State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

ADDENDUM #5

Date: 3/3/16

RFP #7550214

TITLE: ON-CALL TRANSPORTATION ENGINEERING SERVICES TASK ORDER PROGRAM

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

Questions and Answers posted on the DOT Q & A portal are attached. The Q & A portal is no longer accepting questions.

LISA HILL
CHIEF BUYER

Questions and Answers For: 7550214

Ask Question

Date Asked: 03/01/2016 **Date Answered:** 03/01/2016

Poster: Barbara Klimaszewski **Company:** AI Engineers, Inc.

Question: Just for clarification, RIDOT wants a copy of the scope of work for each category and all addendas included at the front of the submission and NOT a copy of the ENTIRE RFP as previously stated in the original RFP

Answer: NO. The ENTIRE RFP plus Addenda must be included in your RFP. The technical information along with the qualification requirements and selection criteria will be used by the selection committee during evaluation. You may disregard the blank Forms attached to shorten document a bit.

Date Asked: 02/29/2016 **Date Answered:** 03/01/2016

Poster: Patricia Teeter **Company:** Pare Corporation

Question: Thank you for clarifying the submission format in Addendum 3. Please provide some additional clarification as to where the RIDOT RFP and Addenda should go? Where the Prime Consultant's COA and licenses should go? Where the Required Forms should go? Do both QBS and FBS subs need to provide the Required Forms?

Answer: The information cited (SCOPE, Prime's COA and Prime's FORMS) refers to the "general" requirements requested for this RFP. Suggest incorporating each of these items UP FRONT in your Proposal with each item referenced by PAGE NUMBER in your Table of Contents. The Lobbying, Debarment and Disclosure FORMS shall be submitted by ALL SUBS (QBS & FBS) and their individual FORMS "incorporated" within their individual Sub-Proposals.

Date Asked: 02/18/2016 **Date Answered:** 02/22/2016

Poster: Brooke T Smith **Company:** Louis Berger Group

Question: On page 19, the solicitation states we must "provide necessary qualifications and resumes for these sub-consultants or sub-contractors", however, in Q&As, RIDOT states Primes "at a minimum a Cover Letter from the 'FBS to PRIME' documenting types of services...". Do we need to provide resumes, qualifications and Cover Letters for all Fee-Based sub-consultants, but no forms or workload?

Answer: Addendum 7550214A3 will provide additional clarification regarding sub-consultant proposals.

Date Asked: 02/18/2016 **Date Answered:** 02/18/2016

Poster: Brooke T Smith **Company:** Louis Berger Group

Question: Are personnel filling categories listed on page 19 (geotechnical services, historical/cultural, environmental, etc) considered Key Personnel? Do we need to provide resumes for in-house personnel filling these positions? We understand we must identify subconsultants and resumes for these positions, but wanted to ensure in-house personnel resumes are also to be included.

Answer: YES. But please limit the number of resumes submitted to 1 or 2 since these roles will be supplemental to the primary services requested.

Date Asked: 02/18/2016 **Date Answered:** 02/18/2016

Poster: Theresa DuBois **Company:** CDR Maguire Inc.

Question: QA/QC Policy is requested on page 6 of the RFP and then again requested for each category (ex: page 16). Is it acceptable to submit the firm's policy in the main document and refer to its location in the submittal within each category section?

Answer: YES. Your Firm's QA/QC Policy can be submitted as a general requirement and submitted once. Please be sure to provide cover or reference with document stating your intent.

Date Asked: 02/17/2016 **Date Answered:** 02/22/2016

Poster: Barbara Klimaszewski **Company:** AI Engineers, Inc.

Question: The RFP did not clearly state the specific qualifications required from the subconsultants and as questions and answers are being posted, the information required from the subconsultants is increasing. Would RIDOT consider providing, in the upcoming addendum, more specific instructions regarding the information required from subconsultants and perhaps reducing or abbreviating those requirements keeping in mind that Prime firms will have a very small window of time to procure this information from the subs or ask the subs to revise the information they've already provided. Thank you.

Answer: YES. Clarification will be provided in ADD 7550214A3.

Date Asked: 02/17/2016 **Date Answered:** 02/17/2016

Poster: Jason W. Smith **Company:** Jacobs Engineering

Question: Given the number of questions and answers for this RFP, will RIDOT contemplate extending the proposal deadline?

Answer: NO. Addendum will be posted documenting all Q&A posted and responses are Due by FEBRUARY 24, 2016 @ 11:30 AM to RIDOA/Purchases.

Date Asked: 02/17/2016 **Date Answered:** 02/17/2016

Poster: Barbara Klimaszewski **Company:** AI Engineers, Inc.

Question: Please indicate whether subconsultants are required to provided their QA/QC procedures.

Answer: If "key" subconsultant services anticipated then procedures should be included.

Date Asked: 02/16/2016 **Date Answered:** 02/17/2016

Poster: Lynn Fontaine **Company:** Vision 3 Archtiects

Question: For subconsultants under FACI 001 Category, we would typically carry civil, structural, and MEP engineers. Page 55 shows a long list of specialty subconsultants, such as HVAC system commissioning, acoustical, lighting, audio/visual. Which subconsultants do you want us to name, and carry detailed qualifications for?

Answer: The list provided documents "potential" task order services that may be needed during the contract term. If known at time of submission, it is advisable to provide full services disclosure for review/approval by RIDOT.

Date Asked: 02/16/2016 **Date Answered:** 02/17/2016

Poster: Lynn Fontaine **Company:** Vision 3 Archtiects

Question: Page 57 lists facilities design criteria which have nothing to do with facilities and buildings. Do you have corrected design criteria for this RFP category?

Answer: Please disregard FACI 001 design criteria provided on PAGE 57. Upcoming ADD 2 will document that for services anticipated under the FACI project category, the standard State Building Codes as well available building plans, specifications, and geotechnical reports will be used as reference materials for all FACI 001 task orders assigned.

Date Asked: 02/16/2016 **Date Answered:** 02/17/2016

Poster: Lynn Fontaine **Company:** Vision 3 Archtiects

Question: Page 51 says respondents must possess a working knowledge of transportation laws, as well as RIDOT's design and construction policies, procedures and standard specifications. This appears to pertain to bridge and highway work, not facilities and buildings. If there are any RIDOT design and construction policies, procedures, and standard specifications that pertain to facilities/vertical construction/buildings, can you tell us specifically where we can find these?

Answer: This information was erroneously stated as part of the FACI 001 scope. There are no specified RIDOT Policies or Procedures with regard to vertical construction. All vertical construction projects must conform to the standard State Regulations and Requirements.

Date Asked: 02/16/2016 **Date Answered:** 02/17/2016

Poster: Michelle Kazanow **Company:** PRIME AE Group, Inc.

Question: On 2/4/16, a question regarding the need to provide Certificates of Authority for all subs was asked. The answer was framed within the context of an "out of state firm's foreign corporation status." Could you please confirm whether a copy of the Certificate of Authority is a requirement

for all in-state subconsultant firms, or if only the prime firm needs to show the COA, regardless of whether a sub is out-of-state or in-state? Thank you.

Answer: RIDOT will contract with the PRIME Consultant therefore if a PRIME is established outside of RI they must establish and provide proof of Foreign Corporation status.

	Date Asked: 02/15/2016	**Date Answered:** 02/16/2016	
Poster: Joseph Bambara		**Company:** CDM Smith	

Question: On Page 13 of the RFP it states that "a maximum of three (3) projects completed PER Project CATEGORY". Please clarify completed (does this mean completed as in constructed? Or Completed as in completed the design effort?)

Answer: Specifics of project experience to be included in the proposal are detailed on page 10 of the RFP under "Similar Project Experience – Project Listing" as well as within the individual scopes of the various RFP categories. As previously stated, projects must be completed within the last 10 years, design effort should be complete, and specifics should include scope, size, contract duration and final construction cost.

	Date Asked: 02/15/2016	**Date Answered:** 02/17/2016	
Poster: Jennifer Sproul		**Company:** PRIME AE	

Question: The RFP requests resumes for key proposed personnel. Our intent is to provide resumes for key personnel for each category, and for the remainder of the staff that will appear on the organizational chart, to provide a matrix detailing their experience and qualifications etc. Can you confirm that this is acceptable?

Answer: The RFP asks that only KEY RESUMES be provided for review in an effort to try to streamline the submission format. If you feel you need to provide an additional listing citing all staff to be assigned it is acceptable but please limit the size of the document provided. Firms shall take into consideration that if selected for any project, as part of negotiations, you will be requested to provide a roster of ALL personnel to be assigned to the project at the time of award and for the duration of the contract.

	Date Asked: 02/12/2016	**Date Answered:** 02/17/2016	
Poster: Michelle Kazanow		**Company:** PRIME AE Group, Inc.	

Question: At the time proposals are due are key staff required to be PEs registered in RI or will RIDOT accept PEs registered in other states?

Answer: All key staff personnel shall possess a RI PE at the time of proposal submission. Non-RI PE licensed staff working under a licensed RI PE key staff member is acceptable.

	Date Asked: 02/12/2016	**Date Answered:** 02/16/2016	
Poster: Amy Pacifico		**Company:** Fuss & O'Neill	

Question: Are client names, addresses, and contact information only to be provided for the three example projects?

Answer: Yes.

Date Asked: 02/12/2016 **Date Answered:** 02/16/2016

Poster: Amy Pacifico **Company:** Fuss & O'Neill

Question: Do the project listings need to include scope, size, contract duration, and final construction cost in addition to the 2 page project examples?

Answer: All relevant information for the project listings should be included within each 2 page project example.

Date Asked: 02/12/2016 **Date Answered:** 02/16/2016

Poster: Amy Pacifico **Company:** Fuss & O'Neill

Question: Does DOT want a narrative to go along with the Organization Chart to "briefly describe how the proposed organizational structure will address the fill scope of services requested," or should we just show the organizational structure graphically on the chart?

Answer: An organizational chart should clearly show and demonstrate how a respondent intends to fill the scope of services being requested under the RFP. A separate narrative should not be provided.

Date Asked: 02/12/2016 **Date Answered:** 02/16/2016

Poster: Amy Pacifico **Company:** Fuss & O'Neill

Question: Is there any specific information that DOT needs to document "a minimum of 5 years engineering experience" beyond the resumes, list of projects, and project examples specifically requested?

Answer: This is left to the respondent's discretion as to how best document their staff and firm's experience.

Date Asked: 02/12/2016 **Date Answered:** 02/16/2016

Poster: Amy Pacifico **Company:** Fuss & O'Neill

Question: Page 6 refers to submitting "written QA/QC procedures" as part of the design. Our procedures are a couple hundred pages addressing a range of disciplines. Does DOT want just a summary or all of our QA/QC procedures to review?

Answer: QA/QC procedures shall be provided as stated on page 6 and as stated within the individual RFP categories "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."

Date Asked: 02/12/2016 **Date Answered:** 02/17/2016

Poster: Amy Pacifico **Company:** Fuss & O'Neill

Question: We understand that Stormwater MS4/EPA Compliance will have a cap on the indirect cost rate. Will contracts be negotiated as lump sum (using the cap limit), or time and materials not to exceed, or both?

Answer: NO. Hours will be negotiated between RIDOT and the selected Firm and final accepted hours and associated fees will be executed through a Cost Plus Fixed Fee contract.

Date Asked: 02/12/2016 **Date Answered:** 02/16/2016

Poster: Louis DiLucchio **Company:** Gordon R. Archibald, Inc.

Question: On page 10, under Similar Project Experience, the RFP states that "Respondents shall include a project listing ... within the last 10 years." Is a list of projects required in addition to the three individual 1- or 2-page project descriptions?

Answer: All relevant information for the project listings should be included within each 2 page project example. No separate listing is required

Date Asked: 02/12/2016 **Date Answered:** 02/17/2016

Poster: David Freeman **Company:** CDR Maguire

Question: Do "fee based" subconsultants (such as traffic counting, CCTV, traffic control for field work, etc.) need to provide the same information (resumes, debarment forms, lobbying conflicts, workloads) as the professional subconsultants (engineering, survey, historic, etc)?

Answer: NO. But PRIMES should include at a minimum a Cover Letter from the "FBS Sub to PRIME" documenting what type of services they be will providing for which project; and the FBS Sub should also be included on the applicable ORG CHART.

Date Asked: 02/12/2016 **Date Answered:** 02/17/2016

Poster: Mark Greenleaf **Company:** Commonwealth Engineers & Consultants, Inc.

Question: The RFP lists subconsultant submittal requirements on pages 6, 10, and 19, summarized as 1) resumes, 2) identification of PM, 3) cover letter, and 4) "necessary qualifications". In the Department's 2/9/16 response herein to Steere Engineering Inc on this subject, it is stated that the subconsultant proposals "shall also include the same qualitative information as the Prime such as... Similar Project Experience... QA/QC Procedures." These two items, if done per the Prime requirements, will result in the following: ~10 subconsultants x 3projects/Category x 2pages = 60 pages per Category. If we apply to ~5 Categories, that adds 300 pages to the proposal, more if we apply to all categories, plus QA/QC packages for 10 subconsultants, plus the time to prepare and compile these well into the proposal period. Q1: Would you consider, rather than Similar Project Experience per the Prime requirements, allowing each subconsultant to submit one overall project summary list of some representative projects, not based on the Category dollar values, with a brief description of each project? Q2: Please confirm that you want a QA/QC policy for all

subconsultants. Q3: The Pare Corporation 2/11/2016 question (not yet answered) mentions "workload" for subconsultants. Please confirm that this is not required per the RFP.

Answer: We recognize the size and scope of paperwork required for this submission but DOT's response did cite "as applicable"; this shall be interpreted as any "KEY" QBS subconsultant services. We do want the PRIMES to streamline the response materials and focus on their own qualifications supplemented by sub- proposals from key subs to be assigned. We do however require full disclosure of your project team but this could be provided by a sub's cover letter along with minimal documentation attached.

Date Asked: 02/11/2016 **Date Answered:** 02/17/2016

Poster: Christine King **Company:** BETA Group, Inc.

Question: In an answer below, it is indicated that subs should provide Similar Project Experience examples. Are these counted towards the 3 projects (6 pages total) per category, or are they excluded from that project/page limit?

Answer: Project experience shall be individually presented for EACH FIRM - PRIME and/or KEY Sub(s)- EACH limited to 3 PROJECT MAX.

Date Asked: 02/11/2016 **Date Answered:** 02/17/2016

Poster: James Riordan **Company:** ESS Group

Question: SWTR 001 identifies that respondents must demonstrate five (5) years of environmental engineering experience, while SWTR 002 identifies that respondents must have five (5) years of highway engineering experience. The categories have significant similarity in scope. Please confirm that respondents for SWTR 002 should show highway engineering experience. If in fact highway engineering experience is preferred, please clarify the type of highway engineering experience that RIDOT would like to see demonstrated.

Answer: For SWTR 001 services, environmental engineering is required because part of the scope is for the investigation of stormwater impacts and the design of stormwater treatment units for environmental water quality improvements. Firms must be qualified to recommend and design water quality improvements. For SWTR 002 services will require more highway engineering expertise familiar with inspecting Stormwater facilities of all kinds and capable of designing treatment facilities for a specific application/sub-watershed.

Date Asked: 02/11/2016 **Date Answered:** 02/17/2016

Poster: Patricia Teeter **Company:** Pare Corporation

Question: Because of the size and complexity of this submittal, would it be permissible to number pages by section, rather than sequentially throughout the document? For example, B-1, B-2 etc. for the Bridge Discipline, P-1, P-2 etc. for the Pavement Discipline, or some such method--referenced, of course, in the Table of Contents? It seems that you are mostly concerned with a clearly presented package in which you can find the required information, correct?

Answer: Preference would be for the entire document to be numbered sequentially for easier reference, BUT as long as the TOC properly cross-references all materials an alternative page numbering method is acceptable.

Date Asked: 02/11/2016 **Date Answered:** 02/17/2016

Poster: Patricia Teeter **Company:** Pare Corporation

Question: We may submit on six different categories in three disciplines, but will use most of the same subconsultants for all categories. Rather than repeating the subs' proposals in each category tab, would it be permissible to identify the subs, their project manager, and their services (and DBE participation) within each category tab, but put their letter, resumes, workload, QA/QC procedures, project listing, etc. into an exhibit at the end, with clear reference to the tab/page numbers where they may be found?

Answer: If the SAME information will apply to all project categories for which you are applying under the ONE discipline -like sub-consultants- please provide ONCE prefaced by cover/reference explaining duplicative nature of document and include WITHIN TAB DISCIPLINE as first entry followed by 001, 002, 003 sub-tabs (or which ever you are applying for) each inclusive of specific requirements required for each category. DO NOT INCLUDE separately as "exhibits"; there are no "exhibits' to this submission. All documentation provided must be either included within the TAB/SUB-TAB entries or if General requirement like Firm's PE License, Required Forms etc. included upfront and cross-referenced in Table of Contents by "PAGE NUMBER". Please ensure all your SPECIFIC qualification materials for each DISCIPLINE are self contained.

Date Asked: 02/10/2016 **Date Answered:** 02/17/2016

Poster: Brooke T Smith **Company:** Louis Berger Group

Question: Since project experience in each category is limited to 2 pages for all 3 examples, should respondents also limit each resume submitted to 2 pages, to keep proposal length to a minimum?

Answer: First of all, project experience narrative is limited to 2-Pages PER PROJECT (MAX 3) for a MAXIMUM OF 6 PAGES in total. As far as resumes, please provide for only KEY personnel and if possible limited in length to condense proposal volume.

Date Asked: 02/10/2016 **Date Answered:** 02/16/2016

Poster: Brooke T Smith **Company:** Louis Berger Group

Question: Providing a current company-wide comprehensive workload per Discipline will be quite lengthy for larger companies. Will providing a RIDOT-centric current workload per discipline be an acceptable solution to demonstrate adequate capacity?

Answer: It is up to each firm's discretion regarding the level of detail to provide for workload. It is not limited to RIDOT projects.

Date Asked: 02/10/2016 **Date Answered:** 02/18/2016

Poster: Christine Ann Palmer | **Company:** McMahon Associates

Question: In the "General Requirements and Specifics" section of the Highway Engineering Services, there are references to designs taking into consideration constructability, sequencing, scheduling and phasing. There are also references to designs being prepared in accordance with the RIDOT Bridge Design Manual and AASHTO LRFD Bridge Design Specs (pages 25 and 26). However, construction scheduling and structural engineering are not included among the list of services requiring sub-consultants, which otherwise appears intended to be all-encompassing. Will these services be necessary for the Highway Engineering contracts?

Answer: "Potentially" a road assignment could involve a bridge structure; construction scheduling would NOT be a service anticipated under this Program.

Date Asked: 02/10/2016 | **Date Answered:** 02/17/2016

Poster: Krista Kenney | **Company:** Michael Baker International

Question: With regards to the FACI 001 Category, please confirm that the eventual task order selections will be negotiated on a Lump Sum basis, and as such, will not be subject to salary and OH caps as specified in the RFP.

Answer: CONFIRMED.

Date Asked: 02/10/2016 | **Date Answered:** 02/17/2016

Poster: David Freeman | **Company:** CDR Maguire

Question: Can a project with an ongoing design effort (design not complete) for any one discipline be counted as an example of experience?

Answer: YES. Provided that the timing of the project's ongoing design effort is properly documented and the specifics of the design services provided are cited.

Date Asked: 02/09/2016 | **Date Answered:** 02/16/2016

Poster: Barbara Klimaszewski | **Company:** AI Engineers, Inc.

Question: How does RIDOT distinguish between Complex, Routine and Simple Bridges and what is RIDOT's definition of the same? Is it purely based on costs or structure type or both? e.g a simple or routine bridge can result into a complex project due to site conditions, proximity of property, utilities etc. though the workable structure type may be simple.

Answer: For the purposes of this RFP, the definition of what defines the Complex, Routine and Simple bridge categories is stated on Page 15 and 17 of the RFP under the Bridge Scope of Work. Construction costs associated with these three categories will be revised by Addendum to be as follows: Complex Bridges – over $10 million, Routine Bridges – over $1.5 million, Simple Bridges – under $1.5 million

Date Asked: 02/09/2016 | **Date Answered:** 02/16/2016

Poster: Thomas Pechillo | **Company:** Collins Engineers, Inc.

Question: Please clarify the example project construction contract values for the Simple and Routine Bridge disciplines. The Bridge Scope defines Simple bridges as "Simple span bridges or culverts 25 feet or less in length without complicated roadway geometry or features intersected." Bridges of this size and complexity generally have construction values of $1 million or less, whereas bridges meeting the Routine description often have construction values between $1 million and $3 million. Using the stated example project construction value break point of $3 million between Simple and Routine, many bridges meeting the Routine description in the Bridge Scope (with construction values less than $3 million) would only qualify as Simple bridge example projects per the current wording of the RFP. Would RIDOT consider revising the construction values for these categories so they are more in line with the Bridge Scope definitions of Simple and Routine bridges?

Answer: For the purposes of this RFP, the definition of what defines the Complex, Routine and Simple bridge categories is stated on Page 15 and 17 of the RFP under the Bridge Scope of Work. Construction costs associated with these three categories will be revised by Addendum to be as follows: Complex Bridges – over $10 million, Routine Bridges – over $1.5 million, Simple Bridges – under $1.5 million.

Date Asked: 02/09/2016 | **Date Answered:** 02/09/2016

Poster: Kathy Rodo | **Company:** BL Companies

Question: The instructions state that we should use 12 point font. If our company resumes are in different sized templates, can we use ours so we are not redoing all of our formatting?

Answer: YES.

Date Asked: 02/09/2016 | **Date Answered:** 02/09/2016

Poster: Kathy Rodo | **Company:** BL Companies

Question: How do you want us to show the Tabs and Sub Tabs in our PDF on the CD's? We have original divider tabs in our bound original copy. Can we include divider pages with the titles on them in the pdf?

Answer: YES.

Date Asked: 02/09/2016 | **Date Answered:** 02/09/2016

Poster: Kathy Rodo | **Company:** BL Companies

Question: On page 8 of the instructions, it says we need to include a copy of RIDOT's original RFP and any supplemental addenda. Can we only include the addenda and not the entire RIDOT original RFP?

Answer: We realize that the RFP is quite large but it is useful in the review process and for future reference to have the RFP made part of the proposal document. Please incorporate both the RFP and any supplemental addenda issued as part of your submission.

Date Asked: 02/09/2016 **Date Answered:** 02/16/2016

Poster: Jeff Lewis **Company:** Garofalo

Question: Part of the Selection Criteria on P.13 under the heading of Similar Experience asks to demonstrate our ability & flexibility to provide engineering services outside of our normal range of design services. This statement is also made at the top of P . 11. Could you expand on what is expected under this criteria?

Answer: This is an opportunity to expand upon and demonstrate your firm's ability to find creative solutions based on previous projects

Date Asked: 02/09/2016 **Date Answered:** 02/09/2016

Poster: Leslie Haines **Company:** Parsons

Question: On page 19 of the RFP, the anticipated technical services are listed, including Test Pits, Borings and Materials Testing. On page 13, in the table of scoring criteria, Section 1 - Firm/Staff Qualifications - one of the stated criteria is "Were all anticipated technical services represented?" Test Pits/Borings and Materials Testing are normally fee-based selections, and are bid during the design phase, after the design contract is awarded. Would it be acceptable to make that statement in our response, acknowledging that those services may be required, or does the Department expect to see a list of potential contractors for those services in our response?

Answer: If available, we would want you to identify the contractor by submitting at least a cover letter from them to you acknowledging the services to be provided. If not known, please acknowledge that services will be included on your project team but "contractor TBD". Either way please acknowledge this subconsultant service on your ORG CHART to complete your project TEAM.

Date Asked: 02/08/2016 **Date Answered:** 02/09/2016

Poster: John Shevlin **Company:** Pare Corporation

Question: For the Complex Bridge Project Category- is the $30 MIL limit based on one bridge or is for a Bridge Program that may consist of several bridges totaling or exceeding $30 Mil.

Answer: $30 MIL construction cost would be for ONE BRIDGE.

Date Asked: 02/08/2016 **Date Answered:** 02/09/2016

Poster: Dawn Connelly **Company:** Green International Affiliates, Inc.

Question: Please clarify the minimum construction cost limit for the project descriptions to be included for the PVMT 001 – RESURFACING category. On page 10, the construction cost limit for PVMT 001 is listed as "Under $1 MIL" whereas on page 25 it is listed as "Over $1 MIL".

Answer: The construction cost for similar PVMNT 001 - RESURFACING Projects should have read "OVER $1MIL" on PAGE 10 of RFP. Amount is correctly cited on PAGE 25. This correction will be formally added by ADDENDUM.

Date Asked: 02/05/2016	**Date Answered:** 02/09/2016	
Poster: Matthew Weidele	**Company:** Steere Engineering Inc.	

Question: What are the requirements for sub-consultant proposals? The RFP clearly identifies that resumes of key personnel and a cover letter from the sub to the prime are required on page 10. Can they provide a project listing in addition to the cover letter and resumes? Do the sub-consultants need to provide the RIVIP Bidder Certification Cover Sheet, written QA/QC procedures, current office location of all assigned personnel, an organizational chart, and project listing?

Answer: In addition to the cover letter which shall specifically define the type of services to be performed, each sub proposal shall also include the same qualitative information as the Prime such as KEY Resumes, Similar Project Experience and as applicable PE license, QA/QC Procedures. Applicable FORMS must also be included. RIVIP Form and Project TEAM Org Chart can be provided by PRIME ONLY.

Date Asked: 02/05/2016	**Date Answered:** 02/17/2016	
Poster: Matthew Weidele	**Company:** Steere Engineering Inc.	

Question: Under the "Facilities Design Criteria for this Project" on page 57, should the series of Rhode Island State Building Codes be included as the applicable design criteria? Under the "Data to be Supplied by RIDOT," also on page 57, will RIDOT supply copies of all available building plans, specifications, and geotechnical reports for the State's facilities/vertical construction?

Answer: Yes. RI State Building Code should be included as a reference criteria and yes, plans will be provided wherever possible.

Date Asked: 02/05/2016	**Date Answered:** 02/17/2016	
Poster: Joseph Bambara	**Company:** CDM Smith	

Question: Does RIDOT want workload information for just the prime team members or the prime as well as subconsultant team members?

Answer: Both PRIME and KEY Sub(s).

Date Asked: 02/04/2016	**Date Answered:** 02/09/2016	
Poster: Joseph Bambara	**Company:** CDM Smith	

Question: Do prime and subconsultant forms need to be signed in ink, or will scanned copies suffice?

Answer: Scanned copies are acceptable.

Date Asked: 02/04/2016 | **Date Answered:** 02/04/2016

Poster: Leslie Haines | **Company:** Parsons

Question: Do all subconsultants need to show evidence of a Certificate of Authority from the Secretary of State in this response, or is it acceptable for subconsultants to obtain the Certificate after selection?

Answer: If this is relative to an out of state Firm's Foreign Corporation status, as applicable, only the PRIME would be required to fulfill this requirement.

Date Asked: 02/03/2016 | **Date Answered:** 02/03/2016

Poster: Leslie Haines | **Company:** Parsons

Question: Instructions for the Conflicts form direct that, for corporations, forms should be filled out by "Officers, board members, or individuals with corporate authority." For large corporations, this could be a significant number of people. Would it be acceptable to have only the officer(s) or principal(s) who are directly involved in this pursuit sign the form?

Answer: YES.

Date Asked: 02/03/2016 | **Date Answered:** 02/03/2016

Poster: Leslie Haines | **Company:** Parsons

Question: Do subconsultants need to provide the Debarment, Lobbying, Conflicts, W-9 and Title VI Assurance forms?

Answer: Debarment, Lobbying and Conflict FORMS should be completed by SUB(S). TITLE VI and W-9 FORMS are specific to PRIME only.

Date Asked: 02/03/2016 | **Date Answered:** 02/04/2016

Poster: Barbara Klimaszewski | **Company:** AI Engineers, Inc.

Question: With regard to the current workload for each category, should it represent our projects nationally or within RI only.

Answer: Respondents may limit their responses to regional projects within the New England area and surrounding States unless of course if any key staff member proposed for this project is currently assigned a national project we would want you to disclose this information. Please ensure all anticipated COMPLETION DATES are included with each project cited.

Date Asked: 02/03/2016 | **Date Answered:** 02/04/2016

Poster: Matthew Weidele | **Company:** Steere Engineering Inc.

Question: On page 10, the RFP states "Respondents are to include 1) resumes of overall key personnel to be assigned..." Was the "1)" intended to mean 1 page resumes, 1 set of resumes, or something different? Also on page 10, regarding the project listing the RFP states "Specifics include scope, size, contract duration and final construction cost. (MAX 2 PAGES)." Was this intended to mean 2 pages total for 3 projects, or 2 pages max per project for a total of 6 pages?

Answer: Statement originally was a "series" of requirements later revised in final RFP. Intent is to include the individual resume of each KEY employee along with their current Office Location. With regard to project category experience- maximum 3 PROJECTS are requested as defined by the project category criteria cited inclusive of a maximum 2-PAGE narrative PER PROJECT (i.e. MAX 6 PAGES).

	Date Asked: 02/03/2016	**Date Answered:** 02/04/2016	
Poster: Joseph Bambara		**Company:** CDM Smith	

Question: Can RIDOT prepare a table of contents/proposal format to clearly show how proposal shall be assembled? For example: Tab 1: Letter of Transmittal Tab 2: RIVIP Bidder Certification Cover Sheet Tab 3: Table of Contents Tab 4: Addenda & RIDOT RFP Tab 5: RI Professional Engineering Requirement Certificate of Authorization (Firms) RI PE Certificates (Staff) Tab 6: Commitment Letter/RI DBE Certificate Tab 7: Required Forms Tab 8: Bridge Key Resumes/Organizational Chart Similar Projects Current Workload Subconsultant Proposals DBE Participation Firm Qualifications in Category of Work Repeat Tab 8 per category ?

Answer: RFP clearly defines the general requirements as well as the review materials specific to each transportation discipline. Suggest your TOC include BY PAGE NO. the GENERAL requirements upfront i.e. RIVIP Form, Transmittal Letter, PE License and Firm Certification, QA/QC procedures then the TABBED items should be presented by your Firm's selected DISCIPLINE(S) i.e. Bridge/ Pavement/ Stormwater/ Facilities. Within each of these DISCIPLINE TABS you will have secondary TABS for each Project CATEGORY for which you are applying. For instance, "BRIDGE" TAB will include separate TAB(S) for Project Categories BRDG 001, BRDG 002 and BRDG 003 (or for whichever of the 3 you are applying) and within each of these CATEGORY TABS will include the specified review materials as listed on Page 9 of the RFP. We do want to LIMIT THE SIZE of the documents submitted so if within a DISCIPLINE TAB certain review materials are applicable to all CATEGORIES for which you are applying - for instance if the SAME staff will be assigned on ALL Bridge categories for which you are applying instead of including the same resumes under each project category- INCLUDE ONCE WITH COVER OR REFERENCE STATEMENT w/Resume package that CLEARLY STATES THIS INTENT. Of course you will still have to include within each CATEGORY the Resume of individual PM to be assigned.

	Date Asked: 02/02/2016	**Date Answered:** 02/03/2016	
Poster: Barbara Klimaszewski		**Company:** AI Engineers, Inc.	

Question: Can a firm that is a certified RI DBE and is submitting as a Prime consultant satisfy the DBE goal for each category they are submitting on?

Answer: YES. If a Prime is a certified RI DBE, 100% of awarded services will be count toward DBE Goal attainment.

Date Asked: 02/02/2016 | **Date Answered:** 02/04/2016

Poster: Barbara Klimaszewski | **Company:** AI Engineers, Inc.

Question: Can a firm be awarded multiple contracts within each DISCIPLINE. For example, can a firm submit on both Complex and Routine Bridge Design and conceivably be awarded a contract for each?

Answer: YES.

Date Asked: 02/02/2016 | **Date Answered:** 02/04/2016

Poster: Barbara Klimaszewski | **Company:** AI Engineers, Inc.

Question: The RFP states that each DISCIPLINE (i.e. Bridge Engineering) should be tabbed separately. Does each CATEGORY (i.e. Complex Bridges) within the DISCIPLINE also need to be tabbed?

Answer: YES. Please see previous response and explanation provided.

Date Asked: 02/02/2016 | **Date Answered:** 02/04/2016

Poster: Barbara Klimaszewski | **Company:** AI Engineers, Inc.

Question: On Page 10 of the RFP, under Organizational Chart it states "Project Management and assigned services shall be documented on chart provided." Can you make that chart available or provide instructions on where to find it.

Answer: There is no "template" available. This is specific to your Firm's proposed organizational structure to provide the services requested. You must develop this document with RIDOT as the Client, your Firm as the Lead Prime and your proposed Subconsultant(s) to be assigned to your Team. TYPE of services and name of Lead PM should be included in each entry.

Date Asked: 02/02/2016 | **Date Answered:** 02/04/2016

Poster: Joseph Bambara | **Company:** CDM Smith

Question: If we are submitting on the Complex bridge (BRG001) category does that cover us for Routine and Simple or do we need to do a tabbed section for each?

Answer: YES. You must still formally submit in your Proposal the qualifications for EACH of the Project Categories for which you wish to be considered. Your Cover Letter must also formally state each of the specific Project Categories (by Project Category and Title) that you are applying for. The Project Categories stated in your Letter must coincide with the content of your Proposal.

Date Asked: 02/02/2016 | **Date Answered:** 02/04/2016

Poster: Joseph Bambara | **Company:** CDM Smith

Question: Please confirm that the STWR002 is 100% federally funded and not subject to the 125% overhead cap? Since the FACI 001 is state funded, is it also subject to the 125% overhead cap?

Answer: CONFIRMED. The SWTR002 DRAINAGE Project Category will be 100% federally funded and NOT subject to the 125% OH CAP. The FACI 001 Category will be 100% State funded but labor for the architectural services anticipated under this project category will be paid as a LS cost. RIDOT will determine and define any FACI eligible reimbursable items in the specific Project Scope provided at the time of Task Order selection.

Date Asked: 02/02/2016 **Date Answered:** 02/17/2016

Poster: Joseph Bambara **Company:** CDM Smith

Question: Is there a page limit of the Letter of Transmittal?

Answer: There is no Letter of Transmittal limitation but content should be concisely stated to include the Project Disciplines and specified Project Categories within each for which your Firm wishes to be considered. ALL qualification materials specific to each of the Project Categories defined in your Letter should be included in the specific Project Category Tab provided within your Proposal.

Date Asked: 02/02/2016 **Date Answered:** 02/04/2016

Poster: Joseph Bambara **Company:** CDM Smith

Question: Do firm quals need to be included in each tab or can an front tab for the overall team quals be provided? Also does an Org chart need to be provided in each tab or can an overall org chart in an overall quals tab be provided?

Answer: YES. Please see previous response and explanation provided. Just be sure to provide a REFERENCE that ALL firm quals (assume resumes) shall apply to ALL Project Categories (list them -say 001, 002 and 003) for which you wish to be considered and that the group resumes are included within the DISCIPLINE TAB ("say" BRIDGE)and not "up front" with the general information requested. You DO NOT want to separate any review materials from the project discipline /category for which they are intended. Be clear on your intent; do not leave anything subject to interpretation.

Date Asked: 02/02/2016 **Date Answered:** 02/17/2016

Poster: Bryant Associates **Company:** Bryant Associates, Inc.

Question: For further clarification on Prime/Sub on disciplines/catagories, when you stated: Firms responding as a PRIME under ANY OF THE PROJECT CATEGORIES within ANY discipline may NOT also provide services as a subconsultant on another project team within the SAME discipline but will not be precluded from providing subconsultant services under another DISCIPLINE(?). Does this mean that a firm cannot submit as both prime and sub in the same discipline, but can so in the same category?

Answer: NO. You are precluded to submit as both a PRIME and a SUB within the same DISCIPLINE. Say BRIDGE, you may submit as a PRIME Consultant under each of the BRIDGE

Project Categories (001, 002 and 003) but you may NOT also participate as a SUB on another Project Team under ANY of these SAME Bridge Project Categories. Same goes for your participation as a SUB under any DISCIPLINE. You may provide Subconsultant services to multiple Primes under any DISCIPLINE but within that SAME DISCIPLINE you may NOT also submit as a PRIME. Basically within each of the 4 DISCIPLINES available, your Firm must decide if you wish to submit EITHER in a PRIME Consultant capacity OR to provide subconsultant services as part of other Consultant Teams. You cannot provide services in BOTH CAPACITIES under any ONE DISCIPLINE.

Date Asked: 02/02/2016 **Date Answered:** 02/04/2016

Poster: Michelle Kazanow **Company:** PRIME AE Group, Inc.

Question: Is it acceptable to add some subconsultants after award or do firms need to account for all potential secondary service areas (i.e., traffic, landscape architecture, etc.) in their proposals?

Answer: The selection process will be qualification based specific to the quality of services proposed by each Consultant. Each of the Scopes provided for each of the transportation disciplines anticipated, clearly identifies the types of project services that will be needed to help you identify your project teams. Additionally, if selected to provide services, your formal contract will include ALL approved Firms set forth in your Technical Proposal.

Date Asked: 02/02/2016 **Date Answered:** 02/04/2016

Poster: Michelle Kazanow **Company:** PRIME AE Group, Inc.

Question: If firms are proposing the same staff for multiple project categories (for example, complex, routine, and simple bridge engineering services) is it acceptable to provide a single resume for each person that illustrates their experience in each category?

Answer: YES. Please see previous response and explanation provided. You may designate a group of resumes (or any like information)applicable to all project categories within any one discipline but just make sure to include within THAT DISCIPLINE TAB and clearly state this intent as part of the group package presented.

Date Asked: 02/02/2016 **Date Answered:** 02/04/2016

Poster: Michelle Kazanow **Company:** PRIME AE Group, Inc.

Question: Will RIDOT consider allowing firms to use other methods to bind proposals, such as GBC, three ring binders, etc.?

Answer: PAGE 8 of RFP defines submission contents for this RFP response only. ONE (1) "hard copy" of your Proposal is required along with TEN (10) CD-ROMS. Your ONE (1) hard copy can be bound in whatever manner you wish; just make sure that your 10 DISKS are "self contained" in a "marked envelope" citing CONSULTANT NAME, RFP# and DESCRIPTION. Also please make sure that "EACH" DISK is also properly "labeled and marked" accordingly.

Date Asked: 02/02/2016 **Date Answered:** 02/04/2016

Poster: Michelle Kazanow **Company:** PRIME AE Group, Inc.

Question: Does RIDOT desire a separate org chart for each Project Category or is it acceptable to provide a single org chart indicating key staff and the lines of communication for all categories?

Answer: Like with the resumes, if the ORG CHART is applicable to ALL categories requested you may submit once within DISCIPLINE TAB with your intent properly cited. If you have a different project team assembled or different PMs assigned each category, then you must provide ORG CHART "separately" within each project CATEGORY TAB for RIDOT review.

Date Asked: 02/02/2016 **Date Answered:** 02/04/2016

Poster: Michelle Kazanow **Company:** PRIME AE Group, Inc.

Question: Would it be acceptable to show non RI PE licensed staff working on engineering services under the direction and ultimate approval of a RI PE? If not, would RIDOT consider allowing staff who are in the process of applying for reciprocity in Rhode Island to be included?

Answer: As long as all are licensed Professional Engineers and key staff provide evidence of a RI PE License, this would be acceptable.

Date Asked: 02/01/2016 **Date Answered:** 02/01/2016

Poster: David Freeman **Company:** CDR Maguire

Question: On page 10, under SIMILAR PROJECT EXPERIENCE, the requirement calls for listing projects...."completed within the last TEN (10) YEARS". Does completion refer to construction or design? If extensive construction services were provided within 10 years, would that meet the 10 year requirement? Thank you!

Answer: Similar DESIGN experience within the last 10 YEARS is preferable which could be provided during the construction phase of an ongoing project.

Date Asked: 02/01/2016 **Date Answered:** 02/01/2016

Poster: Mark Greenleaf **Company:** Commonwealth Engineers & Consultants, Inc.

Question: Is the word "proposal", and the accompanying list found in the third paragraph of page 19 meant to mean the future "proposal" referenced three paragraphs prior (in the last paragraph on page 18), or the proposal we are preparing presently?

Answer: Respondents shall include in their LOI/TECH PROPOSAL the applicable sub-consultant proposal information in line with the proposed list of sub-consultant services cited in the BRIDGE SOW (Pg.19). Language on Page 18 refers to the proposal "format" for specific design services cited to be provided by awarded firms under their assigned contracts.

Date Asked: 01/29/2016 **Date Answered:** 02/01/2016

Poster: Jeff Lewis | **Company:** Garofalo

Question: Will use of a WBE count towards the required percentage for DBEs for both state and federally funded categories?

Answer: For federally-funded projects, WBE firm must be a RI CERTIFIED DBE to qualify toward the assigned Goal. For state-funded projects, WBE Firm can be either a RI CERTIFIED DBE or MBE to count toward Goal. For all contracts anticipated, the applicable RI State certifications must be included in your proposal response and must be CURRENT at the time of submission.

Date Asked: 01/29/2016 | **Date Answered:** 02/01/2016

Poster: Paul McGuinness | **Company:** Michael Baker International, Inc.

Question: On page 4 of the solicitation it states "Firms responding as a Prime Consultant may not respond as a Subconsultant on another Project Team within the same discipline..." Please clarify that "discipline" is referring to a primary transportation discipline (ie., BRDG, PVMT, SWTR or FACI) or is it referring to Project Categories within those primary disciplines?

Answer: The primary transportation disciplines are correctly cited as Bridge, Pavement, Stormwater and Facilities services; under each discipline are the defined project categories and anticipated contracts. Firms responding as a PRIME under ANY OF THE PROJECT CATEGORIES within ANY discipline may NOT also provide services as a subconsultant on another project team within the SAME discipline but will not be precluded from providing subconsultant services under another discipline. In other words you cannot serve in a "dual capacity" as both a PRIME and a SUB under any category within the SAME DISCIPLINE.

Date Asked: 01/27/2016 | **Date Answered:** 01/28/2016

Poster: Matthew Weidele | **Company:** Steere Engineering Inc.

Question: In the Staff Qualifications/Project Team section of the RFP, the first item states "The Firm must possess a minimum of 5 years engineering experience in the selected transportation discipline selected." Will personnel experience count toward firm experience to satisfy this requirement?

Answer: Each Respondent FIRM must comply with this minimum 5 YEAR requirement; personnel resumes will be reviewed based on all levels of experience presented and will be taken into consideration with regard to staffing capabilities; however, with regard to the Firm's expertise, personnel experience can not be used to satisfy this requirement.

All Icons Courtesy of http://www.mccannas.com