@gw.doa.state.ri.us
- m) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated

in the respondent's proposal submission.

- n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any respondents, as necessary, to serve the best interests of the State.

SECTION 2 – SCOPE OF WORK

2.1) BACKGROUND AND MISSION

The State of Rhode Island Department of Administration, Division of Capital Asset Management and Maintenance (CAMM) is seeking proposals from qualified vendors to perform a parking analysis throughout the Capitol Hill area in downtown Providence, RI. For the purposes of this study, the Capitol Hill area shall be bounded by Orms Street to the north, State Street/ Gaspee Street/ Park Row West/ Canal Street to the east, Exchange Terrace/ West Exchange Street to the south, and Interstate Route 95 to the west (the "Study Area").

Specifically, the Study Area shall include the parcels enumerated below (and their adjoining streets), which are also diagrammed on attachment "A".

Plat #003, lot #s

316, 326, 327, 329, 335, 344, 347, 350, 351, 352, 353, 380, 382, 491, 517

Plat #004, lot #s

102, 103, 105, 107, 108, 114, 115, 118, 119, 123, 124, 125, 136, 143, 144, 145, 146, 147, 148, 149, 150, 151, 153, 155, 159, 189, 192, 193, 195, 196, 231, 252, 257, 258, 259, 260, 261, 262, 263

Plat #019, lot #s

49, 109, 120, 127, 129, 130, 131, 137, 138, 139, 140, 141, 143

Collectively, these parcels constitute all real estate within the Study Area.

The objectives of this parking study include:

- To examine and identify existing parking lots in and around the Study Area, with

a specific emphasis on those facilities designated for use by State legislators, employees, vendors, and the general public who routinely conduct business in the Study Area. Consider on-street parking, public and private off-street surface parking and public and private garage parking. Include an analysis of paid-versus-free facilities, and identify revenue generated by these paid-parking facilities.

- To examine and identify the State’s existing approach to the provision of parking at or near State-owned properties in the Study Area. Provide insight into State’s existing policy for providing parking to the stakeholders listed in the above item.
- To examine and identify the approach of other organizations to provision of parking at or near their principal places of business (in similarly sized metropolitan areas). An emphasis should be placed on those entities of a similar scale and mission to that of the State of Rhode Island. Identify and explain the policies of these entities for providing parking to their employees, clients and the general public.
- To examine alternative transportation options available throughout the Study Area which may reduce future dependency on surface parking, garage parking and on-street parking.
- To examine the uses of all parcels within the Study Area (which includes lot #s 143-148, 151, 153, 155 of plat #4 as previously stated) with attention to all applicable laws, rules and regulations, including R. I. Gen. Laws § 36-6-21.1 (concerning reduction of “drive alone” commuting) and R. I. Gen Laws § 42-6.2-3(3) (concerning climate change), so as to develop a plan parking demand management throughout the study area, with the intent of striking a balance among parking demand, parking supply, and reduction of reliance of personal motor vehicles.
- To make recommendations for implementation of the demand management plan.

2.2) QUALIFICATIONS

Respondents shall provide proposals that describe (in detail) their capability to perform the parking analysis and address the objectives described above. For detailed information on minimum qualifications, see section 3.1 below.

SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) RESPONSES

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, and shall be submitted in separate sealed envelopes.

Proposals will first be evaluated by a technical review committee comprised of representatives of the State of Rhode Island Department of Administration, the City of Providence, and members of the City of Providence's Capital Center Commission on a scale of 0-70 points. All respondents must receive a minimum score of 55 points on their technical proposal prior to review of their fee proposal. Respondents not scoring at least 55 points will be disqualified, and shall not be considered for fee proposal evaluation.

Part One – Technical Proposal: The technical proposal will be evaluated on the following criteria:

1. Experience of the Firm and Project Manager(s) (0-30 points):

Describe the firm's general areas of practice as well as its specific experience and qualifications relating to projects of this type. List the percentage of work to be completed by the firm in-house and the percentage to be completed by outside consultants. Indicate the plan for compliance with the State's MBE requirements by listing any subcontractors / suppliers / consultants / independent contractors, the estimated dollar value of each, a brief description of work or scope, and whether each is certified as a Minority Business Enterprise or not.

Submissions must provide answers to the following questions:

- What experience does the respondent have with the performance of parking studies of the size and scope indicated herein?
- What experience does the respondent have with the analysis of existing and projected parking needs of organizations of a similar size and business model as the State of Rhode Island's Capitol Hill Campus facilities?
- Does the respondent have experience in performing parking analyses in densely populated urban areas accessible via multiple forms of individual and mass transit (ie: pedestrian access, personal vehicles, bus and light rail)?
- Does the proposal illustrate that the project manager(s) assigned to the project has the background and experience necessary to complete the project and address the project objectives?

2. Project Plan (0-30 points):

This section shall describe the firm's understanding of the State's requirements, including the results intended and desired, the approach and/or method to be employed, and a work plan for accomplishing the results proposed. It *must* include a project schedule with personnel assignments and project tasks.

Submissions should provide answers to the following questions:

- Does the project plan illustrate the respondent has analyzed, interpreted and understands issues presented by this RFP?
- Does the project plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the State?
- Does the proposed project plan appear sensitive to budget and time constraints?

(Note: Though there is no set timeline for the completion of the parking analysis, preference will be given to respondents who present an expeditious approach to completing the project)

- Does the project plan address (in detail) the respondent's approach to each of the project objectives outlined in Section 2 above?

3. References (0-10 Points):

Select a minimum of three and a maximum of five similar *recent* studies and provide principal contacts, including all contact information, for provision and installation of systems furniture of a similar size, scope and use to the proposed project. All contact information must be confirmed and current. These individuals may be contacted by members of the selection committee for further information.

4. Interviews:

The State reserves the right to interview any or all respondents to this RFP based on their proposal.

Part Two – Professional Fee Proposal: The professional fee proposal will be evaluated if the firm meets minimum of 55 points in part one, and on the following criteria:

The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.

The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for anticipated project

reimbursable expenses (to be quantified by the respondent at their discretion).

Full 30 points. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula: x/n (y) = points awarded; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 30 points.

All services described in this RFP must be included in the submission, with **no exclusions**, or the submission shall be rejected as being non-responsive.

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.

3.2) PRE-SUBMISSION QUESTIONS

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases’ website for updated solicitation information and addenda.

3.3) SUBMISSION

- a) Proposals regarding the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (a clearly labeled **original** plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and “Capital Center Special Development District Parking Analysis”.

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

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

3.5) ADDITIONAL SUBMISSION CONTENTS

- a) In addition to the contents described in Section 3.1 submissions must include the following:
1. A completed and signed four-page RIVIP generated respondents certification cover sheet (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>)
 2. A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should **only** be included in the **original copy**.
 3. In addition to the multiple hard copies of submissions required, respondents are requested to provide their submission in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the submission marked "Original".

3.6) ADDITIONAL TERMS AND CONDITIONS

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any respondent's submission.
- b) The successful respondent shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The respondents recommended for contract award will be notified by the Division of Purchases. The selected respondents must agree to provide all deliverables by the dates established in the final work plan and schedule.
- c) **Cancellation for convenience:** The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected respondents shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide thirty (30) days' notice of any cancellation.
- d) No payment shall be made for reimbursable expenses in addition to the project fee identified above.

SECTION 4 – ATTACHMENTS

- 4.1) The following documents have been included in the request for proposals to assist respondents in preparation of their proposals.**

- a) Locus map indicating the study area, based on the City of Providence Tax Assessor's plat maps.

END