



REQUEST FOR PROPOSAL (RFP) – BID# 7550214

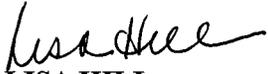
ON-CALL TRANSPORTATION ENGINEERING SERVICES TASK ORDER WORK PROGRAM

SUBMISSION DEADLINE: Wednesday, February 24, 2016 at 11:30 AM (ET)

PRE-BID CONFERENCE: NO
 YES **Tuesday, February 09, 2016 at 10:00 AM (ET)**

Mandatory: NO
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Location: RI DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL, CONFERENCE ROOM 'A' (2ND FLOOR)
PROVIDENCE, RI 02908

Buyer Name: 
Title: LISA HILL
CHIEF BUYER

QUESTIONS Prospective bidders are hereby notified that all questions pertaining to this contract must be submitted to the Department of Transportation in writing through its website at <http://www.dot.ri.gov/contracting/bids> by accessing the questions & answers menu located within the 'contracting', then 'bidding opportunities' link. Response to the submitted questions will also be posted under this link as an addendum as appropriate. Phone calls will not be accepted.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: NO
 YES: See attached Disk Based Bidding Information

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

**RFP 7550214
REQUESTS FOR PROPOSALS**

FOR

**ON-CALL TRANSPORTATION ENGINEERING
SERVICES TASK ORDER WORK PROGRAM**

<u>PROJECT CATEGORY</u>	<u>PROJECT TITLE</u>
BRDG 001	COMPLEX Bridge Engineering Services
BRDG 002	ROUTINE Bridge Engineering Services
BRDG 003	SIMPLE Bridge Engineering Services
PVMT 001	Highway Engineering Services – RESURFACING
PVMT 002	Highway Engineering Services – IMPROVEMENTS
SWTR 001	Stormwater Management Services - MS4 & EPA Consent Decree Compliance Support Services
SWTR 002	Stormwater Management Services – Statewide Drainage Design Support Services
FACI 001	Facilities Design/Vertical Construction Services

REQUEST FOR LETTERS OF INTEREST/TECHNICAL PROPOSALS

LETTERS OF INTEREST / TECHNICAL PROPOSALS (LOI/TECH) are hereby solicited by the State of Rhode Island Department of Administration (RIDOA)/Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire professional engineering and design services to establish:

RFP 7550214

ON-CALL TRANSPORTATION ENGINEERING SERVICES TASK ORDER PROGRAM
(MULTIPLE CONTRACTS ANTICIPATED)

DBE GOAL: 10 % EACH CONTRACT

INTRODUCTION: RIDOT is seeking qualified Firms to assemble a professional Consultant workforce to provide on-call engineering and design services with multiple contracts to be awarded under each of the following primary transportation disciplines and specified project categories:

<u>PROJECT CATEGORY</u>	<u>PROJECT TITLE</u>	<u>ANTICIPATED CONTRACTS PER CATEGORY</u>
BRDG 001	COMPLEX Bridge Engineering Services	UP TO 4
BRDG 002	ROUTINE Bridge Engineering Services	UP TO 8
BRDG 003	SIMPLE Bridge Engineering Services	UP TO 4
PVMT 001	Highway Engineering Services – RESURFACING	UP TO 8
PVMT 002	Highway Engineering Services - IMPROVEMENTS	UP TO 8
SWTR 001	Stormwater Management Services - MS4 & EPA Consent Decree Compliance Support Services	UP TO 8
SWTR 002	Stormwater Management Services – Statewide Drainage Design Support Services	UP TO 4
FACI 001	Facilities Design / Vertical Construction Services	UP TO 5

MAXIMUM CONTRACT TERM/ VALUE: All project awards under this Program shall follow the intent of the BROOKS ACT (40 U.S.C.1101-1104) in promoting open competition and selection, for on-call (indefinite delivery/ indefinite quantity [IDIQ] type contracting, a maximum length of contract and maximum dollar amount of contract must be defined within the solicitation and contract provisions. Specifically, as defined under Proposed Rules cited under 23 CFR Parts 172.9(3) (i) (ii) published in the Federal Register dated September 4, 2012, any on-call solicitation (1) shall not exceed a maximum contract term of FIVE (5)

YEARS, including the number and period of any allowable contract extensions; and 2) shall specify a maximum total contract amount which may be awarded under said contract. Should additional services be required after an established threshold has been met, the project shall then be re-solicited to select the most qualified consulting firm(s) for the extended services needed.

Accordingly, RIDOT plans to initiate each contract award with a completion date of **THREE (3) YEARS** with the option to extend each contract annually for an additional TWO (2) years pending funding availability and consultant performance for a maximum 5-YEAR contract term. To provide continuity of services, RIDOT plans to re-solicit all on-call solicitations within 2 YEARS so new awards can be established and in place once these originating contracts are completed.

Task assignments will be issued within the FIRST 2 YEARS OF SERVICE and the final annual extensions will be utilized to complete these originating services. All services must be completed within this established timeframe.

Upon completion and within the duration of the 5-YEAR TERM, the MAXIMUM VALUE PER CONTRACT and the MAXIMUM ALLOWANCE PER TASK ORDER as determined per Project Category is hereby defined as follows:

BRIDGE ENGINEERING SERVICES:

PROJECT CATEGORY	ESTIMATED CONTRACTS	MAX ALLOWANCE PER TASK ORDER	MAX VALUE PER CONTRACT	MAX TERM PER CONTRACT
BRDG 001 - COMPLEX	UP TO 4	\$4 MIL	\$10 MIL	5 YEARS
BRDG 002 - ROUTINE	UP TO 8	\$2.5 MIL	\$ 8 MIL	5 YEARS
BRDG 003 - SIMPLE	UP TO 4	\$1.5 MIL	\$ 6 MIL	5 YEARS

HIGHWAY ENGINEERING SERVICES:

PROJECT CATEGORY	ESTIMATED CONTRACTS	MAX ALLOWANCE PER TASK ORDER	MAX VALUE PER CONTRACT	MAX TERM PER CONTRACT
PVMT 001 - RESURFACING	UP TO 8	\$2 MIL	\$ 6 MIL	5 YEARS
PVMT 002 - IMPROVEMENTS	UP TO 8	\$2 MIL	\$ 6 MIL	5 YEARS

STORMWATER MANAGEMENT SERVICES:

PROJECT CATEGORY	ESTIMATED CONTRACTS	MAX ALLOWANCE PER TASK ORDER	MAX VALUE PER CONTRACT	MAX TERM PER CONTRACT
SWTR 001 – MS4/ EPA Compliance	UP TO 8	\$1 MIL	\$ 2.5 MIL	5 YEARS
SWTR 002 – Drainage Support	UP TO 4	\$750,000.00	\$ 1 MIL	5 YEARS

FACILITIES DESIGN/ VERTICAL CONSTRUCTION SERVICES:

CATEGORY	ESTIMATED CONTRACTS	MAX ALLOWANCE <u>PER TASK ORDER</u>	MAX VALUE <u>PER CONTRACT</u>	MAX TERM <u>PER CONTRACT</u>
FACI 001	UP TO 5	\$3 MIL	\$5 MIL	5 YEARS

LETTER OF TRANSMITTAL: Prime Consultants must specify in their **LETTER OF TRANSMITTAL** the specific project services for which they are applying as defined by the PROJECT CATEGORY and TITLE assigned under each transportation discipline (i.e. BRDG 002/ ROUTINE; BRDG 002/SIMPLE and PVMT 001/RESURFACING). If all categories are requested than all categories must be cited. **Consideration will be given to only those specified categories requested in the transmittal letter.**

Firms responding as a Prime Consultant may not respond as a Subconsultant on another Project Team within the same discipline, but are not precluded from responding as a Subconsultant on another Project Team within a different discipline.

NEGOTIATION / FIXED FEE: Upon contract award, all services for all disciplines shall be initiated through assigned **TASK ORDERS** with the specific scope of work disseminated by the assigned DOT Project Manager to the Consultant Firm with all costs and fees negotiated in line with the approved financial documentation as cited in the Consultant’s FINAL FEE PROPOSAL. Only approved personnel shall be utilized on projects and any deviation in personnel status must be disclosed in writing to the Project PM for qualification approval. Any monetary increases in base rates are automatically accepted as long as they do not exceed the maximum established current market value base rate currently at **\$55.00/HR**. Fixed Fee for all awards will be set at **10% and will remain at 10%** for the lifetime of each award.

TASK ORDER SELECTION: At the point of award, multiple contracts will be executed to a definitive number of Consultants to be issued PER PROJECT CATEGORY assignment. For all task assignments issued under this Program, in order to ensure the most suitable and appropriate services are provided, RIDOT shall qualitatively select between the awarded Consultants within each PROJECT CATEGORY by requesting each to submit a Technical Proposal to the RIDOT Managing Section based on the task assignment scope provided. RIDOT will then evaluate each Technical Proposal received and select the Firm based on the most suitable Project Approach and anticipated Schedule proposed. The assigned RIDOT Project Manager would then negotiate the hours and fees associated with the selected Firm until all costs have been finalized.

PRE-AWARD REVIEW: The selected Consulting Firms along with their applicable sub-consultants must undergo a Pre-Award Review to be performed by the RIDOT External Audit Section. For information regarding all documents required for INDIRECT COST RATE submissions, the **RIDOT AUDIT HANDBOOK** can be found on the RIDOT website @ www.dot.ri.gov listed under the “Contractors and Consultants” link.

At the point of advertisement all work generated under the **BRIDGE and PAVEMENT** categories and **STORMWATER DRAINAGE** project category will be 100% FEDERALLY FUNDED; **STORMWATER MS4/EPA COMPLIANCE and FACILITIES** project categories will each be 100% STATE FUNDED. With regard to the STATE FUNDED Categories: Facilities architectural services provided will be paid on a LUMP SUM basis

providing fully-inclusive fixed pricing for services negotiated under each TASK ORDER. For design services requested under the MS4/ EPA Compliance contracts, per RIDOT policy, each selected CONSULTANT'S approved Indirect Cost Rate will be subject to the Department's **125.0 % CAP**. If the Indirect Cost Rate factor is less than the imposed 125.0% CAP, the lower rate will be used by the Consultant. For the remaining FEDERALLY FUNDED categories, there will be no Overhead CAP imposed but the ICRs submitted will still be subject to formal approval by RIDOT.

LOI/TECH submittals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program*, or "RIVIP" as it is known, @

<http://www.purchasing.ri.gov>

All Respondents are advised to review all sections of this request thoroughly and to follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

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

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

- All Respondents **MUST** register online at the Rhode Island Vendor Information Program (RIVIP) Internet website @ <http://www.purchasing.ri.gov>
- A fully-completed signed **RIVIP Bidder Certification Cover Sheet** – All **THREE** pages **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three-page document may result in disqualification.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 and request the RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM – 4:00 PM.
- The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, Respondents are hereby advised that in line with the Federal Acquisition Regulations any federal contract based on the services requested may require that the State obtain evidence of E-VERIFY compliance from the successful Respondent.
- The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for an award.

- Services provided by the successful Consultant - and if applicable any sub-contracts generated through this Contract - shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Consultant shall carry out applicable requirements of 49 C.F.R., Part 26, Participation of Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs, in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the recipient deems appropriate.
- All costs associated with developing and submitting a Proposal in response to this RFP, and to provide oral or written clarification of its content shall be borne by the Consultant. The State assumes no responsibility for these costs.
- It is intended that an award pursuant to this RFP will be made to a Prime Consultant, who will assume responsibility for all aspects of the work. Joint venture(s) will not be considered, but sub-contract(s) are permitted provided the sub-consultant(s) proposed are clearly identified with the type of work to be performed in response to this RFP.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2010 Edition*, which is currently available on-line @ www.dot.state.ri.us.
- Respondents must possess written **QA/QC procedures** for design in place and submit as part of proposal submission for RIDOT review.
- Persons or consulting firms practicing architectural/ engineering services in the State of Rhode Island must possess a proper registration and/ or Certificate of Authorization at the time of submission in accordance with RI Gen Laws 5-8. A copy of the current Rhode Island Certificate of Authorization FOR THE CONSULTANT FIRM *and* current Rhode Island registrations(s) FOR THE INDIVIDUAL(S) who would perform the specified engineering services required must be included in Proposal submission. The State Board for Design Professionals can be contacted as follows:

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

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

- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.
- In accordance with RI Gen. Laws 7-1.1-1401, no **foreign corporation** (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357.
- EACH contract award has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal. In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed must be included in LOI/TECH Submission along with a copy of current state certification letter(s). DBE certifications must be approved at the time of submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 10% of Total Contract costs. Be advised that this requirement will apply for the lifetime of the contract; the PRIME Consultant will be responsible to submit a MONTHLY DBE UTILIZATION REPORT documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package. A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website @ www.mbe.ri.gov. Any questions should be directed to:

RIDOT Office of Business and Community Resources
Room 110, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

ADDITIONAL REQUIRED FORMS:

Besides the **RIVIP Bidder Certification Cover Sheet** -as required at the State level and obtained through the RIVIP website, RIDOT also requires that the following **FIVE (5) FORMS** be completed and included in your submission package under separate TAB in line with federal regulations and departmental policy. All FORMS will be reviewed for completeness and at the point of award will be made part of Contract.

- **DEBARMENT FORM:** Must be completed and signed by an authorized agent of your Firm.
- **LOBBYING FORM:** Enter known project information on PAGE 1 (DESCRIPTION etc.); Form must be completed and signed by an authorized agent of your Firm.
- **CONFLICTS DISCLOSURE STATEMENT:** In line with directions stated, completed FORM(s) must be signed and submitted accordingly. At a minimum, FORM shall be completed by Board of Directors and key personnel to be assigned to Project.
- **W-9 FORM:** Must be completed and signed by authorized agent of your Firm. ***Form may be downloaded @ www.purchasing.ri.gov.***
- **CERTIFICATION FOR TITLE VI ASSURANCE:** Shall be fully-completed and submitted accordingly

All FORMS (except W-9) are attached to solicitation and shall be completed and copies submitted along with each PROPOSAL submission. ("ORIGINAL" & COPIES). Please note, for W-9 FORM only, one (1) unbound "Original" copy is required at time of submission. Copies of W-9 need not be included in individual proposal submissions.

INSTRUCTIONS FOR PROPOSALS:

Respondents are required to submit their qualification requirements under ONE (1) PROPOSAL submission with evaluative materials applicable to each transportation discipline (BRIDGE, PAVEMENT, STORMWATER, FACILITIES), separately tabbed and labeled accordingly within Proposal document. Within each tabbed discipline shall include the specified qualification requirements as outlined in the individual SCOPES OF WORK defined herein for the project categories requested. For instance, if you are applying for all 3 BRIDGE categories cited, the BRIDGE TAB shall include all the required resumes, certifications, project experience etc. applicable to all project categories (BRDG 001, BRDG 002, BRDG 003) for which you are applying.

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

- **Letter of Transmittal:** A Letter of Transmittal must accompany response signed by an owner, officer, or other authorized agent of the consulting firm. Letter shall document under which Project Categories your firm shall be considered under this RFP.
- **RIVIP BIDDER CERTIFICATION FORM:** ALL THREE (3) Pages **MUST** accompany each response submitted. Failure to make a complete submission of this document may result in disqualification. **(SEE GENERAL NOTIFICATIONS).**
- **PROPOSAL FORMAT:** Only **ONE (1) ORIGINAL** hard copy of LOI/TECH is required and must be **spiral** bound and contained in a single volume. LOI/TECH must be prepared on 8 1/2" x 11" letter sized white paper, sequentially numbered and font size shall be a minimum of 12 POINTS. There will be **NO 25 PAGE NARRATIVE** required under this RFP and additional materials other than those cited below are discouraged; non-compliance to this directive will be taken into consideration in the final ranking. LOI/TECH must contain a **Table of Contents** that cross-references the qualifications associated with each discipline with specific pages in the LOI/TECH submission.
- **CD-ROMs Required:** Clearly labeled CD ROM (**TEN (10) COPIES**) shall be included along with single hard copy of Original Proposal submission. Copies should be self-contained in marked sealed envelope. RIDOT requires that the electronic version of said Proposals be submitted in Adobe PDF format.
- **RIDOT Scope of Work and Addenda:** Respondents shall include as part of LOI/TECH Proposal submission a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.
- **PROPOSAL CONTENT:** For RIDOT review and selection consideration, Respondents shall provide within their LOI/TECH submission separately labeled **TAB(S)** inclusive of evaluative materials applicable to each transportation discipline (**BRIDGE, PAVEMENT, STORMWATER, FACILITIES**). Information materials provided shall be in line with the selection criteria established in this RFP and any specified qualifications as cited in the individual Scopes of Work provided herein. Within each tabbed discipline shall include the qualification requirements for the project categories requested limited to the following review materials for evaluation and scoring:

PROPOSAL TAB(S)	REQUIRED REVIEW MATERIALS
<p>BRIDGE: 001 – COMPLEX 002 – ROUTINE 003 - SIMPLE</p>	<ul style="list-style-type: none"> • Key Resumes of proposed personnel inclusive of any required registrations/certifications; assigned Project Manager PER CATEGORY • Similar Project Experience (Limited to 3 Projects PER CATEGORY) • Current Workload and Completions Dates specific to <u>Bridge Design</u> Projects • Subconsultant Proposal(s) PER CATEGORY • DBE Participation PER CATEGORY <p>In addition to:</p> <ul style="list-style-type: none"> • Any specified qualification(s) as cited in the BRIDGE Scope of Work
<p>PAVEMENT: 001 – RESURFACING 002 - IMPROVEMENTS</p>	<ul style="list-style-type: none"> • Key Resumes of proposed personnel inclusive of any required registrations/certifications;; assigned Project Manager PER CATEGORY • Similar Project Experience (Limited to 3 Projects PER CATEGORY) • Current Workload and Completions Dates specific to <u>Road Design</u> Projects • Subconsultant Proposal(s) PER CATEGORY • DBE Participation PER CATEGORY <p>In addition to:</p> <ul style="list-style-type: none"> • Any specified qualification(s) as cited in the PAVEMENT Scope of Work
<p>STORMWATER: 001 – MS4/ EPA COMPLIANCE 002 – DRAINAGE SUPPORT SERVICES</p>	<ul style="list-style-type: none"> • Key Resumes of proposed personnel inclusive of any required registrations/certifications; assigned Project Manager PER CATEGORY • Similar Project Experience (Limited to 3 Projects PER CATEGORY) • Current Workload and Completions Dates specific to <u>Stormwater Services</u> Projects • Subconsultant Proposal(s) PER CATEGORY • DBE Participation PER CATEGORY <p>In addition to:</p> <ul style="list-style-type: none"> • Any specified qualification(s) as cited in the STORMWATER Scope of Work
<p>FACILITIES: 001 – DESIGN/VERTICAL CONSTRUCTION</p>	<ul style="list-style-type: none"> • Key Resumes of proposed personnel inclusive of any required registrations/certifications; assigned Project Manager PER CATEGORY • Similar Project Experience (Limited to 3 Projects PER CATEGORY) • Current Workload and Completions Dates specific to <u>Facilities Design</u> Projects • Subconsultant Proposal(s) PER CATEGORY • DBE Participation PER CATEGORY <p>In addition to:</p> <ul style="list-style-type: none"> • Any specified qualification(s) as cited in the FACILITIES Scope of Work

STAFF QUALIFICATIONS / PROJECT TEAM

- **Firm/ Staff Qualifications:** The Firm must possess a **minimum of 5 YEARS** engineering experience in the selected transportation discipline selected. For all project categories cited, as part of the evaluation process, RIDOT will assess each Consultant’s technical capacity and relative size in relationship to the specific project category and scope selected. Given the on-call nature of these services and the workload anticipated, consulting firms selected must possess the capability to design numerous work assignments simultaneously and the capacity to perform said services concurrently. Respondents are to include 1) resumes of overall key personnel to be assigned including identification of the specific Project Manager to be assigned PER PROJECT CATEGORY. Current office location of all assigned personnel cited must be included.
- **Sub-Consultant(s):** The Respondent must disclose the identity and work arrangements established between the Prime and proposed Sub-Consultant firm(s), if any, to be assigned PER PROJECT CATEGORY. Full disclosure of the proposed Sub-consultant Project Team requires 1) resumes of overall key personnel to be assigned including identification of the specific Project Manager to be assigned PER PROJECT CATEGORY. Please include Cover Letter from SUB to PRIME prefacing each sub-consultant proposal provided.
- **Organizational Chart:** The Respondent shall briefly describe how the proposed organizational structure will address the full scope of the services requested. Project Management and assigned services shall be documented on chart provided. Additionally, please include the name of Project Manager assigned each organization cited on chart.

SIMILAR PROJECT EXPERIENCE

- **Project Listing:** Within each TAB, Respondents shall include a project listing presented **PER CATEGORY** of projects similar in concept to the respective categorical types that have been completed within the last **TEN (10) YEARS**. Respondents may submit a maximum of **THREE (3)** projects PER CATEGORY. Information provided shall include a brief description of the project and relevance to the requested services. Specifics include scope, size, contract duration and final construction cost. (MAX 2 PAGES)

As defined in each of the SCOPES OF WORK provided, each Project Category defines a minimum construction cost requirement with regard to the similar project experience presented:

BRDG 001 - COMPLEX	Minimum \$30 MIL
BRDG 002 - ROUTINE	Over \$3 MIL
BRDG 003 - SIMPLE	Under \$3 MIL

PVMT 001- RESURFACING	Under \$1 MIL
PVMT 002- IMPROVEMENTS	Over \$3 MIL

SWTR 001 – MS4/EPA COMPLIANCE	NOT APPLICABLE
SWTR 002 – DRAINAGE SUPPORT	NOT APPLICABLE

FACI 001- FACILITIES / VC	Minimum \$1 MIL
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With respect to each project cited, Respondent shall provide the client **names, addresses, and contact information (Phone & E-mail)**. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performances of services provided. RIDOT will take into consideration a consulting firm's past demonstrated ability and flexibility to provide engineering services outside of their normal range of design services on previous work performed.

CURRENT WORKLOAD

- **Current Workload:** Respondents must include a current listing of projects contracted to perform and their anticipated completion dates. Each TAB shall include a list of those current projects assigned under each transportation discipline requested (BRIDGE, PAVEMENT, STORMWATER, FACILITIES). RIDOT will take into consideration not only the quality of work performed but also the timeliness of requested submissions, adherence to project schedule, and responsiveness to requests.

DBE PARTICIPATION

- **Each anticipated contract has been assigned a 10% Disadvantaged Business Enterprise (DBE) Goal.** In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) PER CATEGORY must be included in Proposal submission along with a copy of current state certification letter(s). DBE certifications must be *approved* at the time of proposal submission to ensure DBE compliance and availability. If DBE is Sub-consultant – please include current certification as part of Sub-consultant proposal information.

Once **Final Selection recommendations** have been determined, the **selected** Consulting Firms will be required to submit the following documentation to RIDOT for review and acceptance **prior to contract award**:

- **Commitment to Affirmative Action:** Respondents must provide a copy of their current Affirmative Action Plan to the State EEO Office for compliance review and approval.
- **Financial Status:** In line with RIDOT TAC-0255, *“Financial Statements for Professional Services Contracts”*, the selected Consultants will be required to submit a **Financial Review Report** to RIDOT for review. All financial documentation submitted will be kept confidential and on permanent file in the Contract Administration Office.

PRE-PROPOSAL MEETING

Interested Respondents are encouraged to attend a public Pre-Proposal Meeting to be held on TUESDAY, FEBRUARY 9, 2016 @ 10:00 AM at the RIDOA/ Office of Purchases, Conference Room “A”, 2nd Floor, One Capitol Hill, Providence, RI 0290.

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

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

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

ON-LINE QUESTIONS

Any pertinent questions subsequent to this solicitation may be posted at the RIDOT'S "Bidding Opportunities" web page accessible at: <http://www.dot.ri.gov/contracting/bids> and follow the link to "?" to submit questions for this solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu. The Q & A Forum will disable 5 FULL CALENDAR DAYS prior to the project due date. Therefore, questions will not be accepted **after NOON on FEBRUARY 18, 2016**. Upon the close of questions, all questions received and responses posted by RIDOT will be subsequently posted as a formal ADDENDUM on the RIVIP Website and therefore incorporated as part of this RFP.

SUBMISSION REQUIREMENTS & DUE DATE

NOTE: Due to the high volume of Proposals anticipated, per RIDOA instruction, please note *special submission requirements cited for this RFP submission.

Upon review of the Scope of Work (SOW), clearly marked * **ONE (1) "ORIGINAL" AND TEN (10) DISK COPIES** of completed Proposal submission should be sent to the Division of Purchases by the specified deadline to the address listed below.

All requested documentation (single hard copy and disks) is to be either mailed or hand delivered in a sealed envelope marked: "RFP 7550214 - ON-CALL TRANSPORTATION ENGINEERING SERVICES TASK ORDER WORK PROGRAM" by **FEBRUARY 24, 2016 no later than 11:30 A.M.** to:

COURIER OR MAIL:
RI Department of Administration
Division of Purchases (2nd fl)
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above referenced due date and time will not be considered. (SEE GENERAL NOTIFICATIONS)

EVALUATION AND SELECTION:

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

Selection recommendations under each of the individual transportation disciplines with the recommended Consultant Firms assigned per Project Category:

<p>1. FIRM/ STAFF QUALIFICATIONS</p> <ul style="list-style-type: none"> • Does the Firm possess the minimum 5 YEARS engineering/design experience with respect to the transportation discipline(s) requested under this RFP? • Were key personnel cited and assigned Project Managers listed PER PROJECT CATEGORY? • Were office locations disclosed? • Does the Firm possess the capability to design numerous work assignments simultaneously and the capacity to perform said services concurrently? • Was an organizational chart provided? Were all anticipated technical services represented? 	<p>0 - 40 POINTS MAX</p>
<p>2. SIMILAR PROJECT EXPERIENCE</p> <ul style="list-style-type: none"> • Did the Consultant provide a maximum of THREE (3) projects completed PER PROJECT CATEGORY requested, each completed within the last TEN (10) YEARS? Was a brief description of project services included?? • With regard to the similar projects presented and contacts listed, how was the Consultant's performance rated? • Has the Consultant previously demonstrated their ability and flexibility to provide engineering services outside of their normal range of design services on previous work performed? • Does experience presented demonstrate a working knowledge of all State and Federal transportation laws as well as RIDOT'S design and construction policies, procedures and standard specifications? 	<p>0 - 30 POINTS MAX</p>
<p>3. CURRENT WORKLOAD</p> <ul style="list-style-type: none"> • Was a current listing of active design projects provided for the disciplines requested along with their anticipated completion dates? 	<p>0 – 20 POINTS MAX</p>
<p>4. DBE PARTICIPATION</p> <ul style="list-style-type: none"> • Were approved RI DBE Certifications provided for each DBE firm proposed? • Is the PRIME a RI Certified DBE Firm? 	<p>0 - 10 POINTS MAX</p>
<p style="text-align: right;">MAXIMUM SCORE:</p>	<p>100 POINTS MAX</p>

NOTE: The top-ranked Firms within each discipline (BRIDGE, PAVEMENT, STORMWATER MANAGEMENT, and FACILITIES DESIGN) will be recommended for Final Section consideration. The number of firms selected will be determined by the quantity of responses received and qualifying proposals accepted; based on the final evaluation, it will be at RIDOT's discretion to determine the final number of contracts to be awarded within each Project Category.

Upon completion of the written evaluation of all LOI/TECH submissions, the Technical Review Committee may, at its discretion, contact the top-ranked candidate consulting firm(s) to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

The TEC'S final selection recommendations will then submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final selection recommendations will be presented to the State's Architectural / Engineering Consultant

Services Selection Committee for consideration. Upon final selection approval from the Director of Administration, all Respondents will be notified that final selections have been made.

NEGOTIATION / AUDIT STATUS

The selected Consultant Firms will be directed to submit a formal Financial Proposal to RIDOT. The Prime and and/or Sub-consultant(s) will be required to undergo a pre-award review conducted by the RIDOT External Audit Section. Pre-award reviews may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal agency or an audit performed by another local governmental agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by the RIDOT External Audit Section prior to contract award. Access to the **RIDOT AUDIT HANDBOOK** can be found on the RIDOT website @ www.dot.ri.gov listed under the "Contractors and Consultants" link.

CONTRACT AWARD

The successful Respondents must be prepared to provide necessary data to support all costs associated with project expenditures.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

SCOPE OF WORK FOR ON-CALL BRIDGE ENGINEERING SERVICES:

INTRODUCTION: RIDOT is seeking to procure the services of **MULTIPLE** qualified engineering consulting firms to establish on-call bridge design services contracts for the purpose of **bridge rehabilitation, bridge replacement, bridge repair, and bridge preservation** of bridges statewide. The selected qualified consulting firms will be required to perform the requested bridge design tasks as defined herein. On-Call services under this selection shall be coordinated and managed under the direction of RIDOT'S Bridge Design Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

Bridge Design Contracts will be established in **THREE (3) PROJECT CATEGORIES** defined as follows:

- **BRDG 001: COMPLEX BRIDGE PROJECTS** shall be defined as Simple or Multiple long span bridges such as segmental post tensioned concrete box girders, steel box girders, steel curved girders, steel truss or arches, cast-in-place concrete arch bridges, prestressed concrete girder bridges with curved decks, integral & semi-integral structures, and any structures requiring complex modeling or analyses. Projects may also include complex foundation types such as drilled shafts or large diameter pipe piles; complex roadway & bridge geometry or features intersected; difficult site constraints and conditions; potential subsurface investigation, environmental permitting, historical resource coordination, and utility relocation and/or coordination.
- **BRDG 002: ROUTINE BRIDGE PROJECTS** shall be defined as Simple or Multiple span bridges such as straight steel girders, prestressed concrete girders, post tensioned concrete box girders, continuous concrete slab bridges or any structures requiring moderate or routine modeling and/or analysis. Projects may also include typical foundation types, such as piles and spread footings; MS&E Walls; routine roadway & bridge geometry or features intersected; potential subsurface investigation, environmental permitting, historical resource coordination, and utility relocation and/or coordination.
- **BRDG 003: SIMPLE BRIDGE PROJECTS** shall be defined as Simple span bridges or culverts 25 feet or less in length without complicated roadway geometry or features intersected. Structure types may include steel, concrete, stone masonry or timber. Projects may include potential subsurface investigation, environmental permitting, historical resource coordination, and utility relocation and/or coordination.

NOTE: All categories of projects may involve bridge replacement, rehabilitation, preservation or repairs (routine, emergency or high priority).

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

Accordingly, RIDOT plans to initiate each contract award with a completion date of THREE (3) YEARS with the option to extend each contract annually for an additional TWO (2) years pending funding availability and consultant performance for a maximum 5-YEAR contract term. **Task assignments will be assigned within the FIRST 2 YEARS OF SERVICE and the final annual extensions will be utilized to complete these originating services.** To provide continuity of services, RIDOT plans to re-solicit all on-call solicitations during the current contract term so new awards can be established and in place once these originating contracts are completed.

Upon completion and within the duration of the 5-YEAR TERM, the MAXIMUM VALUE PER CONTRACT and the MAXIMUM ALLOWANCE PER TASK ORDER as determined per Project Category is hereby defined as follows:

PROJECT CATEGORY	ESTIMATED CONTRACTS	MAX ALLOWANCE PER TASK ORDER	MAX VALUE PER CONTRACT	MAX TERM PER CONTRACT
BRDG 001 – COMPLEX	UP TO 4	\$4 MIL	\$10 MIL	5 YEARS
BRDG 002 – ROUTINE	UP TO 8	\$2.5 MIL	\$ 8 MIL	5 YEARS
BRDG 003 – SIMPLE	UP TO 4	\$1.5 MIL	\$ 6 MIL	5 YEARS

PROJECT ASSIGNMENTS: Project assignments will be made solely at RIDOT’s discretion. There are no assurances or guarantees of projects being assigned under each Contract and, RIDOT reserves the right to revoke or cancel an assignment at any time. The RIDOT Bridge Engineering Section anticipates assigning bridge projects to each consulting firm based on their qualifying category type (Complex, Routine, or Simple) and overall scope of the project. Assignments may consist of an individual bridge or a group of bridges which may be combined according to similarity of scope, location, permitting, adjacent RIDOT projects, emergency situations and other factors.

QUALIFICATION REQUIREMENTS AND SPECIFICS:

For EACH PROJECT CATEGORY defined:

- Respondents must demonstrate **a minimum of FIVE (5) YEARS bridge engineering experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT’S design and construction policies, procedures and standard specifications.
- In accordance with RI General Laws, the selected consulting firms must maintain the required registration in the State of Rhode Island as a **Professional Engineer** for the defined contract term. This requirement shall apply to both Prime and applicable Subconsultants(s) providing engineering services under this contract. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island registrations(s), FOR THE INDIVIDUAL(S) who would perform the specified engineering services required must be included behind the front page of each copy of the proposal **at the time of submission.**
- Documentation of **Quality Assurance & Control (QA/QC) procedures** shall be provided in the proposal. Documentation is defined as a company policy or excerpt from a company’s standard operations manual which requires that a QA/QC program is in place.

For BRDG 001- COMPLEX Bridge Engineering Services:

- Defined project experience (Limit 3 Projects Presented) shall include projects with a minimum construction cost requirement of a **MINIMUM \$30 MIL.** Information provided shall include a brief description of the project and relevance to the requested project services. Specifics shall include scope, size, contract duration and final construction cost. (MAX 2 PAGES)
- Previous expertise on projects utilizing any innovative bridge technologies shall be taken into consideration

For BRDG 002- ROUTINE Bridge Engineering Services:

- Defined project experience (Limit 3 Projects Presented) shall include projects with a minimum construction cost requirement **OVER \$3 MIL.** Information provided shall include a brief description of the project and relevance to the requested project services. Specifics shall include scope, size, contract duration and final construction cost. (MAX 2 PAGES)
- Previous expertise on projects utilizing any innovative bridge technologies shall be taken into consideration.

For BRDG 002- SIMPLE Bridge Engineering Services:

- Defined project experience (Limit 3 Projects Presented) shall include projects with a minimum construction cost requirement **UNDER \$3 MIL.** Information provided shall include a brief description of the project and relevance to the requested project services. Specifics shall include scope, size, contract duration and final construction cost. (MAX 2 PAGES)
- Previous expertise on projects utilizing any innovative bridge technologies shall be taken into consideration.

GENERAL REQUIREMENTS AND SPECIFICS: The following requirements shall be undertaken, as applicable, on all projects:

The bridge design services contemplated shall, in general, consist of preparing the necessary contract documents, plans, specifications, quantities, and estimates, as outlined in the **THREE (3) PROJECT CATEGORIES** defined in this Scope of Work. Prior to an assignment, the RIDOT Bridge Engineering Section will identify the structure category, as described above, any specific design parameters and the proposed scope of work.

The existing RIDOT Bridge Inspection Reports will be made available to each Consultant for information only. Each Consultant will be responsible for conducting its own field observations/inspections & testing services to gather additional information as necessary. Plans of the existing bridge (when available) will be made available for use.

The work shall, in general, consist of the preparation of contract plans, specifications, quantities, and

estimates for the work required. The development of the complete final design may be accomplished either through submission of a Bridge Type Study or Inspection/Testing/Evaluation Report followed by the 30%, 90% , PS&E and Advertising plan submissions, or as otherwise instructed by RIDOT at the time of the work assignment. It should be noted that a Bridge Type Study will only be required for complex bridge projects to select the most suitable alternative.

Work may involve, but is not limited to: performing an in-depth inspection and/or testing and evaluation of the structure and its approaches to formulate the approximate limits and scope of improvements; gathering information concerning hydraulics, geotechnical, utilities, alignment, historical data; conducting photogrammetric and field surveys (to establish benchmarks, reproduce property lines, etc.); conducting geotechnical investigations; preparation of a hydraulic study and report, preparation of environmental coordination and/or permitting for all applicable permitting agencies; historical coordination and documentation; utility coordination and locating, if needed; preparation of Maintenance and Protection of Traffic Plans (MPT) and Traffic Management Plans (TMP); attendance at meetings; preparation of visual aids and presentations. Designs shall take into consideration constructability, sequencing, scheduling, and phasing, and address issues such as construction cost and duration of alternatives, inconvenience to the public and traffic maintenance. Work shall be coordinated with the applicable sections within RIDOT as required. All work shall be prepared in accordance with RIDOT design policies and procedures, as well as the latest edition of the RIDOT Bridge Design Manual and AASHTO LRFD Bridge Design Specifications.

Design plans may contain multiple bridges to be completed under one construction contract or, plans may be prepared on the basis of single bridge structures completed under individual construction contracts.

For bridges over railroads, the Consultant shall consider the most recent AREA Manual for applicable railroad clearances and any other specific requirements. Each Consultant may be required to obtain the necessary Railroad Insurance, safety training and, enter into engineering agreements with AMTRAK, the Providence and Worcester Railroad Company, or any other rail road companies and the State of RI. The cost of railroad safety services will be covered directly by RIDOT. Cost for General liability insurance required by the Railroad shall be borne by each Consultant; however it can be carried as a direct expense to be paid by RIDOT.

The Consultant shall be responsible for any cost associated with the purchase of software required to perform the requested services.

Each Consultant will be responsible for the review of all shop drawings, Contractor submittals and, requests for information (RFI) as well as field reviews, site visits, meetings, and inspections as directed by RIDOT.

Submission of Monthly Progress Reports to RIDOT will be required. Monthly Progress Reports must outline work-hours and costs expended, and a statement as to whether or not there are sufficient work-hours remaining to complete the effort as proposed. Payment invoices will be processed only if the required Monthly Progress Reports are current. Progress reports shall be submitted monthly in RIDOT's standard format per DPM No. 230.05.

The proposal format for the Inspection/Evaluation Phase and Final Design Phase (Preliminary to PS&E) must be submitted on RIDOT's standard WBS FORM that describes each work item or task for each phase of the contract. All work-hours for each staff level must be shown for each work item or task anticipated. Sample forms are available on the Department's website link to the Project Management Portal (PMP).

Each Consultant may be required to prepare design schedules which are anticipated to consist of milestones for design progress submittals, reports, permitting, and other major steps in the design process rather than for individual design activities.

Each Consultant shall be required to coordinate, assist, and provide project details to RIDOT's construction scheduler at the latter stages of the design phase.

Each Consultant shall identify in their proposals the necessary sub-consultants or sub-contractors, or whether they intend to self-perform, to perform the following services. Consultants shall provide the necessary qualifications and resumes for these sub-consultants or sub-contractors.

- Geotechnical Services
- Subsurface Investigation Services (i.e. Test Pits and Soil Borings)
- Survey
- Historical/Cultural (i.e. Section 4f, 106, etc.)
- Environmental (i.e. Permitting, Hydraulic Studies and Reports, Hazmat, Soil Management, SWPPP, landscaping, etc.)
- Electrical (i.e. lighting, etc.)
- Maintenance & Protection of Traffic Control
- Traffic Data Collection
- Materials Testing (i.e. GPR, concrete cores, etc.)
- Utility Locating

Field evaluations shall provide sufficient data to enable the Consultant to determine the extent of work necessary. Areas of significant deterioration shall be documented by photographic means. Inspection observations shall be furnished to the State in summary form and shall include recommendations for work to be accomplished. Furnished data shall be sufficient to describe the areas involved and to outline the necessary work along with any other information required to adequately describe the work.

The Consultant shall provide traffic control services as needed for field reviews, bridge inspection, and any other activities where it is needed in accordance with the MUTCD.

It is anticipated that some Right-of-Way taking or easement may be required, and the development of Right-of-Way plans plats, descriptions, and Structure Disposition lists may be required.

When major reconstruction and/or alignment modifications are anticipated, a Public Workshop for the purpose of public participation and feedback may be anticipated.

Traffic and vehicular classification counts will either be provided by RIDOT or taken by the Consultant and coordinated with the RIDOT Traffic Management Center (TMC).

Utility locating services may be required to confirm the locations of utility services locating within the project limits.

Subsurface Investigation, i.e. soil borings and test pits if required, will be obtained by Consultant.

Compensation will be as a direct pay item without profit. The Consultant will be responsible for the layout and coordination of the subsurface investigation program. The *AASHTO Subsurface Investigation Manual* shall be used as a guideline in development and layout of the subsurface investigation program. Geotechnical Data and Interpretive reports shall be prepared as a result of the subsurface investigation detailing the findings.

As part of the Contract, it is required to evaluate the bridge and its approaches for meeting the appropriate current geometric, guardrail, safety, and traffic signage standards and guidelines.

Documentation of each Consultant's design process Quality Assurance & Control (QA/QC) procedures shall be provided in the proposal. Documentation is defined as a company policy or excerpt from a company's standard operations manual which requires that a QA/QC program is in place. A copy of those procedures shall also be included in the proposal.

TERMS AND RESPONSIBILITIES: Each Consultant shall act responsibly and perform their duties as follows:

Each Consultant shall permit RIDOT to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by RIDOT.

Each Consultant shall be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner as RIDOT shall require, the services of personnel experienced in the pertinent technical fields described in the Scope together with administrative and clerical personnel. Any person who, in RIDOT's opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT's best interest, shall be removed from the project payroll immediately upon RIDOT request.

Each Consultant, upon request by RIDOT, shall furnish statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person.

Each Consultant shall keep separate accounts on an individual design project basis of all costs for engineering services under the terms of this Contract and shall submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the Consultant's original records.

All field notes, records, computations, work sheets, drawings, bridge data, correspondence, and all other property resulting from the Consultant's services under this Contract will be the permanent property of RIDOT. RIDOT reserves the right to withhold the final payment to the Consultant until all property is transferred to RIDOT.

The Consultant and their engineering sub-consultants shall maintain the required registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract. Any non-engineering sub-consultants or sub-contractors shall also possess any required registrations pertaining to their type of business in the State of Rhode Island for the lifetime of the Contract.

As the work progresses, the workload handled by RIDOT may increase or decrease. RIDOT reserves the right to add or withdraw individual projects, or portions thereof under each Contract, in keeping with its workload, without regard to the status of completion of the individual projects.

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

Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress reports must outline work accomplished; hours and costs expended; outstanding questions which require resolution. Payment invoices will be processed only if the required progress reports are current.

Each Consultant shall also be required to maintain the assigned **10% DBE Goal** requirement for the lifetime of the Contract. Each Consultant shall be required to submit a MONTHLY DBE UTILIZATION REPORT documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

Each Consultant shall provide written notification to RIDOT Bridge Engineering Section of any change in personnel and/or assignment regarding both Prime and Sub-Consultant(s) services for the lifetime of the Contract. The date of RIDOT's response shall serve as the effective date of service for any new personnel or re-assignment proposed.

-END OF BRIDGE SCOPE-

BRIDGE DESIGN CRITERIA FOR THIS PROJECT: The latest editions of the following design criteria, but not limited to, including all the latest revisions and interims, as applicable, are to be utilized in performing duties under this project:

- 1) A Policy on Geometric Design of Highways and Streets
- 2) Highway Capacity Manual
- 3) Manual on Uniform Traffic Control Devices
- 4) Rhode Island Standard Specifications for Road and Bridge Construction
- 5) Rhode Island Standard Details
- 6) RIDOT Design Policy Memos and "To All Consultants" letters
- 7) Rhode Island LRFD Bridge Design Manual
- 8) AASHTO LRFD Bridge Design Specifications
- 9) Federal-Aid Policy Guide (FAPG) 625, Design Standards for Highways
- 10) Federal -Aid Policy Guide (FAPG) 626, Pavement Policy
- 11) Rhode Island Department of Transportation Design Procedures for Pavement Design
- 12) Bridge Welding Code AASHTO/AWS-D1.5m/D1.5
- 13) AASHTO Manual for Bridge Evaluation
- 14) AASHTO Roadside Design Guide
- 15) Guide Design & Construction Specifications for Bridge Temporary Works
- 16) Guide Specifications for Fatigue Evaluation of Existing Steel Bridges
- 17) RIDOT Guidelines for Load and Resistance Factor (LRFR) Rating of Highway Bridges
- 18) AASHTO Guide Specs for LRFD Seismic Bridge Design
- 19) NCHRP Report 350 Recommended Procedures for the Safety Performance Evaluation of Highway Features
- 20) RIDOT Traffic Design Manual
- 21) AASHTO Policy on Design Standards-Interstate System
- 22) RIDOT CAD Standards Manual
- 23) 23 CFR part 650, Bridges, Structures, and Hydraulics
- 24) 3R Policies for Collector Streets and Highways on the Federal Aid System in Rhode Island
- 25) AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals

DATA TO BE SUPPLIED BY THE DEPARTMENT OF TRANSPORTATION: (*Electronic or Hard Copy*):

- 1) Copies of all available bridge and highway plans, right-of-way plans, bridge ratings and design calculations for most bridges are available at the Department of Transportation
- 2) RIDOT may provide all necessary pavement cores on this project, subject to crew availability
- 3) RIDOT Bridge Inspection Reports and photos and Bridge Load Rating Reports
- 4) Geotechnical Data if available
- 5) Traffic counts if available
- 6) Material test data if available
- 7) Historical photographs if available

**SCOPE OF WORK
FOR
ON-CALL HIGHWAY ENGINEERING SERVICES:**

<u>CATEGORY</u>	<u>DESCRIPTION</u>
PVMT 001	Highway Engineering Services - RESURFACING
PVMT 002	Highway Engineering Services - IMPROVEMENTS

INTRODUCTION: RIDOT is seeking to procure the services of **MULTIPLE** qualified engineering consulting firms to establish on-call road design services contracts for the purpose of **pavement resurfacing and pavement improvements** of roadways statewide. The selected qualified consulting firms will be required to perform the requested road design tasks as defined herein. On-Call services under this selection shall be coordinated and managed under the direction of RIDOT'S Road Design Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

Road Design Contracts will be established in **TWO (2) PROJECT CATEGORIES** defined as follows:

- **PVMT 001: RESURFACING PROJECTS** shall be defined as simple resurfacing projects on various roadways throughout the State to preserve the existing pavement structure. Projects may also include minor sidewalk and/or drainage improvements, limited guardrail improvements, potential subsurface investigation, environmental permitting, historical resource coordination and utility relocation and/or coordination.
- **PVMT 002: IMPROVEMENT PROJECTS** shall be defined as complex resurfacing on various roadways throughout the State to preserve and/or replace the existing pavement structure. Projects may also include sidewalk and/or drainage improvements, upgrade of existing and/or new curbing and sidewalk, guardrail improvements, potential subsurface investigation, environmental permitting, historical resource coordination, and utility relocation and/or coordination.

NOTE: All categories of projects may involve minor traffic signal work and right-of-way actions.

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

Accordingly, RIDOT plans to initiate each contract award with a completion date of THREE (3) YEARS with

the option to extend each contract annually for an additional TWO (2) years pending funding availability and consultant performance for a maximum 5-YEAR contract term. **Task assignments will be assigned within the FIRST 2 YEARS OF SERVICE and the final annual extensions will be utilized to complete these originating services.** To provide continuity of services, RIDOT plans to re-solicit all on-call solicitations during the current contract term so new awards can be established and in place once these originating contracts are completed.

Upon completion and within the duration of the 5-YEAR TERM, the MAXIMUM VALUE PER CONTRACT and the MAXIMUM ALLOWANCE PER TASK ORDER as determined per Project Category is hereby defined as follows:

PROJECT CATEGORY	ESTIMATED CONTRACTS	MAX ALLOWANCE PER TASK ORDER	MAX VALUE PER CONTRACT	MAX TERM PER CONTRACT
PVMT 001 - RESURFACING	UP TO 8	\$2 MIL	\$ 6 MIL	5 YEARS
PVMT 002 - IMPROVEMENTS	UP TO 8	\$2 MIL	\$ 6 MIL	5 YEARS

PROJECT ASSIGNMENTS: Project assignments will be made solely at RIDOT’s discretion. There are no assurances or guarantees of projects being assigned under each Contract and, RIDOT reserves the right to revoke or cancel an assignment at any time. The RIDOT Road Design Section anticipates assigning road projects to each consulting Firm based on their qualifying category type (Resurfacing or Improvements) and overall scope of the project. Assignments may consist of an individual road or a group of roads which may be combined according to similarity of scope, location, permitting, adjacent RIDOT projects, emergency situations and other factors.

QUALIFICATION REQUIREMENTS AND SPECIFICS:

For EACH PROJECT CATEGORY defined:

- Respondents must demonstrate **a minimum of FIVE (5) YEARS highway engineering experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT’S design and construction policies, procedures and standard specifications.
- In accordance with RI General Laws, the selected consulting firm must maintain the required registration in the State of Rhode Island as a **Professional Engineer** for the defined contract term. This requirement shall apply to both Prime and applicable Subconsultants(s) providing engineering services under this contract. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island registrations(s), FOR THE INDIVIDUAL(S) who would perform the specified engineering services required must be included behind the front page of each copy of the proposal **at the time of submission.**
- Documentation of **Quality Assurance & Control (QA/QC) procedures** shall be provided in the proposal. Documentation is defined as a company policy or excerpt from a company’s standard operations manual which requires that a QA/QC program is in place.

For PVMT 001- Highway Engineering Services- RESURFACING:

- Defined project experience (Limit 3 Projects Presented) shall include projects with a minimum construction cost requirement of **OVER \$1 MIL.** Information provided shall include a brief description of the project and relevance to the requested project services. Specifics shall include scope, size, contract duration and final construction cost. (MAX 2 PAGES)
- Previous expertise on projects utilizing cost and time effective measures shall be taken into consideration

For PVMT 002- Highway Engineering Services- IMPROVEMENTS:

- Defined project experience (Limit 3 Projects Presented) shall include projects with a minimum construction cost requirement **OVER \$3 MIL.** Information provided shall include a brief description of the project and relevance to the requested project services. Specifics shall include scope, size, contract duration and final construction cost. (MAX 2 PAGES)
- Previous expertise on projects utilizing cost and time effective measures shall be taken into consideration.

GENERAL REQUIREMENTS AND SPECIFICS: The following requirements shall be undertaken, as applicable, on all projects:

The road design services contemplated shall, in general, consist of preparing the necessary contract documents, plans and/or sketches, specifications, quantities, and estimates, as outlined in the **TWO (2) PROJECT CATEGORIES** defined in this Scope of Work. Prior to an assignment, the RIDOT Highway Engineering Section will identify any specific design parameters within the proposed scope of work.

Each Consultant will be responsible for conducting its own field observations/inspections & testing services to gather additional information as necessary. Plans of the existing road (when available) will be made available for use.

The work shall, in general, consist of the preparation of contract plans and/or sketches, specifications, quantities, and estimates for the work required. The development of the complete final design may be accomplished either through submission of an Initial Project Report (IPR) Summary followed by the 90%, PS&E and Advertising plan submissions, or as otherwise instructed by RIDOT at the same time of work assignment. It should be noted that a complete IPR for complex road projects to select the most suitable alternative.

Work may involve, but is not limited to: performing an field reviews to formulate the approximate limits and scope of improvements; gathering information concerning handicapped ramps, sidewalks, curbing and guardrail; preparation of environmental coordination and/or permitting for all applicable permitting agencies; historical coordination and documentation; utility coordination and locating, if needed; preparation of Maintenance and Protection of Traffic Plans (MPT) and Traffic Management Plans (TMP); attendance at meetings; preparation of visual aids and presentations. Designs shall take into consideration constructability, sequencing, scheduling, and phasing, and address issues such as

construction cost and duration of alternatives, inconvenience to the public and traffic maintenance. Work shall be coordinated with the applicable sections within RIDOT as required. All work shall be prepared in accordance with RIDOT design policies and procedures, as well as the latest edition of the RIDOT Bridge Design Manual and AASHTO LRFD Bridge Design Specifications.

Design plans may contain multiple roads to be completed under one construction contract or, plans may be prepared on the basis of single road completed under individual construction contracts.

The Consultant shall be responsible for any cost associated with the purchase of software required to perform the requested services.

Each Consultant will be responsible for the review of all shop drawings, Contractor submittals and, requests for information (RFI) as well as field reviews, site visits, meetings, and inspections as directed by RIDOT.

Submission of Monthly Progress Reports to RIDOT will be required. Monthly Progress Reports must outline work-hours and costs expended, and a statement as to whether or not there are sufficient work-hours remaining to complete the effort as proposed. Payment invoices will be processed only if the required Monthly Progress Reports are current. Progress reports shall be submitted monthly in RIDOT's standard format per DPM No. 230.05.

The proposal format for all Design Phases (IPR to Construction) must be submitted on RIDOT's standard WBS FORM that describes each work item or task for each phase of the contract. All work-hours for each staff level must be shown for each work item or task anticipated. Sample forms are available on the Department's website link to the Project Management Portal (PMP).

Each Consultant may be required to prepare design schedules which are anticipated to consist of milestones for design progress submittals, reports, permitting, and other major steps in the design process rather than for individual design activities.

Each Consultant shall be required to coordinate, assist, and provide project details to RIDOT's construction scheduler at the latter stages of the design phase.

Each Consultant shall identify in their proposals the necessary sub-consultants or sub-contractors, or whether they intend to self-perform, to perform the following services. Consultants shall provide the necessary qualifications and resumes for these sub-consultants or sub-contractors.

- Geotechnical Services
- Subsurface Investigation Services (i.e. Test Pits and Soil Borings)
- Survey
- Historical/Cultural (i.e. Section 4f, 106, etc.)
- Environmental (i.e. Permitting, Hydraulic Studies and Reports, Hazmat, Soil Management, SWPPP, landscaping, etc.)
- Electrical (i.e. lighting, etc.)
- Maintenance & Protection of Traffic Control
- Traffic Data Collection

- Materials Testing (i.e. GPR, concrete cores, etc.)
- Utility Locating

Field evaluations shall provide sufficient data to enable the Consultant to determine the extent of work necessary. Areas of significant deterioration shall be documented by photographic means. Inspection observations shall be furnished to the State in summary form and shall include recommendations for work to be accomplished. Furnished data shall be sufficient to describe the areas involved and to outline the necessary work along with any other information required to adequately describe the work.

The Consultant shall provide traffic control services as needed for field reviews, bridge inspection, and any other activities where it is needed in accordance with the MUTCD.

It is anticipated that some Right-of-Way taking or easement may be required, and the development of Right-of-Way plans plats, descriptions, and Structure Disposition lists may be required.

When major reconstruction and/or alignment modifications are anticipated, a Public Workshop for the purpose of public participation and feedback may be anticipated.

Traffic and vehicular classification counts will either be provided by RIDOT or taken by the Consultant and coordinated with the RIDOT Traffic Management Center (TMC).

Utility locating services may be required to confirm the locations of utility services locating within the project limits.

Subsurface Investigation, i.e. soil borings and test pits if required, will be obtained by Consultant. Compensation will be as a direct pay item without profit. The Consultant will be responsible for the layout and coordination of the subsurface investigation program. The *AASHTO Subsurface Investigation Manual* shall be used as a guideline in development and layout of the subsurface investigation program. Geotechnical Data and Interpretive reports shall be prepared as a result of the subsurface investigation detailing the findings.

As part of the Contract, it is required to evaluate the road and its approaches for meeting the appropriate current geometric, guardrail, safety, and traffic signage standards and guidelines.

Documentation of each Consultant's design process Quality Assurance & Control (QA/QC) procedures shall be provided in the proposal. Documentation is defined as a company policy or excerpt from a company's standard operations manual which requires that a QA/QC program is in place. A copy of those procedures shall also be included in the proposal.

TERMS AND RESPONSIBILITIES: Each Consultant shall act responsibly and perform their duties as follows:

Each Consultant shall permit RIDOT to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by RIDOT.

Each Consultant shall be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner as RIDOT shall require, the services of personnel experienced in the pertinent technical fields described in the Scope together

with administrative and clerical personnel. Any person who, in RIDOT's opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT's best interest, shall be removed from the project payroll immediately upon RIDOT request.

Each Consultant, upon request by RIDOT, shall furnish statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person.

Each Consultant shall keep separate accounts on an individual design project basis of all costs for engineering services under the terms of this Contract and shall submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the Consultant's original records.

All field notes, records, computations, work sheets, drawings, bridge data, correspondence, and all other property resulting from the Consultant's services under this Contract will be the permanent property of RIDOT. RIDOT reserves the right to withhold the final payment to the Consultant until all property is transferred to RIDOT.

The Consultant and their engineering sub-consultants shall maintain the required registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract. Any non-engineering sub-consultants or sub-contractors shall also possess any required registrations pertaining to their type of business in the State of Rhode Island for the lifetime of the Contract.

As the work progresses, the workload handled by RIDOT may increase or decrease. RIDOT reserves the right to add or withdraw individual projects, or portions thereof under each Contract, in keeping with its workload, without regard to the status of completion of the individual projects.

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

Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress reports must outline work accomplished; hours and costs expended; outstanding questions which require resolution. Payment invoices will be processed only if the required progress reports are current.

Each Consultant shall also be required to maintain the assigned **10% DBE Goal** requirement for the lifetime of the Contract. Each Consultant shall be required to submit a MONTHLY DBE UTILIZATION REPORT documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/invoice package.

Each Consultant shall provide written notification to RIDOT Highway Engineering Section of any change in personnel and/or assignment regarding both Prime and Sub-Consultant(s) services for the lifetime of the Contract. The date of RIDOT's response shall serve as the effective date of service for any new personnel or re-assignment proposed.

-END OF HIGHWAY SCOPE-

ROAD DESIGN CRITERIA FOR THIS PROJECT: The following design criteria are to be utilized in the development of all proposed solutions and the final selected design:

- 1) A Policy on Geometric Design of Highways and Streets
- 2) AASHTO's "Policy on Design Standards- Interstate System", January 2005
- 3) Highway Capacity Manual
- 4) Manual on Uniform Traffic Control Devices
- 5) Rhode Island Standard Specifications for Road and Bridge Construction, 2004 Ed, with latest corrections and addenda
- 6) Rhode Island Standard Details , 1998 and the RIDZOT Standard Bridge Details, latest edition both with latest revisions
- 7) RIDOT *Design Policy Memos* and "*To All Consultants*" letters, with latest revisions
- 8) Rhode Island Bridge Design Manual
- 9) RIDOT Traffic Design Manual
- 10) RIDOT CAD Standards Manual, 2007
- 11) 2008 RIDOT Highway Design Manual
- 12) AASHTO Standard Specifications for Highway Bridges, 17th Ed. 2002, including latest interim specifications
- 13) Rhode Island Department of Transportation Action Plan
- 14) Rhode Island Department of Transportation Design Procedures for Pavement Design, with latest revisions
- 15) Federal-Aid Policy Guide (FAPG) 626, Pavement Design Policy
- 16) Federal-Aid Policy Guide (FAPG) 626, Design Standards for Highways
- 17) AASHTO Roadside Design Guide, 2011 or latest edition
- 18) 23 CFR Part 650, Bridges, Structures, and Hydraulics
- 19) 3R Policies for Collector Streets and Highways on the Federal Aid System in Rhode Island

DATA TO BE SUPPLIED BY THE DEPARTMENT OF TRANSPORTATION: (*Electronic or Hard Copy*):

- 1) Copies of all available bridge and highway plans, right-of-way plans, for most roadways are available at the Department of Transportation
- 2) RIDOT may provide all necessary pavement cores on this project, subject to crew availability
- 3) RIDOT Bridge Inspection Reports and photos and Bridge Load Rating Reports
- 4) Geotechnical Data if available
- 5) Traffic counts if available
- 6) Material test data if available
- 7) Historical photographs if available

SCOPE OF WORK
FOR
STORMWATER MANAGEMENT SERVICES

CATEGORY	DESCRIPTION
SWTR 001	MS4 & EPA Consent Decree Compliance Support Services
SWTR 002	Statewide Drainage Design Support Services

On-call stormwater management services contracts will be established under **TWO (2) STORMWATER (SWTR) PROJECT CATEGORIES** defined as follows:

- SWTR 001: MS4 & EPA Consent Decree Compliance Support Services:** RIDOT is seeking to procure the services of MULTIPLE qualified engineering consulting firms to establish on-call design and support services contracts for the purpose of maintaining compliance with the Small MS4 permit that was issued to RIDOT by RIDEM under the RIPDES program, and for the purpose of staying in compliance with the terms of the Consent Decree that RIDOT negotiated with the USEPA. The selected qualified consulting firms will be required to perform the requested tasks as defined herein. On-Call services under this selection shall be coordinated and managed under the direction of RIDOT’S Office of Storm Water Management, RIDOT’s Division of Planning, and RIDOT’s Division of Maintenance and Operations, in conjunction with the Federal Highway Administration, the RIDEM, the CRMC, the USEPA, applicable municipalities, and other State Agencies as required.
- SWTR 002: Statewide Drainage Design Support Services:** RIDOT is seeking to procure the services of MULTIPLE qualified engineering consulting firms to establish on-call drainage design and water quality improvements services contracts. On-Call services under this selection shall be coordinated and managed under the direction of RIDOT’S Highway Engineering Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

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

Accordingly, RIDOT plans to initiate each contract award with a completion date of THREE (3) YEARS with the option to extend each contract annually for an additional TWO (2) years pending funding availability and consultant performance for a maximum 5-YEAR contract term. **It is anticipated the majority of**

services will be assigned within the FIRST 2 YEARS OF SERVICE and the final annual extensions will be utilized to complete these originating services. To provide continuity of services, RIDOT plans to re-solicit all on-call solicitations during the current contract term so new awards can be established and in place once these originating contracts are completed.

Upon completion and within the duration of the 5-YEAR TERM, the MAXIMUM VALUE PER CONTRACT and the MAXIMUM ALLOWANCE PER TASK ORDER as determined per Project Category is hereby defined as follows:

PROJECT CATEGORY	ESTIMATED CONTRACTS	MAX ALLOWANCE PER TASK ORDER	MAX VALUE PER CONTRACT	MAX TERM PER CONTRACT
SWTR 001- MS4 & EPA Consent Decree Compliance Support Services	UP TO 8	\$1 MIL	\$2.5 MIL	5 YEARS
SWTR 002- Statewide Drainage Design Support Services	UP TO 4	\$750,000.00	\$1 MIL	5 YEARS

The following describes the specific services, tasks and requirements associated with EACH individual SWTR Project Category:

SWTR 001 – MS4 & EPA CONSENT DECREE COMPLIANCE SUPPORT SERVICES

INTRODUCTION: RIDOT is regulated under the federal Clean Water Act and the state Rhode Island Department of Environmental Management’s Rhode Island Pollutant Discharge Elimination System (RIPDES) general permit as a small Municipal Separate Storm Sewer System (small MS4). As such, RIDOT is required to comply with the SIX (6) minimum measures and additional requirements of the MS4 Permit. In addition, the Department has entered into a consent agreement with the EPA to obtain compliance with its MS4 permit within a specified schedule. The purpose of the **SWTR 001- MS4 & EPA Compliance Project** on-call contracts are to assist RIDOT with the requirements of the RIPDES general permit and EPA Consent Decree regarding the Total Maximum Daily Load (TMDL) requirements, the 303(d) listed impaired waterbody goals, illicit Discharge Detection and Elimination (IDDE) requirements, and Good Housekeeping requirements.

The EPA Consent Decree may be downloaded from the RIDOT Stormwater Program webpage @:

<http://www.dot.ri.gov/about/stormwater.php>

To achieve compliance, RIDOT is seeking to procure the services of qualified environmental engineering consultant firms to establish these on-call environmental contracts to perform the requested defined tasks as cited herein. On-Call services under this selection shall be coordinated and managed under the

direction of RIDOT'S Office of Stormwater Management in conjunction with the US Environmental Protection Agency, the RI Department of Environmental Management, applicable City and Town municipalities, and other State Agencies as required.

PROJECT ASSIGNMENTS: Project assignments will be made solely at RIDOT's discretion. There are no assurances or guarantees of projects being assigned under each Contract and, RIDOT reserves the right to revoke or cancel an assignment at any time. Revocation of assignments will be automatic if RIDOT, RIDEM, and EPA deadlines are not met. As defined herein, assignments may consist of any individual task, or a combination of tasks at sole discretion of RIDOT. Tasks may or may not be combined according to similarity of scope, location, permitting, adjacent RIDOT projects, emergency situations and other factors. The selected Consultants will receive specific location sites and requirements for each task assigned at a later date by individual scopes of work.

SWTR 001 - QUALIFICATION REQUIREMENTS AND SPECIFICS:

- Respondents must demonstrate a minimum of **FIVE (5) YEARS** environmental engineering experience and a working knowledge of all State and Federal environmental laws as well as RIDOT'S design and construction policies, procedures and standard specifications.
- In accordance with RI General Laws, the selected consulting firm must maintain the required registration in the State of Rhode Island as a **Professional Engineer** for the defined contract term. This requirement shall apply to both Prime and applicable Subconsultants(s) providing engineering services under this contract. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island registrations(s), FOR THE INDIVIDUAL(S) who would perform the specified engineering services required must be included behind the front page of each copy of the proposal **at the time of submission.**
- Respondents must provide documentation of **Quality Assurance & Control (QA/QC)** procedures defined as a company policy or excerpt from a company's standard operations manual which requires that a QA/QC program is in place.

All work shall be completed in accordance with the RIDOT / EPA Consent Decree, Appendices, and Schedule, all applicable State and Federal Regulations, and RIDOT policies and procedures.

SWTR 001 – REQUIRED TASKS/ DELIVERABLES PROJECT OUTLINE

- I. Project Concept: RIDOT is tasked with developing and managing a program to achieve compliance with the Clean Water Act, the RIDEM RIPDES small MS4 General Permit, and a Consent Decree with the EPA.
- II. Specific Elements: Not all projects will undergo all Phases. Work assigned may be from any individual task, as determined necessary by RIDOT.

1. STUDY & DEVELOPMENT PHASE:

Task 1.1: Evaluation of TMDLs

- Evaluate the finalized RIDEM-issued TMDL reports where RIDOT is a named stakeholder

- Provide a comprehensive table of RIDOT responsibilities and implemented measures, and other named stakeholder responsibilities and implemented measures
- Other related work as required and directed by RIDOT

Task 1.2: Identification of RIDOT direct / indirect contributions to impaired and TMDL Waters

- Evaluate each impaired waterbody catchment area for:
 - RIDOT owned &/or maintained property
 - RIDOT direct and indirect discharges to impaired waterbody
 - RIDOT catchment contributing direct or indirect flow to impaired waterbody
 - RIDOT interconnections (Private & Municipal)
 - RIDOT outfalls that fall under Exemption Status in accordance with EPA Consent Decree
- Provide GIS mapping of RIDOT property, discharges, impervious cover, outfalls, catchbasins, STUs, and catchment areas
- Other related work as required and directed by RIDOT

Task 1.3: Field Surveys

- Conduct field surveys, discharge monitoring and sampling, and IDDE investigations of RIDOT outfalls and MS4 drainage system to verify/determine actual RIDOT contribution to impairment and find/verify/determine illicit connections, in accordance with EPA Consent Decree and Appendices.
 - Conduct dry weather discharge sampling according EPA New England Bacterial Source Tracking Protocol (draft January 2012), as necessary
 - Conduct wet weather discharge sampling according EPA New England Bacterial Source Tracking Protocol (draft January 2012), as necessary
 - Evaluate sources of runoff flowing to RIDOT system
 - Verify RIDOT interconnections
 - Conduct IDDE investigations

The Consultant shall provide traffic control services as needed for field reviews, and any other activities where it is needed in accordance with the MUTCD.

- Other related work as required and directed by RIDOT

Task 1.4: Stormwater Control Plan (SCP) Development

SCPs will be watershed based and include one to several Rhode Island impaired waterbody segments as determined by RIDOT.

- Develop an SCP that follows the RIDOT SCP template and in accordance with EPA Consent Decree, Appendices, and schedule. The template and applicable RIDOT procedures will be provided by RIDOT.
 - Provide recommendations to reduce/eliminate source contributions
 - Provide recommendations for non-structural BMPs – include both RIDEM TMDL recommendations and other recommendations
 - Provide recommendations for structural stormwater STUs – include both RIDEM TMDL recommendations and other recommendations
 - Provide an evaluation of the anticipated effectiveness of each TMDL stormwater implementation improvement

- Provide concept level plan illustrations of proposed structural STU's and a brief narrative describing proposed non-structural BMP's
- Provide cost estimates and schedule to implement TMDL stormwater improvements for each of the following tasks:
 - Full Engineering Design
 - Permitting/Approval
 - Land Acquisition and/or Easement Acquisition (where applicable)
 - Construction (including a schedule of values)
 - Annual Operations and Maintenance
- Identify partnerships and/or agreement opportunities with other named MS4s
- Develop schedule for proposed implementation of structural STUs, including interim design milestones, and proposed construction start and completion dates
- Other related work as required and directed by RIDOT

2. FINAL DESIGN PHASE

Task 2.1: FINAL DESIGN of Select Structural STUs

- The development of Final Design for recommended structural STUs shall only be as approved by RIDOT. Not all STUs will go to Final Design.
- Final design and construction will be completed within 4 YEARS of final approval of SCP for priority outfalls; within 8 YEARS for all others.
- Final Design shall follow RIDOT's standard procedure WBS 2.xx and will include:
 - Coordination with various municipalities, environmental agencies, cultural resource agencies, and utilities.
 - Development of plans using existing plans from RIDOT's Archives and/or aerial photogrammetry.
 - Contract Documents shall be developed based on standard RIDOT Federal-Aid Project criteria.
 - Maintenance and Protection of Traffic and Transportation Management Plans
 - RIDOT will provide construction project scheduling services.
 - Coordination with the *Rhode Island Historical Preservation and Heritage Commission* through RIDOT.
 - Coordination with Federal, State, and local environmental Agencies, not limited to the US Environmental Protection Agency, the Rhode Island Department of Environmental Management, the Army Corps of Engineers and the Coastal Resources Management Council, shall be through RIDOT.
 - It is anticipated that utility adjustments will be needed for this project. The Consultant shall coordinate and obtain all pertinent utility data with all public or private utility companies within this project.
- Other related work as required and directed by RIDOT

The PS&E for recommended structural STUs shall only be as approved by RIDOT. Not all STUs will go to PS&E.

PS&E shall follow RIDOT's standard procedure WBS 3.xx.

The Advertising for recommended structural STUs shall only be as approved by RIDOT. Not all STUs will go to Advertising.

Advertising shall follow RIDOT's standard procedure WBS 4.xx.

Final Design of structural STUs may be assigned from other completed SCPs, as determined necessary by the Department.

Construction of structural STUs may be completed as part of another RIDOT Construction project, or as a stand-alone "retrofit" project, at the determination of RIDOT.

3.0 CONSTRUCTION PHASE

Task 3.1: CONSTRUCTION Services for Select Structural STUs

The Construction for recommended structural STUs shall only be as approved by RIDOT. Not all STUs will go to Construction.

Services rendered under this section will not be reimbursed under this design contract. These services will become eligible for compensation under the appropriate Federal-Aid Funding Authorization for each construction contract.

Construction services shall include basic services performed by the consultant and/or his/her sub-consultants rendered after the award of the construction contract. Those services shall include, but not necessarily be limited to:

- Provide consultation, advice and design clarifications to the State during all phases of Construction.
- Attend Pre-Construction conferences, as directed.
- Review and approve shop and erection drawings submitted by the contractors for compliance with the design concept.
- Provide field review and inspection services necessitated either by specification or differing site conditions.
- Review and approval of the contractor's preliminary baseline schedule and construction monitoring services as outlined in the Department's Design Policy Memos.

Other related work as required and directed by RIDOT

4. POST-CONSTRUCTION MONITORING PHASE

Task 4.1: Monitoring of Select Structural STUs and Non-Structural BMPs

- Evaluate select drainage systems and structural STUs for pollutant removal effectiveness
- Evaluate select drainage systems and non-structural BMPs for pollutant removal effectiveness
- Other related work as required and directed by RIDOT

Task 4.2: Inspection of Select Drainage Systems and/or Structural STUs

- Inspect select drainage systems &/or structural STUs for attribute, operational, and/or environmental condition
- Provide maintenance and repair recommendations
- Other related work as required and directed by RIDOT

5. REPORTING AND COMPLIANCE PLAN DEVELOPMENT

Task 5.1: Assist RIDOT with the preparation of the RIDEM MS4 Annual Report

- Narrative writing
- GIS map development
- Data Management
- Annual Report template development
- Other related reporting as required and directed by RIDOT

Task 5.2: Assist RIDOT with the Preparation of the EPA Compliance Reporting Requirements

- Narrative writing
- GIS map development
- Data Management
- Annual Report template development
- Other related reporting as required and directed by RIDOT

Task 5.3: Assist RIDOT with the Development of the RIDOT COMPLIANCE PLAN in accordance with the RIDOT/EPA Consent Decree

- Narrative writing
- GIS map development
- Data Management
- Annual Report template development
- Other related reporting as required and directed by RIDOT

III. Project Completion:

Monthly Progress Reports for each project are required in accordance with DPM 230.05.

TASK/DELIVERABLE	TARGET DATE FOR TASK COMPLETION
1.1. Evaluation of TMDLs	Within 1 MONTH of NTP
1.2. Identification of RIDOT Contribution	Within 2 MONTHS of NTP
1.3. Field Surveys	Within 8 MONTHS of NTP if part of SCP; As directed, if NOT part of SCP
1.4. Stormwater Control Plan	Within 10 MONTHS of NTP
2.1 Final Design	As directed
3.1 Construction	As directed
3.2 Construction Oversight	As directed
4.1 STU and BMP monitoring	As directed
4.2 STU and BMP inspection	As directed
5.1 MS4 Reporting	As directed
5.2 Consent Decree Reporting	As directed
5.3 Compliance Plan development	As directed

IV. Data Requirements

- All field notes, records, computations, work sheets, drawings, data, correspondence, and any/all other property resulting from the Consultant's services under this Contract will be the **permanent property of RIDOT**. RIDOT reserves the right to withhold the Final Payment to the Consultant until all property is transferred to RIDOT.
- ALL data must be submitted electronically in an editable format (i.e. not PDF; not hard-copy).
- ALL applicable data must be geographically referenced and in ESRI ArcGIS-compatible format and contain FGDC-compliant metadata (CAD is not an acceptable substitute).
- As applicable, data shall be collected in a free application (VUEWorks &/or MobileVUE) to integrate with RIDOT's Maintenance Management System for real-time data entry. Application(s) will be made available by RIDOT.

V. General Requirements and Specifics:

The following requirements shall be undertaken, as applicable, on all projects:

All work must be completed in accordance with the RIDOT / EPA Consent Decree, Appendices, and schedule, all applicable State and Federal regulations, and RIDOT policies and procedures.

Tasks must be done in accordance with the Work Breakdown Structure (WBS) Code spreadsheet (Study & Development Phase - WBS 1.xx, Final Design Phase - WBS 2.xx, PS&E Phase - WBS 3.xx, Advertising Phase - WBS 4.xx and Construction Phase - WBS 5.xx). The development of Final Design through the PS&E Phase incorporates the Department's standard procedure for coordination with various municipalities, environmental agencies, cultural resource agencies, and utilities. It is anticipated that an environmental determination, as required by the NEPA, will be obtained by RIDOT for all projects under this Scope of Work. If any additional documentation is required by FHWA, it will be prepared by the Consultant.

The Consultant shall be responsible for any cost associated with the purchase of software required to perform the requested services.

Each Consultant will be responsible for the review of all shop drawings, Contractor submittals and requests for information (RFI) as well as field reviews, site visits, meetings, and inspections as directed by RIDOT.

Submission of Monthly Progress Reports to RIDOT will be required. Monthly Progress Reports must outline work-hours and costs expended, and a statement as to whether or not there are sufficient work-hours remaining to complete the effort as proposed. Payment invoices will be processed only if the required Monthly Progress Reports are current. Progress reports shall be submitted monthly in RIDOT's standard format per DPM No. 230.05.

The proposal format for the Inspection/Evaluation Phase and Final Design Phase (Preliminary to PS&E) must be submitted on RIDOT's standard WBS FORM that describes each work item or task for each phase of the contract. All work-hours for each staff level must be shown for each work item or task anticipated. Sample forms are available on the Department's website link to the Project Management Portal (PMP).

Each Consultant may be required to prepare design schedules which are anticipated to consist of milestones for design progress submittals, reports, permitting, and other major steps in the design process rather than for individual design activities.

Each Consultant may be required to coordinate, assist, and provide project details to RIDOT's construction scheduler at the latter stages of the design phase.

The Consultant shall provide traffic control services as needed for field reviews, and any other activities where it is needed in accordance with the MUTCD.

It is not anticipated that some Right-of-Way taking or easement will be required, however, the development of Right-of-Way plans plats, descriptions, and Structure Disposition lists may be required.

Utility locating services may be required to confirm the locations of utility services locating within the project limits.

Subsurface Investigation, i.e. soil borings and test pits if required, will be obtained by Consultant. Compensation will be as a direct pay item without profit. The Consultant will be responsible for the layout and coordination of the subsurface investigation program. The AASHTO Subsurface Investigation Manual shall be used as a guideline in development and layout of the subsurface investigation program. Geotechnical Data and Interpretive reports shall be prepared as a result of the subsurface investigation detailing the findings.

Documentation of each Consultant's design process Quality Assurance & Control (QA/QC) procedures shall be provided in the proposal. Documentation is defined as a company policy or excerpt from a company's standard operations manual which requires that a QA/QC program is in place. A copy of those procedures shall also be included in the proposal.

VI. TERMS AND RESPONSIBILITIES:

Each Consultant shall act responsibly and perform their duties as follows:

Each Consultant shall permit RIDOT to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by RIDOT.

Each Consultant shall be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner as RIDOT shall require, the services of personnel experienced in the pertinent technical fields described in the Scope together with administrative and clerical personnel. Any person who, in RIDOT's opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT's best interest, shall be removed from the project payroll immediately upon RIDOT request.

Each Consultant, upon request by RIDOT, shall furnish statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person.

Each Consultant shall keep separate accounts on an individual design project basis of all costs for engineering services under the terms of this Contract and shall submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the Consultant's original records.

The Consultant and their engineering sub-consultants shall maintain the required registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract. Any non-engineering sub-consultants or sub-contractors shall also possess any required registrations pertaining to their type of business in the State of Rhode Island for the lifetime of the Contract.

As the work progresses, the workload handled by RIDOT may increase or decrease. RIDOT reserves the right to add or withdraw individual projects, or portions thereof under each Contract, in keeping with its workload, without regard to the status of completion of the individual projects.

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

Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress reports must outline work accomplished; hours and costs expended; outstanding questions which require resolution. Payment invoices will be processed only if the required progress reports are current.

Each Consultant shall also be required to maintain the assigned **10% DBE Goal** requirement for the lifetime of the Contract. Each Consultant shall be required to submit a MONTHLY DBE UTILIZATION REPORT documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

Each Consultant shall provide written notification to the Stormwater Management Office of any change in personnel and/or assignment regarding both Prime and Sub-Consultant(s) services for the lifetime of the Contract. The date of RIDOT's response shall serve as the effective date of service for any new personnel or re-assignment proposed.

-END OF SWTR 001 SCOPE-

SWTR 002: STATEWIDE DRAINAGE DESIGN SUPPORT SERVICES

INTRODUCTION: RIDOT is seeking to procure the services of **MULTIPLE** qualified engineering consulting firms to establish on-call drainage design and water quality improvements services contracts. On-Call services under this selection shall be coordinated and managed under the direction of RIDOT'S Highway Engineering Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

It is anticipated that, as a minimum, the work for statewide drainage and water quality improvements will involve the placement of environmental controls; maintenance and protection of traffic; saw cutting of bituminous and/or concrete pavement; removal of bituminous concrete and/or cement concrete; trench excavation; removal of deteriorated drainage systems (including but not limited to pipes, headwalls and culverts); placement of new drainage systems (including but not limited to catch basins, headwalls, pipes, underdrains, culverts, infiltration chambers, grassed swales and engineered stormwater treatment devices); cleaning and flushing of existing drainage structures/drain lines, trimming and fine grading; placement of new bituminous pavement structure; roadway striping and loam & seed.

PROJECT ASSIGNMENTS: Project assignments will be made solely at RIDOT's discretion. There are no assurances or guarantees of projects being assigned under each Contract and, RIDOT reserves the right to revoke or cancel an assignment at any time. As defined herein, assignments may consist of any individual task, or a combination of tasks at sole discretion of RIDOT. Tasks may or may not be combined according to similarity of scope, location, permitting, adjacent RIDOT projects, emergency situations and other factors. The selected Consultants will receive specific location sites and requirements for each task assigned at a later date by individual scopes of work.

SWTR 002 - QUALIFICATION REQUIREMENTS AND SPECIFICS:

- Respondents must demonstrate a minimum of **FIVE (5) YEARS** highway engineering experience and a working knowledge of all State and Federal transportation laws as well as RIDOT'S design and construction policies, procedures and standard specifications.
- In accordance with RI General Laws, the selected consulting firm must maintain the required registration in the State of Rhode Island as a **Professional Engineer** for the defined contract term. This requirement shall apply to both Prime and applicable Subconsultants(s) providing engineering services under this contract.
- Respondents must provide documentation of **Quality Assurance & Control (QA/QC)** procedures defined as a company policy or excerpt from a company's standard operations manual which requires that a QA/QC program is in place.

GENERAL REQUIREMENTS AND SPECIFICS: The following requirements shall be undertaken, as applicable, on all projects:

The Consultant is to be aware that the statewide drainage sites may be within an historic district, therefore, proposed improvements should be compatible with the surrounding area and minimize impacts to existing features. The Consultant shall coordinate with RIDOT's Cultural Resources personnel on verification of the historic status of any abutting properties.

In establishing project limits for a particular site, the Consultant will perform a pavement condition survey of the existing pavement within the limits of the deteriorated drainage system to determine the "rideability" of the roadway and, based on this information and pavement cores, make recommendations to improve the riding surface. Logical project paving limits should be considered. Pavement structure, under most conditions, should be replaced in-kind.

Within the project limits, the Consultant shall make recommendations for either maintaining or replacing

existing curbing (granite or concrete) or bituminous berm and/or maintaining or replacing existing concrete or bituminous sidewalks. Any and all new sidewalk construction shall be in accordance with the Americans with Disability Act (ADA).

Right-of-way actions (Temporary Use/Easement Agreements, Permanent Drainage Boundary Easements (PDB's), newly established Plats) may be necessary in order to facilitate construction.

The drainage deficiencies are primarily caused by deteriorated systems (pipes, catch basins, drainage structures, culverts, etc.) and, in some instances, are creating hazardous flooding situations. The Consultant shall investigate, through coordination with the particular city or town, any additional flooding grievances.

Coordination with the Rhode Island Department of Environmental Management (RIDEM), flagging and evaluation of existing wetlands (where applicable) will be performed. In addition, when required, the Consultant shall coordinate with the Coastal Resources Management Council (CRMC), Army Corps of Engineers (ACOE) and other applicable Rhode Island environmental agencies.

The Consultant will be required to coordinate with the on-going design and/or construction of any nearby RIDOT projects.

The Consultant shall evaluate the project site to determine the feasibility and practicality of achieving water quality improvements in stormwater runoff with the use of Best Management Practices (BMPs).

Preliminary Design Investigation – (0 to Pre 10%):

The purpose of the preliminary design work is to develop and recommend improvements to deteriorated drainage systems. The culmination of this phase will include preparation of a brief report including a cost estimate that will be used to help program final design and construction of the recommended improvements. The project concept should emphasize design ingenuities, which stress new design concepts. When evaluating options and alternatives for water quality improvements, the Consultant shall take to following into consideration: pollutant removal capabilities, cost & maintenance constraints and aesthetic value.

The improvements should be developed consistent with applicable design criteria and with a minimum impact on adjacent right-of-way in terms of acquisition. The developed design shall accomplish a solution that is in substance satisfactory to the RIDOT.

The Preliminary Design Investigation will include the following:

- Contacts and/or meetings with local elected and/or appointed officials of the communities involved for the purpose of obtaining their invaluable input relative to the drainage issue(s) at the specific site proposed for improvement and for obtaining information on any and all proposed development and/or land use changes during the projected design period of the project. (See ATTACHMENT 1)
- Contacts with all public and/or private utilities which currently exist or whoever may enter the project site(s) with betterments and/or new facilities during the projected design period.

- An on-site review of the project roadway with the individual who has jurisdiction over the facility under design.
- Design plans are to be of the appropriate scale as previously indicated. If, for the project indicated, the selected Consultant feels that plans at alternate scales would be more appropriate, the proposal is to include an explanation and a cost difference analysis. The Consultant's recommendation requires RIDOT approval prior to being carried forward in the proposal.
- Mapping (where required) is to be on manuscripts and Mylar copies of the manuscripts and all plans developed will be the property of the RIDOT upon completion of work. All mapping must meet RIDOT's specifications. The development of cut sheets will be accomplished under Final Design (10% to PS&E).
- Bench marks for vertical control shall be established on sound, immovable objects no further than two hundred (200) feet from either end of the project site limits. All survey work is to be recorded in field books according to the criteria of the RIDOT Survey Section.
- Subsurface investigations i.e. soil borings and/or closed circuit television video's (CCTV) of the existing deteriorated pipe(s) may be required to provide sufficient data to all bidders on the contract. Compensation will be as a direct pay item without profit. If the total costs of borings and/or CCTV exceed \$100,000.00, the work shall be advertised for competitive bidding through normal Departmental procedures.

The Department must approve all proposed boring locations. The Consultant will be responsible for the analysis of all boring data.

- Pavement cores, if deemed necessary for a particular site, will be carried out by the RI Department of Transportation and given to the Consultant.
- It is assumed, at this time, that it will not be necessary to collect and/or evaluate traffic data.
- It is assumed, at this time, that a noise report will not be required for statewide drainage improvements.
- The feasibility and practicality of water quality improvements will be evaluated. Any recommended BMP(s) shall be made through an evaluative process. The "Before vs. After Watershed Analysis Report" and development of necessary permit applications will be accomplished in the Final Design Stage.
- The Consultant will not be required to prepare the CE checklist per DPM 100-3. The CE checklist will be prepared by the Department and submitted to FHWA to determine if the Statewide Drainage Improvements project meets the criteria for a Categorical Exclusion.
- If, at a later date, it is determined that additional documentation is necessary to support a Categorical Exclusion (CE) or whether an Environmental Assessment, Environmental Impact Statement, a Section 4(f)/106 Process or a Section 6(f) Process is required, it will be developed by RIDOT.

- Accident data will not be required for Statewide Drainage Improvements. If, at a later date, it is determined that accident data is needed for a particular site, the Consultant is to formally request such data from the Highway Engineering Section/Traffic Research Unit.
- If RIDOT in concert with the Rhode Island Historical Preservation and Heritage Commission determines that a Cultural Resources Survey is required for statewide Drainage Improvements, this work will be performed by RIDOT.
- Conceptual Traffic Control Plans shall be developed for statewide drainage sites that require detours. Such Traffic control/Detour Plans shall be submitted to the RIDOT traffic Engineering Unit for review and approval.
- Improvements shall consider accommodations for bicycles and pedestrians, where practicable, in accordance with RIDOT policy.

Final Design – (10% to PS&E):

The Final Design will include the following:

All survey work must meet the requirements and standards of the RIDOT Survey Section.

After the Pre-10% plans showing the conceptual design on manuscripts as previously indicated, together with all supportive data is approved, the development of the final design is to begin by the Consultant making a complete 10% submission, 90% submission and PS&E Plan Submission in accordance with the requirements of the RIDOT DPM's. A Traffic Management Plan (TMP) shall also be part of the 90% submission and must be approved prior to submittal of the PS&E submission.

It should be noted that if a 4(f) or 6(f) Statement is involved, the Consultant may not proceed beyond the Pre-10% stage until authorized by the Department.

In addition to a drainage design in accordance with the storm frequencies outlined in DPM 50-11, the Final Design will include the development of a "pre" vs. "post" watershed analysis report. This report will contain flow volume, velocity and rate comparisons for the one (1), two (2), ten (10), twenty-five (25) and one hundred (100) year storm events for all new or enlarged outfalls.

The drainage design will also include a description of best management practices for water quality concerns and the associated benefits and costs. All applicable applications for water quality permits will be coordinated at this stage.

The Final Design will also include preparation and coordination of all environmental permits including permit applications for proposed alteration of freshwater wetlands. The Consultant must possess expertise in all RIDEM Freshwater Wetlands requirements. Coordination with Federal, State, and local environmental agencies, not limited to the US Environmental Protection Agency, the Rhode Island Department of Environmental Management, the Army Corps of Engineers and the Coastal Resources Management Council, shall be through the RIDOT.

The preparation of Right-of-Way Plans, Condemnation Plats, Plat Descriptions, Temporary Easements/Agreements, Permanent Drainage Easements (PDB's)/Agreements will be part of the Final

Design. This item will include all necessary work for right-of-way research and all required ground surveys to determine property lines in accordance with RIDOT Design Police Memos.

All existing utilities, both underground and overhead, shall be researched and plotted on the project plans in order to determine any and all conflicts with the proposed design. If it is determined that a detailed Subsurface Utility Exploration Program is necessary, it will be performed by supplemental agreement to the contract.

Final Design, as all other work, will be undertaken in accordance with the requirements of the Rhode Island Department of Transportation Action Plan. See Attachment 2 for a list of Design Criteria for Statewide Drainage Improvements.

Contract Documents shall be developed based on standard Federal-Aid Project criteria.

The Rhode Island Department of Transportation Construction Unit will specify the contract time determination.

Construction Services:

Construction services shall include basic services performed by the consultant and/or his/her sub-consultants rendered after the award of the construction contract. Those services shall include, but not necessarily be limited to, the items listed below.

Services rendered under this section will not be reimbursed under this design contract. These services will become eligible for compensation under the appropriate Federal-Aid Funding Authorization for each construction contract.

The list of services generally included are as follows:

- Provide consultation, advice and design clarifications to the State during all phases of Construction.
- Attend Pre-Construction conferences, if required.
- Review and approve shop and erection drawings submitted by the contractors for compliance with the design concept.
- Provide field review and inspection services necessitated either by specification or differing site conditions.
- Review and approval of the contractor's preliminary baseline schedule and construction monitoring services as outlined in the Department's Design Policy Memos.

Submission of Monthly Progress Reports to RIDOT will be required. Monthly Progress Reports must outline work-hours and costs expended, and a statement as to whether or not there will be sufficient work-hours remaining to complete the effort as proposed. Payment invoices will be processed only if the required Monthly Progress Reports are current. Progress reports shall be submitted monthly in RIDOT's standard format per DPM No. 230.05.

Each Consultant may be required to prepare design schedules which are anticipated to consist of milestones for design progress submittals, reports, permitting, and other major steps in the design process rather than for individual design activities.

Each Consultant shall identify in their proposals the necessary sub-consultants or sub-contractors, or whether they intend to self-perform, to perform the following services. Consultants shall provide the necessary qualifications and resumes for these sub-consultants or sub-contractors.

- Geotechnical Services
- Subsurface Investigation Services (i.e. Test Pits and Soil Borings)
- Survey
- Historical/Cultural (i.e. Section 4f, 106, etc.)
- Environmental (i.e. Permitting, Hydraulic Studies and Reports, Hazmat, Soil Management, SWPPP, landscaping, etc.)
- Electrical (i.e. lighting, etc.)
- Maintenance & Protection of Traffic Control
- Traffic Data Collection
- Materials Testing (i.e. GPR, concrete/pavement cores, etc.)
- Utility Locating
- CCTV (Closed Circuit Television Inspection) Services

Field evaluations shall provide sufficient data to enable the Consultant to determine the extent of work necessary. Areas of significant deterioration shall be documented by photographic means. Inspection observations shall be furnished to the State in summary form and shall include recommendations for work to be accomplished. Furnished data shall be sufficient to describe the areas involved and to outline the necessary work along with any other information required to adequately describe the work.

The Consultant shall provide traffic control services as needed for field reviews, bridge inspection, and any other activities where it is needed in accordance with the MUTCD.

It is anticipated that some Right-of-Way taking or easement may be required, and the development of Right-of-Way plans plats, descriptions, and Structure Disposition lists may be required.

When major reconstruction and/or alignment modifications are anticipated, a Public Workshop for the purpose of public participation and feedback may be anticipated.

Traffic and vehicular classification counts will either be provided by RIDOT or taken by the Consultant and coordinated with the RIDOT Traffic Management Center (TMC).

Utility locating services may be required to confirm the locations of utility services locating within the project limits.

Subsurface Investigation, i.e. soil borings and test pits if required, will be obtained by Consultant. Compensation will be as a direct pay item without profit. The Consultant will be responsible for the layout and coordination of the subsurface investigation program. The *AASHTO Subsurface Investigation Manual*

shall be used as a guideline in development and layout of the subsurface investigation program. Geotechnical Data and Interpretive reports shall be prepared as a result of the subsurface investigation detailing the findings.

Documentation of each Consultant's design process Quality Assurance & Control (QA/QC) procedures shall be provided in the proposal. Documentation is defined as a company policy or excerpt from a company's standard operations manual which requires that a QA/QC program is in place. A copy of those procedures shall also be included in the proposal.

TERMS AND RESPONSIBILITIES: Each Consultant shall act responsibly and perform their duties as follows:

Each Consultant shall permit RIDOT to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by RIDOT.

Each Consultant shall be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner as RIDOT shall require, the services of personnel experienced in the pertinent technical fields described in the Scope together with administrative and clerical personnel. Any person who, in RIDOT's opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT's best interest, shall be removed from the project payroll immediately upon RIDOT request.

Each Consultant, upon request by RIDOT, shall furnish statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person.

Each Consultant shall keep separate accounts on an individual design project basis of all costs for engineering services under the terms of this Contract and shall submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the Consultant's original records.

All field notes, records, computations, work sheets, drawings, bridge data, correspondence, and all other property resulting from the Consultant's services under this Contract will be the permanent property of RIDOT. RIDOT reserves the right to withhold the final payment to the Consultant until all property is transferred to RIDOT.

The Consultant and their engineering sub-consultants shall maintain the required registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract. Any non-engineering sub-consultants or sub-contractors shall also possess any required registrations pertaining to their type of business in the State of Rhode Island for the lifetime of the Contract.

As the work progresses, the workload handled by RIDOT may increase or decrease. RIDOT reserves the right to add or withdraw individual projects, or portions thereof under each Contract, in keeping with its workload, without regard to the status of completion of the individual projects.

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

Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress reports must outline work accomplished; hours and costs expended; outstanding questions which require resolution. Payment invoices will be processed only if the required progress reports are current.

Each Consultant shall also be required to maintain the assigned **10% DBE Goal** requirement for the lifetime of the Contract. Each Consultant shall be required to submit a MONTHLY DBE UTILIZATION REPORT documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

Each Consultant shall provide written notification to RIDOT Bridge Engineering Section of any change in personnel and/or assignment regarding both Prime and Sub-Consultant(s) services for the lifetime of the Contract. The date of RIDOT's response shall serve as the effective date of service for any new personnel or re-assignment proposed.

-END OF SWTR 002 SCOPE-

ATTACHMENT 1

SWTR OOI - LIST OF INDIVIDUALS AND/OR AGENCIES (as required) for contact during Study & Development (Phase I) to obtain input on existing problems and community development plans.

- (1) Town Administrator or Mayor
- (2) Town or City Council
- (3) Planning Board
- (4) State Representative(s)
- (5) State Senator(s)
- (6) Zoning Board
- (7) Superintendent of Schools (School Bus Transportation)
- (8) Chief of Police
- (9) Chief of Fire Department
- (10) Historic Preservation Officer
- (11) Town or City Engineer or Public Works Director
- (12) Local Industrial Development Commission
- (13) Public Housing Authority
- (14) Public Transit Authority
- (15) Rhode Island Statewide Planning
- (16) Department of Environmental Management (per applicability or formal permit process)
- (17) Utilities
- (18) Coastal Resources Management Council (CRMC)
- (19) Army Corps of Engineers (ACOE)

ATTACHMENT 2

STORMWATER/ DESIGN CRITERIA: At the minimum, the latest publications of the following design criteria are to be utilized as required in the development of all alternate solutions and final detail design:

- (1) FHWA Hydraulic Design Series Manuals and Hydraulic Engineering Circulars; latest versions
- (2) Urban Hydrology for Small Watersheds, Technical Release 55, US Department of Agriculture, Soil Conservation Service (Engineering Division)
- (3) Technical Release 20, US Department of Agriculture, Soil Conservation Service (Engineering Division)
- (4) State of Rhode Island Stormwater Design And Installation Standards Manual, and any subsequent addenda
- (5) A Policy on Geometric Design of Highways and Streets
- (6) Highway Capacity Manual (HCM)
- (7) Manual on Uniform Traffic Control Devices
- (8) Rhode Island Standard Specifications for Road and Bridge Construction, with latest correction and addenda
- (9) Rhode Island Standard Details, with latest revisions
- (10) Design Policy Memos, with latest revisions
- (11) The Rhode Island Bridge Design Manual including all revisions to date
- (12) AASHTO Standard Specifications for Highway Bridges, including latest interim specifications
- (13) Rhode Island Department of Transportation Action Plan
- (14) RI Department of Transportation Pavement Management Working Group (PMWG) will provide the required pavement design for each site.
- (15) AASHTO Roadside Design Guide

Data to be supplied by the Department of Transportation:

- (1) RIDOT will supply copies of all available highway and right-of-way plans & plats and drainage agreements for the State Highway facilities in the area(s) of study.
- (2) RIDOT will provide all necessary pavement cores for the project site(s)

**SCOPE OF WORK
FOR
ON-CALL FACILITIES/ VERTICAL CONSTRUCTION SERVICES:**

CATEGORY	DESCRIPTION
FACI 001	Facilities/ Vertical Construction Services

INTRODUCTION: RIDOT is seeking to procure the services of **MULTIPLE** qualified architectural firms to establish on-call facilities/vertical construction services for the purpose of preparing facility improvement contracts and building architectural improvement contracts to expedite system preservation repair, facility improvement elements and vertical construction statewide. Tasks may also include preparation of new facilities as well as early contractor involvement contracts. The selected qualified Firm(s) will be required to perform the requested services as defined herein. On-Call services under this selection shall be coordinated and managed under the direction of RIDOT’S Facilities Management Section in conjunction with the Federal Highway Administration and other State Agencies as required.

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

Accordingly, RIDOT plans to initiate each contract award with a completion date of THREE (3) YEARS with the option to extend each contract annually for an additional TWO (2) years pending funding availability and consultant performance for a maximum 5-YEAR contract term. **Task assignments will be assigned within the FIRST 2 YEARS OF SERVICE and the final annual extensions will be utilized to complete these originating services.** To provide continuity of services, RIDOT plans to re-solicit all on-call solicitations during the current contract term so new awards can be established and in place once these originating contracts are completed.

Upon completion and within the duration of the 5-YEAR TERM, the MAXIMUM VALUE PER CONTRACT and the MAXIMUM ALLOWANCE PER TASK ORDER as determined per Project Category is hereby defined as follows:

PROJECT CATEGORY	ESTIMATED CONTRACTS	<u>MAX ALLOWANCE PER TASK ORDER</u>	<u>MAX VALUE PER CONTRACT</u>	<u>MAX TERM PER CONTRACT</u>
FACI 001 – Facilities/VC	UP TO 5	\$3 MIL	\$5 MIL	5 YEARS

PROJECT ASSIGNMENTS: Project assignments will be made solely at RIDOT's discretion. There are no assurances or guarantees of projects being assigned under each Contract and, RIDOT reserves the right to revoke or cancel an assignment at any time. Assignments may consist of an individual or multiple task items according to similarity of scope, location, adjacent RIDOT projects and other factors.

QUALIFICATION REQUIREMENTS AND SPECIFICS:

For EACH PROJECT CATEGORY defined:

- Respondents must demonstrate **a minimum of FIVE (5) YEARS architectural experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT'S design and construction policies, procedures and standard specifications.
- In accordance with RI General Laws, the selected consulting firm must maintain the required registration in the State of Rhode Island as a **Professional Architect** for the defined contract term. This requirement shall apply to both Prime and applicable Subconsultants(s) providing architectural services under this contract.
- Documentation of **Quality Assurance & Control (QA/QC) procedures** shall be provided in the proposal. Documentation is defined as a company policy or excerpt from a company's standard operations manual which requires that a QA/QC program is in place.

For FACI 001 – Facilities/ Vertical Construction:

- Defined project experience (Limit 3 Projects Presented) shall include projects with a minimum construction cost requirement of **OVER \$1 MIL.** Information provided shall include a brief description of the project and relevance to the requested project services. Specifics shall include scope, size, contract duration and final construction cost. (MAX 2 PAGES)
- Previous expertise on projects utilizing cost and time effective measures shall be taken into consideration

SCOPE OF WORK: To provide RIDOT with services required to design improvements to its existing facilities, such as district maintenance facilities, material storage buildings, salt storage facilities, and transit centers; and, to provide the Department of Transportation with services required to design new facilities. All work shall conform to all applicable building codes where applicable.

Existing facility improvements may relate to structural improvements, facility modernization, energy efficiency, code/safety improvements, etc., and other associated tasks such as those identified in the following Design Services Matrix

GENERAL REQUIREMENTS AND SPECIFICS: The following requirements shall be undertaken, as applicable, on all projects:

The work shall, in general, consist of the preparation of contract plans, specifications, quantities, and estimates for the work required. The development of the complete final design may be accomplished

either through submission of initial submission/draft report followed by the 30%, 90% , PS&E and Advertising plan submissions, or as otherwise instructed by RIDOT at the time of the work assignment.

The Consultant shall be responsible for any cost associated with the purchase of software required to perform the requested services.

Each Consultant will be responsible for the review of all shop drawings, Contractor submittals and, requests for information (RFI) as well as field reviews, site visits, meetings, and inspections as directed by RIDOT.

Submission of Monthly Progress Reports to RIDOT will be required. Monthly Progress Reports must outline work-hours and costs expended, and a statement as to whether or not there is sufficient work-hours remaining to complete the effort as proposed. Payment invoices will be processed only if the required Monthly Progress Reports are current. Progress reports shall be submitted monthly in RIDOT's standard format per DPM No. 230.05.

Each Consultant may be required to prepare design schedules which are anticipated to consist of milestones for design progress submittals, reports, permitting, and other major steps in the design process rather than for individual design activities.

Each Consultant shall identify in their proposals the necessary sub-consultants or sub-contractors, or whether they intend to self-perform, to perform the following services. Consultants shall provide the necessary qualifications and resumes for these sub-consultants or sub-contractors:

LEED tasks (if applicable) will be designed to meet a minimum of LEED (Leadership in Energy and Environmental Design) Silver Level certification as governed by the US Green Building Council or a similar equivalent standard. All references to LEED certification in this document shall be interpreted to mean LEED Silver or an equivalent standard as approved by the State. In addition, as part of this contract, the architect is to provide all administrative services, prepare any required applications, provide required documentation, etc., as may be required in the LEED Silver Level certification process. The Architect will be responsible for all aspects of this endeavor.

- HVAC/Mechanical
- Electrical
- Plumbing
- Structural Design
- Site Layout/Design
- Survey
- IT/Telecommunications
- Accessibility
- Fire Protection
- Interior Design
- Historical/Cultural (i.e. Section 4f, 106, etc.)
- Environmental (i.e. Permitting, Hydraulic Studies and Reports, Hazmat, Soil Management, SWPPP, landscaping, etc.)

Field evaluations shall provide sufficient data to enable the Consultant to determine the extent of work necessary. Areas of significant deterioration shall be documented by photographic means. Inspection observations shall be furnished to the State in summary form and shall include recommendations for work to be accomplished. Furnished data shall be sufficient to describe the areas involved and to outline the necessary work along with any other information required to adequately describe the work.

Documentation of each Consultant's design process Quality Assurance & Control (QA/QC) procedures shall be provided in the proposal. Documentation is defined as a company policy or excerpt from a company's standard operations manual which requires that a QA/QC program is in place. A copy of those procedures shall also be included in the proposal.

TERMS AND RESPONSIBILITIES: Each Consultant shall act responsibly and perform their duties as follows:

Each Consultant shall permit RIDOT to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by RIDOT.

Each Consultant shall be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner as RIDOT shall require, the services of personnel experienced in the pertinent technical fields described in the Scope together with administrative and clerical personnel. Any person who, in RIDOT's opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT's best interest, shall be removed from the project payroll immediately upon RIDOT request.

Each Consultant, upon request by RIDOT, shall furnish statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person.

Each Consultant shall keep separate accounts on an individual design project basis of all costs for engineering services under the terms of this Contract and shall submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the Consultant's original records.

All field notes, records, computations, work sheets, drawings, bridge data, correspondence, and all other property resulting from the Consultant's services under this Contract will be the permanent property of RIDOT. RIDOT reserves the right to withhold the final payment to the Consultant until all property is transferred to RIDOT.

Persons or firms practicing architectural/ engineering services in the State of Rhode Island must possess a proper registration and/ or Certificate of Authorization for the lifetime of the Contract in accordance with Rhode Island General Laws. Any sub-consultants or sub-contractors shall also possess any required registrations pertaining to their type of business in the State of Rhode Island for the lifetime of the Contract.

As the work progresses, the workload handled by RIDOT may increase or decrease. RIDOT reserves the right to add or withdraw individual projects, or portions thereof under each Contract, in keeping with its workload, without regard to the status of completion of the individual projects.

When an individual project is removed from the work under this Contract, the Consultant shall turn over

to RIDOT all materials and records incidental thereto and will receive no further compensation for that project.

Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress reports must outline work accomplished; hours and costs expended; outstanding questions which require resolution. Payment invoices will be processed only if the required progress reports are current.

Each Consultant shall also be required to maintain the assigned **10% DBE Goal** requirement for the lifetime of the Contract. Each Consultant shall be required to submit a MONTHLY DBE UTILIZATION REPORT documenting aggregated TOTAL contract costs and TOTAL DBE participation to date. TWO (2) copies of the DBE Reporting documentation will be forwarded directly to the RIDOT/Office of Business and Community Resources as well as a copy included with pertinent monthly progress report/ invoice package.

Each Consultant shall provide written notification to RIDOT Bridge Engineering Section of any change in personnel and/or assignment regarding both Prime and Sub-Consultant(s) services for the lifetime of the Contract. The date of RIDOT’s response shall serve as the effective date of service for any new personnel or re-assignment proposed.

DESIGN SERVICES MATRIX

DESCRIPTION OF SERVICE	Basic Services	Additional Service	Provided by Owner
ARCHITECTURAL DESIGN			
Functional Space Programming	X		
Multiple Preliminary Conceptual Designs	X		
Site Evaluation and Planning	X		
Measured Drawings of Existing Buildings	X		
Schematic Design	X		
Design Development	X		
Construction Documents	X		
Value Analysis	X		
Bidding or Negotiation Assistance	X		
Conformed Construction Documents	X		
Construction Administration	X		
Site Visits/Inspections	X		
Shop Drawing Review	X		
Evaluation of Substitutions	X		
Change Order Review	X		
Punch List Preparation	X		
Responding to Requests for Information	X		
Record Drawings by Architect	X		

Review of Contractors' Record Drawings	X		
Prep. for and Attendance at Regulatory Hearings	X		
CADD Plans of Existing Conditions	X		
Engineer and ARCHITECT Coordination	X		
Presentation Models and Perspectives		X	
Renderings & Associated Materials	X		
Extensive environmentally responsible design	X		
LEED Design	X		
ENGINEERS AND ARCHITECTS			
Landscape Architect	X		
Geotechnical		X	
Asbestos/Lead Survey			X
Civil Design	X		
Structural	X		
Mechanical	X		
Electrical	X		
Plumbing	X		
Fire Protection	X		
Site Survey		X	
Cost Estimating and Cost Management		X	
Code ARCHITECT	X		
Commissioning Agent			X
FM Global Review	X		
Building Envelope Peer Review		X	
Information Technology (Tel/Data)	X		X
Acoustical	X		
Audio / visual	X		
Lighting	X		
Security	X		
Interior Designer	X		
Specification Writer	X		
Signage and Graphics	X		
National Grid Technical Analysts	X		
HVAC System Commissioning	X		
Engineers and Architects other Than Above		X	
INTERIOR DESIGN AND FURNISHINGS			
Selection of Basic Architectural Finishes/Colors	X		
Preparation of Furniture vendor RFP	X		

Furniture and Furnishing Specifications	X		
Inventory of Existing Furniture	X		
Furniture Purchasing	X		
HAZARDOUS MATERIALS AND AIR QUALITY			
Hazardous Material Management		X	
CONSTRUCTION QUALITY			
Operation & Maintenance Manuals	X		
Preparation of Record Drawings	X		

-END OF FACILITIES SCOPE-

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

- 1) A Policy on Geometric Design of Highways and Streets
- 2) AASHTO'S "Policy on Design Standards – Interstate System"
- 3) Highway Capacity Manual
- 4) Manual on Uniform Traffic Control Devices
- 5) Rhode Island Standard Specification for Road and Bridge Construction, 2004, with latest revisions
- 6) Rhode Island Standard Details, 1998 and the Bridge Design Standard Details, 2003 both with latest revisions.
- 7) Design Policy Memos, with latest revisions.
- 8) Rhode Island Bridge Design Manual
- 9) AASHTO Standard Specifications for Highway Bridges, 17th Edition 2002, including latest interim specifications.
- 10) Rhode Island Department of Transportation Action Plan.
- 11) RI Department of Transportation Design Procedures for Pavement Design, with latest revisions.
- 12) Federal Aid Policy Guide Part 626.5, Pavement Design.
- 13) ANSI/ AASHTO/AWS D 1.5-2002 Bridge Welding Code.
- 14) AASHTO Manual for Maintenance Inspection of Bridges 1983, including latest interim specifications.
- 15) Federal Aid Policy Guide, part 625, Design Standards for Highways.
- 16) 23 CFR part 650, "Bridges, Structures, and Hydraulics".

DATA TO BE SUPPLIED BY RIDOT:

- 1) The RIDOT Highway and Bridge Maintenance Division will supply copies of all available highway/bridge plans and right-of-way plans for the State's highway facilities in the area of the study.
- 2) The RIDOT Highway and Bridge Maintenance Division will supply the latest available skid numbers.
- 3) RIDOT Bridge Inspection Reports.
- 4) RIDOT will provide all necessary pavement cores

Address	City/Town	Name	Use
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Current as of 1/26/2016

RIDOT FACILITIES: Highway & Bridge Maintenance

360 Lincoln Avenue	Warwick	Highway & Bridge Maintenance	Maintenance Headquarters
648 Putnam Pike	Glocester	Glocester Facility	Maintenance Garage
171 Anthony Road	Portsmouth	Portsmouth Facility	Maintenance Garage
Boyds Lane	Portsmouth	To be Constructed/Portsmouth	Maintenance Garage
122 Wyatt Road	Middletown	Seasonal/Portsmouth	Garage/Salt Storage
144 Willow Street	Little Compton	Seasonal/Portsmouth	Garage/Salt Storage
439 Towner Road	North Kingstown	Belleville Facility	Maintenance Garage
51 Bank Street	Hopkinton	Hope Valley Facility	Maintenance Garage
89 Westerly-Bradford Road	Westerly	Seasonal/Hope Valley	Garage/Salt Storage
4782 Post Road	Charlestown	Seasonal/Hope Valley	Garage/Salt Storage
2400 New London Turnpike	East Greenwich	Midstate Facility	Maintenance Garage
691 Warren Avenue	East Providence	East Providence Facility	Maintenance Garage
16 Mapledale Street	Coventry	Anthony Facility	RIDOT Materials Section
Plainfield Pike (Route 102)	Foster	Seasonal/Clayville Stockpile	Salt Storage/Dome
Intersection RI-102 and RI-117	Coventry	Seasonal/Summit Stockpile	Salt Storage/Dome
395 George Washington Highway	Smithfield	Smithfield Facility	Maintenance Garage
680 George Washington Highway	Lincoln	Seasonal/Smithfield	Salt Storage/Dome
317 Cherry Hill	Johnston	Seasonal/Smithfield	RIDOT Motor Pool

RIDOT FACILITIES: Property Management

14 Railroad Avenue	Westerly	Westerly Train Station	Amtrak Train Depot
1 Depot Square	Woonsocket	Woonsocket Depot	BSRC Train Station
1 Railroad Avenue	West Kingstown	Kingston Station	Intermodal/Amtrak Depot
1011 Ten Rod Road (Route 102)	North Kingstown	Wickford Junction	Intermodal/MBTA Depot
55 Colorado Avenue	Warwick	RIDOT Material Lab	In-flux/Possible Multi-use

Current as of 1/26/2016

CONSULTANTS

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS FOR PRIME CONSULTANTS
AND LOWER TIER PARTICIPANTS (SUBCONSULTANTS ETC.)**

Appendix B - - certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

INSTRUCTIONS FOR CERTIFICATION:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, ineligibility And Voluntary Exclusion - - Lower Tier Covered Participants

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

In accordance with the code of Federal Regulations, Part 49 CFR Section 29.510, the prospective primary participant _____ (name of Authorized Agent), _____ (Title), being duly sworn (or under penalty of perjury under the laws of the United States), certifies to the best of his/her knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall list exceptions below.

Exceptions will not necessarily result in denial of award, but, will be considered in determining contractor responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and the dates of the action. Providing false information may result in criminal prosecution or administrative sanctions. If an exception is noted the contractor must contact the Department to discuss the exception prior to award of the contract.

Signature of Authorized Agent

Date

Certification for Federal-Aid Construction/Consultant Contracts

IN ACCORDANCE WITH PUBLIC LAW 101-1210 SECTION 319 (DEPARTMENT OF THE INTERIOR AND RELATED AGENCIES) THE PROSPECTIVE PARTICIPANT CERTIFIES, BY SIGNING AND SUBMITTING THIS BID OR PROPOSAL, TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, THAT:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

(R.I.D.O.T. APPENDIX C)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (03-48-00-46), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 - 0348-0046
(see reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance </div>	<p>2. Status of Federal Action:</p> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award </div>	<p>3. Report Type:</p> <div style="display: flex; align-items: flex-start;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> <ul style="list-style-type: none"> a. initial filing b. material change </div> <p>For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Report Entity:</p> <p><input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p style="padding-left: 40px;">Tier ____, if known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity:</p> <p>(if individual, last name, first name, mi):</p>	<p>10. b. Individuals Performing Services (including address if different from No. 10a)</p> <p>(last name, first name, mi):</p>	
<p>11. Amount of Payment (check all that apply)</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____ 	
<p>12. Form of Payment (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____ 		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contracted, for Payment indicated in Item 11 (Attach Continuation Sheet(s) SF-LLL-A, if necessary):</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. this disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	
<p>For Federal use Only:</p>	<p>Authorized for Local Reproduction Standard Form – LLL-A</p>	

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

CONFLICTS DISCLOSURE POLICY

To ensure that the Rhode Island Department of Transportation (RIDOT) maintains the continued confidence and trust of the people of Rhode Island in carrying out its mission, prospective vendors must disclose any family (or other personal) relationships, associations or connections that the vendor, its affiliates, or employees, may currently have with any RIDOT employee. A Conflicts Disclosure Statement shall be submitted to RIDOT from the following:

- ❖ Owners;
- ❖ Directors;
- ❖ Principals;
- ❖ Officers, board members, or individuals with corporate authority;
- ❖ If the vendor is a partnership, the applicant's partners;
- ❖ If the vendor is a limited liability company, its members and managers;
- ❖ Employees with decision-making authority, including executive directors, managers or individuals in a similar position with corporate authority; and
- ❖ Shareholders with a controlling interest.

CONFLICTS DISCLOSURE STATEMENT

RE: _____

I, _____ hereby certify as follows:

I am employed as a _____ of _____
[TITLE] [COMPANY]
and to the best of my knowledge:

PLEASE CHECK THE APPROPRIATE BOX:

- I have no family or personal relations currently employed either on a full-time or part-time basis at the Rhode Island Department of Transportation.**
- I do have family or personal relations currently employed at the Rhode Island Department of Transportation. Please list their name(s), title(s), and RIDOT Division(s) (if known):**

NAME	TITLE	RIDOT DIVISION

If necessary, please add any additional names as attachments hereto.

FOR ILLUSTRATIVE PURPOSES, FAMILY RELATIONS SHALL INCLUDE, WHETHER BY BLOOD, ADOPTION OR MARRIAGE, ANY OF THE FOLLOWING RELATIONSHIPS:

Father, Mother, Son, Daughter, Brother, Sister, Grandfather, Grandmother, Grandson, Granddaughter, Father-In-Law, Mother-In-Law, Brother-In-Law, Sister-In-Law, Son-In-Law, Daughter-In-Law, Stepfather, Stepmother, Stepson, Stepdaughter, Stepbrother, Stepsister, Half-Brother Or Half-Sister, Niece, Nephew, And Cousin

❖ *If you are unsure whether a relationship, association, or connection you have may need to be disclosed, please consult with RIDOT's Legal Office at (401) 222-6510.*

SIGNATURE

DATE

By signing this form you: (1) certify that the information contained in this form is complete and accurate to the best of your knowledge; and (2) acknowledge your continuing obligation to complete and submit a new Disclosure form when there is any change in your family or personal relations during the course of this Contract.

This document is used for internal RIDOT purposes only in order to address and avoid any potential conflicts at the inception of the contract process and to avoid any impropriety or the appearance of impropriety during the contract process. Any disclosures made hereto will not prejudice prospective vendors from selection.

The bidder shall include the provisions of paragraphs (a) through (f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The bidder shall take such action with respect to any subcontract or procurement as the Department or the Federal Highway Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the bidder becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, the bidder may request the Department to enter into such litigation to protect the interests of the Department and, in addition, the bidder may request the United States to enter into such litigation to protect the interests of the United States.