



State of Rhode Island  
Department of Administration / Division of Purchases  
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**ADDENDUM #3**

**RFP # 7550214**

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

**SUBMISSION DEADLINE: MARCH 8, 2016 – 11:30 A.M.**

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See attached revisions and clarifications.

*Lisa Hill*

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Lisa Hill  
Chief Buyer

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

7550214 – On-Call Transportation Engineering Services Task Order Work Program

Per the issuance of Department of Transportation ADDENDUM # 7550214A3 the following changes are noted:

- **REVISION – BRDG 001, 002 and 003**

With regard to the "Similar Project Experience" requirement for the Project Categories assigned under the **BRIDGE DISCIPLINE ONLY** as cited on PAGES 10 and 17 of the RFP, RIDOT has revised the **minimum construction cost requirement** assigned each project category as follows:

	FROM:	TO:
BRDG 001 - COMPLEX	Minimum \$30 MIL	Minimum \$10 MIL
BRDG 002 - ROUTINE	Over \$3 MIL	Over \$1.5 MIL
BRDG 003 - SIMPLE	Under \$3 MIL	Under \$1.5 MIL

- **DELETION – FACI 001**

Please **delete** the "FACILITIES DESIGN CRITERIA" provided on PAGE 57 of the RFP. This information was erroneously included under FACI 001 Scope of Work and does not pertain to the services requested. Respondents are advised that the Rhode Island State Building Codes as well as copies of all available building plans, specifications, and geotechnical reports will be used as reference materials for all FACI 001 task orders assigned.

- **CORRECTION – PVMT 001**

On PAGE 10 of the RFP, the **minimum construction cost requirement** for the **PVMT 001 – Resurfacing** category was erroneously cited as "UNDER" \$1MIL and should have read "**OVER**" \$1MIL. This PVMT 001 minimum cost requirement was correctly cited in the Highway Engineering Scope of Work on PAGE 25.

- **CLARIFICATION**

RIDOT wishes to provide clarification with regard to the qualification information to be submitted for **subconsultant services** as well as the **overall formatting** of the proposal submission.

**PRIME:**

The PRIME Consultant should first ensure that their own qualification information relative to the specific project requirements set forth for each Project Category requested is properly detailed presented in terms of **key personnel, project experience, current workload, DBE participation** as well as any specialized requirements cited within each Project Category and any general requirements as stated in the RFP.

All known FBS and QBS subconsultant services must be identified as part of your Project Team and notated on your **ORG CHART**. If selected, at the point of award, all project services identified in your Technical Proposal will be formally documented in the contract award along with the negotiated fees associated with each identified service.

**W-9 FORM (“ONE (1) Copy”)** should be submitted “unbound”, completed and authorized by PRIME Consultant. **DO NOT INCLUDE W-9 IN DISK COPIES**. Due to the confidential nature of this document, all W-9 FORMS submitted will be held at Purchases. Please note that if you are a PRIME Consultant and your Firm needs to obtain **Foreign Corporation** status, if selected, Purchases will be unable to enter your W-9 Form into financial system unless you are properly registered on the Secretary of State’s website. We advise that you initiate this process so there will be no delay should you be selected for any project award.

**RIVIP FORM** should be fully completed and authorized by PRIME Consultant. This should be presented as first entry in your submission so Purchases can easily review when submission is opened.

**Letter of Transmittal** should properly identify each of the PROJECT CATEGORIES by Number and Description for which your Firm wishes to be considered. The Categories identified should coincide with the tabbed information included in your Proposal. Consideration will only be given to those project categories identified in your Transmittal Letter.

**Table of Contents (TOC)** should accurately identify all information included by document NAME and assigned PAGE No. Since there are both general project requirements specific to all services requested as well as specific technical requirements assigned each DISCIPLINE specific to each PROJECT CATEGORY assigned, we suggest that the general requirements be presented upfront in Proposal and referenced in TOC by corresponding PAGE NO. For easier reference and access, we suggest that the “TABS” provided should be used to designate each DISCIPLINE for which you wish to be considered and within each DISCIPLINE TAB please include the individual “SUB-TABS” for each of the individual PROJECT CATEGORIES.

Within each **DISCIPLINE “TAB”**, should there be repetitive documents (“say” resumes) that apply to each of the sub-tabbed Project Categories, there is no need to repeat each resume package within each Project Sub-tab. Include ONCE right after DISCIPLINE TAB with cover sheet or reference statement that says that this information is applicable to BRDG 001, BRDG 002 and BRDG 003 (or whatever categories apply).

Within each **PROJECT CATEGORY “SUB-TAB”**, should include the specifics relative to that Project Category. For instance, if there are different PMs assigned, the specific project experience, DBE(s) assigned etc.

Please ensure that all information is self-contained within the Discipline and Project Category it is intended for. Be clear on your intent; do not leave any entry subject to interpretation. Please organize your materials in a concise order to make it easier for review which will greatly help to expedite the selection process.

**SUBCONSULTANTS**

With regard to **SUBCONSULTANT SERVICES**, please be mindful that the Scopes of Work provide a guide to the "potential" services anticipated under each transportation Discipline. It is at the PRIME's discretion how you wish to staff your Project Team.

As far as information submitted within the **QBS Sub-Proposals** presented, if the QBS Sub is a "key" participant on the team "say" a structural sub will be providing services under the BRDG project categories then the sub-proposal in addition to the cover letter should provide the key technical elements as the PRIME i.e. qualifications and experience. We would suggest that the information provided be as concise as possible "say" key resumes be limited to PM and Lead Engineer(s) or Specialist(s) for instance. PRIME's entry would be more extensive since they would provide the lead services. Resumes will cite PE license numbers in which States so there is no need to include copies of actual licenses for subs.

As far as FBS services, the Information provided for an **FBS Sub-Proposal** can be limited to the Cover Letter with a detailed explanation of the services to be provided. If a current Rate Sheet is available – say for traffic counts – it could be provided but it is not required. All fees will be determined through negotiations with each of the selected Firms.

Applicable current **DBE Certifications** shall be included within the applicable Sub-Proposal.

For Subs, **REQUIRED FORMS** can be limited to Lobbying, Debarment and Disclosure (signature sheets only) and submission can be limited to Firm Owner/ or Manager.

We ask that you logically prepare your proposal outline with these considerations in mind. Be mindful to document all materials provided and strive to present your proposal in a concise manner. We remind all that the quantity of materials will not be remembered it is the quality of the materials presented.

Per issuance of ADD 7550214A2, a **Pre-Proposal Meeting** has been scheduled for **FEBRUARY 25, 2016 @ 10:00 AM** to be held at the Department of Administration, 2<sup>nd</sup> Floor, Conference Room "A".

The **DUE DATE** for submission has also been changed to **TUESDAY, MARCH 8, 2016 @ 11:30 AM**.

APPROVED: David W. Fish      2-19-16  
David W. Fish, P.E.      DATE  
Acting Chief Engineer