



REQUEST FOR PROPOSAL (RFP) – BID# 7550285

TOLL FACILITIES CONSULTANT

SUBMISSION DEADLINE: Monday, March 14, 2016 at 11:30 AM (ET)

PRE-BID CONFERENCE: **NO**
 YES _____

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.

Buyer Name: *L* **LISA HILL**
 Title: **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 three-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
Traffic Management Section**

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS are hereby solicited by the State of Rhode Island's Department of Administration's Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire professional consultant services for:

RFP NO.7550285

**TOLL FACILITIES CONSULTANT: Professional Services for the Conceptual Design,
Procurement and Implementation Oversight of Statewide Commercial Vehicle
Automated Bridge Toll Collections**

RIDOT is seeking to acquire the services of an Engineering Consultant Firm (CONSULTANT) to support RIDOT in the preparation of the conceptual and functional design specifications for use in soliciting DESIGN/BUILD competitive bids and proposals for the final design and construction of commercial vehicle automated bridge toll collections. Anticipated services shall also include but not be limited to providing permitting support, procurement development and final design/construction oversight.

The selected CONSULTANT must possess toll industry technology expertise and demonstrate experience in the design, development and implementation of a toll facility environment as defined in the attached SCOPE OF WORK. The selected CONSULTANT must also have previous experience in working with State and Federal transportation laws as well as RIDOT'S design and construction policies, procedures and standard specifications.

CONFLICT OF INTEREST: The successful CONSULTANT and any sub-consultant(s) will be precluded from participating in any resultant solicitations derived from RFPS prepared by the CONSULTANT as part of this contract. RIDOT will be the sole judge as to whether or not any conflict of interest exists.

AGREEMENT TERMS/CONDITIONS

Services anticipated under this Agreement will have a maximum contract completion date of **THREE (3) YEARS** after the date of authorization to commence work. Upon contract conclusion, RIDOT may elect at its sole discretion to renew annually for an additional TWO (2) YEARS considering: (1) results and recommendations generated through this contract, (2) the State's satisfaction and acceptance of the selected CONSULTANT'S services and deliverables and, 3) availability of funding. Delivery of goods and services as described herein shall be deemed acceptance of these requirements. Notice of Contract Award/Purchase Order will be issued in accordance with the State's Purchasing Regulations and General Conditions of Purchase copies of which are available at www.purchasing.ri.gov.

Respondents are instructed to submit a **TECHNICAL PROPOSAL** response along with a *separately sealed* all inclusive, fixed fee **COST PROPOSAL** both described in detail herein. The selected CONSULTANT will be required to perform all work necessary to complete the contract in a satisfactory and acceptable manner, and unless otherwise provided, shall furnish all transportation, materials, equipment, labor and incidentals necessary to complete the project.

It is the intention of RIDOT to award based on fees for services outlined on the required **COST Proposal** format defined herein. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. RIDOT reserves the right to purchase part of the proposal or the entire proposal. **SEE COST PROPOSAL SECTION FOR INSTRUCTION AND FORMAT.**

Proposals received shall 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 CONSULTANT Information Program*, or "RIVIP" as it is known, @

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

All Respondents are advised to read all sections of this request and to follow instructions carefully as failure to make a complete submission may result in rejection of the proposal.

Note: This is a Request for Proposals (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no public opening and reading of responses received by the Office of Purchases pursuant to this request other than to name those Respondents who have submitted proposals. TECHNICAL proposal and PRICE proposal must be TWO (2) separate documents. All Respondents are advised to review all sections of this Request carefully and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All Respondents **MUST** register online at the Rhode Island Vendor Information Program (RIVIP) Internet website at <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 Respondent - 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 successful Respondent 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 successful Respondent 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 Respondent. The State assumes no responsibility for these costs.
- It is intended that an award pursuant to this RFP will be made to a prime Respondent, 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-contractor(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 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.
- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004*, and subsequent revisions, which is currently available on-line @ www.dot.ri.gov.
- Persons or firms practicing engineering services in the State of Rhode Island must possess a proper registration and/ or Certificate of Authorization **at the time of submission** and in accordance with RI Gen Laws 5-8. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island P.E. licenses, 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.

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

- 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.
- Although there is **NO DBE GOAL** assigned to this project, RIDOT encourages the utilization of DBE Firms on all projects. At the point of project completion RIDOT will determine and assess the overall DBE participation, if any, which will be attributed to the fulfillment of the Department's annual DBE Goal requirement.

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 in line with federal regulations and departmental policy. These FORMS will be reviewed for completeness and at the point of award will be made part of contract document.

- **DEBARMENT FORM:** Must be completed and signed by an authorized agent of your Agency.
- **LOBBYING FORM:** Enter known project information on PAGE 1 (DESCRIPTION etc.); Agency must complete FORM and submit signed by an authorized agent of your Agency.

- **CONFLICTS DISCLOSURE STATEMENT:** In line with directions stated, completed FORM(s) must be signed and submitted accordingly.
- **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 TECHNICAL 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.

TECHNICAL PROPOSAL CONTENT AND FORMAT: ("ORIGINAL" + FIVE (5) COPIES)

GENERAL FORMAT:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of your firm.
- **Point of Contact:** Respondents must provide the NAME, TITLE, OFFICE LOCATION and CONTACT INFORMATION (E-Mail and Phone Number) of the primary Point of Contact to whom clarification questions can be forwarded.
- **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**).
- **TECHNICAL PROPOSAL Format:** Technical Proposal shall be spiral bound and all pages of the proposal are to be numbered in consecutive order. All documentation submitted with the proposal shall be contained in that single volume. Technical Proposal shall be prepared on **8 1/2" x 11"** letter sized white paper printed on both sides sequentially numbered and limited in length to a total of **25 PAGES** – exclusive of exhibits - which shall be tabbed and included in the bound submission. Font size shall be a minimum of **12 POINTS** for all submittals. All documentation in excess of 25 PAGE MAXIMUM will be removed and discarded. Technical Proposal shall contain a Table of Contents that cross-references each requirement with specific pages in the Technical Proposal submission.
- **RIDOT SOW and Addenda:** Respondents shall include as part of the TECHNICAL PROPOSAL submission as an "exhibit" a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

Respondents are encouraged to PLEASE LIMIT THE SIZE AND VOLUME of the PROPOSAL provided; the evaluation process will be based on the content of the 25 PAGE technical narrative which should be focused on the defined selection criteria cited in this RFP; Respondents are encouraged to concentrate on this 25 PAGE entry in outlining/preparing their submission.

Additionally, RIDOT requests SPIRAL BOUND PROPOSALS PLEASE; the use of 3-RING binders is discouraged due to the limited storage capacity both at RIDOT and RIDOA.

All information requested below must be organized in the exact order in which the following RFP requirements are presented with page numbers in consecutive order. The TECHNICAL PROPOSAL submission should contain a Table of Contents that cross-references each RFP requirement with specific page cited. Failure to provide proposals in the exact order with a Table of Contents will be disqualified.

The TECHNICAL PROPOSAL submission shall NOT contain any references to PROJECT COST. Inclusion of cost information within the TECHNICAL Proposal submission may result in disqualification.

BACKGROUND & RELEVANT EXPERIENCE

- **Company Introduction:** Respondents are to include a complete description of their organizational structure and other relevant information documenting the firm's professional practice and areas of specialization.
- **FIRM Experience:** Respondents shall demonstrate a minimum of **TEN (10) YEARS** firm experience in providing professional program/project delivery and advisory services similar to those contemplated as part of this RFP. In a concise and narrative format, provide the following:
 1. Describe your firm's expertise in the inspection, review and assessment of toll facilities and related operation policies and procedures
 2. Describe your firm's experience in developing testing standards and specifications for toll equipment and software, including electronic toll collection.
 3. Describe your firm's experience in the inspection, review and assessment of violation enforcement system equipment, tolling equipment and processes.
- **PROJECT Experience:** In a concise and narrative format, Respondents shall demonstrate experience performing and completing a minimum of **TWO (2) TOLL FACILITY PROJECTS** comparable in size, type and complexity with an aggregate construction cost of at least **\$50 MILLION** within the past **TEN (10) YEARS**.

The information outlining the services performed or currently being performed shall include:

- Project title;
 - Provide a brief narrative summary of each project. Identify Consultant's specific scope of work. Highlight any unique challenges or obstacles and how they were handled. Present any similarities to the proposed project scope;
 - Other entities assisting in the project;
 - The name of the project's Program or Project Manager;
 - Description of services provided by your firm;
 - Start and end dates of services performed;
 - Contract value (total value of services performed by you);
 - Overall Project's Construction Cost as well as Construction Costs for those Phases Managed; indicate whether said projects were completed on schedule and within budget;
 - Hiring entity and contact person (Name, Title, E-Mail and Phone Number);
 - The annual staff hours of full and part time labor expended in the performance of those services;
 - A summary of the types of work performed; and
 - Names, addresses, and contact information (E-Mail and Phone Number) of a Representative familiar with the project/work who RIDOT may contact for verification purposes. By so doing, the Respondent acknowledges that RIDOT is granted specific permission to discuss past performance of the PRIME and any of its proposed team members on any projects.
- **Current Workload:** Respondents are to include a current listing of all projects contracted to perform similar in concept to the services requested including the anticipated completion dates.
 - **Organizational Chart:** Respondents are to provide a detailed organizational chart which graphically illustrates the structure of your team and services needed to completed the requested services. TITLES, NAMES and PHYSICAL LOCATION of proposed staff shall also be cited.

STAFF QUALIFICATIONS / PROJECT TEAM

- **Staff Qualifications:** Identify by name, title, office location and provide resumes of key personnel, including sub-consultants, if any, who will be assigned to perform the required services. Detail the experience of key individuals to be responsible for the successful completion of the proposed Scope of Services. Resumes of

each individual must include their education, chronological history of employment, relevant licenses and certifications. The resumes should clearly identify the years of experience and technical capabilities in the field related to the tasks for which the individual will be responsible.

The firm selected must designate a **Project Manager** with the authority and expertise to assign personnel to specific tasks and to schedule tasking to complete tasks as required. The Project Manager must be flexible in his/her approach to this contract.

- **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 to this project. Full disclosure of the proposed project team requires 1) a listing of experienced personnel currently on staff, 2) resumes of proposed personnel to be assigned to this project, including identification of the key Project Manager, and 3) relevant licenses and certifications.
- **Change in Personnel:** Management of this contract will be under RIDOT'S Traffic Management Section responsible for the approval of all staff assigned to the project. RIDOT must be informed in writing of any changes in personnel at any time during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate the contract.

PROJECT APPROACH/ SCHEDULE

- **Project Approach:** In a concise narrative format, provide the following:
 1. Describe your **technical** approach to providing consulting services and how you propose to meet the technical and project schedule needs described herein the Scope of Work.
 2. Discuss your **management** approach to this engagement, including staffing plans, responsiveness to the client's needs, keeping the client apprised of the project status, and to ensuring the quality of the work.
- **Project Schedule:** Respondent shall provide a project schedule for delivery of anticipated tasks and proposed deliverables.
- **Supplemental Information:** Respondents are encouraged to submit any other technical information deemed useful to provide RIDOT with sufficient information to evaluate the firm's qualifications to perform the requested services.

COST PROPOSAL: (THREE (3) "HARD" COPIES ONLY)

- Respondents shall submit, separate from the Technical Proposal, **THREE (3) COPIES** of a completed signed and sealed **COST PROPOSAL** using the required format attached.
- **COST PROPOSAL** shall reflect a LUMP SUM fixed fee price and shall apply for the **THREE (3) YEAR** project term inclusive of all services/deliverables as defined in the project SCOPE OF WORK.
- **COST PROPOSAL** prices submitted will be considered *firm and fixed*. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. RIDOT reserves the right to purchase part of the proposal or the entire proposal.
- Describe, in detailed narrative, all aspects of your pricing policy.
- RIDOT reserves the right to negotiate final pricing with the selected CONSULTANT.

Failure to fully disclose formatted total contract cost and pricing policy as cited may result in disqualification.

Once a **Final Selection recommendation** has been determined, the **selected** Consultant 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 firm's 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 Consultant 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 Contracts & Specifications Office.

ON-LINE QUESTIONS RELATING TO SOLICITATION

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 due date for this project. Therefore, questions will not be accepted **after NOON on MARCH 8, 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

TECHNICAL PROPOSAL ("Original" plus FIVE (5) COPIES) and a **separately sealed COST PROPOSAL (THREE (3) COPIES)** are to be submitted **simultaneously**. RIDOT requires that the Technical Proposal submission be submitted not only in hard copy form but also on **CD-ROM**. Clearly labeled CD ROM should be attached to the **inside cover of each Technical Proposal submission**. RIDOT requires that the electronic version of said Proposals be submitted in **Adobe PDF format**.

Requested documentation is to be either mailed or hand delivered in a sealed envelope marked:
RFP # 7550285 – TOLL FACILITIES CONSULTANT: Professional Services for the Conceptual Design, Procurement and Implementation Oversight of Statewide Commercial Vehicle Automated Bridge Toll Collections by MARCH 14, 2016 no later than 11:30 A.M. to:

BY 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:

A Technical Evaluation Committee (TEC) will be comprised of RIDOT personnel responsible for the project under consideration based on the cited evaluation criteria.

Technical and Cost Proposals will be evaluated separately. **COST Proposals** will remain sealed at RIDOA/Purchases until such time as technical scoring has been completed.

The Review Committee will then evaluate the qualifying **COST Proposals** and the results will be integrated with the Technical review. This will result in a final ranking and recommended selection.

SELECTION CRITERIA	
1. STAFF QUALIFICATIONS AND EXPERIENCE <ul style="list-style-type: none"> Does the Proposal illustrate that the assigned FUNCTIONAL and TECHNICAL Engineers each have the toll facilities operations and technology background and experience necessary for implementation of successful statewide bridge toll collections? Does the Proposal and staff assignment proposed provide a clear understanding of both the Firm's and RIDOT's roles under this Project? Were any professional certification(s) or registration(s) provided? Does the Project Team possess the technical and administrative capacity suitable to the level of project complexity anticipated under this Project? Does the Project Team possess the ability to handle all project elements addressed in the project scope in a timely and responsive manner? 	0 - 30 POINTS MAX
2. FIRM QUALIFICATIONS AND EXPERIENCE <ul style="list-style-type: none"> Has the Firm been in business for a minimum of TEN (10) YEARS and has documented their organizational structure and areas of specialization? Did the Firm provide samples of TWO (2) successful TOLL FACILITY Projects citing all requested specifics for each Project cited? Does the Firm describe their current workload along with the completion date for each project cited and the availability of their personnel to perform the project within the timeframe anticipated? Is it feasible? If applicable, did any proposed key Sub-Respondents provide similar requirements and contact information? Was an organizational chart provided? Were all anticipated technical services represented? Does the Firm possess the capacity suitable to the level of project complexity anticipated under this Project? Does the Firm possess the ability to handle all elements addressed in the project scope in a timely and responsive manner? 	0 - 20 POINTS MAX
3. PROJECT APPROACH /SCHEDULE <ul style="list-style-type: none"> Did <i>technical</i> approach provide a full understanding of the project scope and time sensitivity of defined tasks and deliverables? Did <i>management</i> approach discuss responsiveness, communications and quality assurance efforts to ensure a timely and successful project completion? Were any potential technical issues discussed and mitigation factors proposed? Was a scheduled timeline provided including delivery of required deliverables? Does the Firm describe any additional features, aspects, or advantages of its goods and/or services specific to any relevant area not covered in the RFP request? 	0 - 20 POINTS MAX
<p>NOTE: The Proposals receiving scores of less than 50 POINTS out of the 70 eligible TECHNICAL POINTS will NOT be scored for cost and will be disqualified.</p>	
4. COST PROPOSAL (Evaluated separately)	0 - 30 POINTS MAX
MAXIMUM SCORE	100 POINTS MAX

CONTRACT AWARD

The findings will then be reviewed and accepted by RIDOT'S Advisory Consultant Selection Panel. Upon final selection acceptance, the selected CONSULTANT will be required to sign a Letter of Agreement based on this RFP, the CONSULTANT'S Technical and Cost Proposal Responses, and any other terms, conditions, operating procedures, reporting requirements and other technical provisions and administrative controls that need to be clarified. RIDOT will forward a *Recommendation to Award* to the Department of Administration/ Office of Purchases including the signed Letter of Agreement and all required Insurance Certifications. The Office

of Purchases will review and determine whether to proceed to award at which time a Purchase Order will be issued. RIDOT will then issue a formal Notice to Proceed.

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 solicit separately for selected initiatives within this Scope of Work.

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

TOLL FACILITIES CONSULTANT: Professional Services for the Conceptual Design, Procurement and Implementation Oversight of Statewide Commercial Vehicle Automated Bridge Toll Collections

INTRODUCTION

RIDOT is seeking a qualified consultant (CONSULTANT) to support its efforts to design and construct Toll Gantries for the reconstruction of bridges at selected locations statewide.

Under a 10-YEAR plan, referred to as "Rhode Works", the State's Bridge Reconstruction Program is partially funded by electronic fees assessed to heavy commercial vehicles traveling over bridges along six highway corridors located on I-95, I-195, I-295, and Routes 146, 6 and 10.

The fees would be applied to commercial vehicles FHWA Classification 8 and above, and would not apply to passenger vehicles, motorcycles, SUVs, light trucks or smaller commercial vehicles. The plan explicitly prohibits RIDOT from placing a user fee on cars, motorcycles, SUVs, pick-up trucks and small commercial vehicles.

Toll booth structures would not be required. The State plans to construct an estimated 14 overhead structures that would automatically collect the fee from the commercial vehicles passing underneath. This collection effort will require the use of All Electronic Toll (AET) collection, using a combination of electronic tolls (E-ZPass[®]) and video tolling for vehicles without E-ZPass[®].

All of the funds generated from the larger commercial vehicle user fees will be exclusively devoted to transportation infrastructure. None of these funds will go into the General Fund.

CONFLICT OF INTEREST: The successful CONSULTANT and any sub-consultant(s) will be precluded from participating in any resultant solicitations derived from RFPS prepared by the CONSULTANT as part of this contract. RIDOT will be the sole judge as to whether or not any conflict of interest exists.

PROJECT CONCEPT

The procurement of complete Toll System services will be solicited as a DESIGN-BUILD Project (PROJECT). The DESIGN-BUILD work will generally consist of providing the necessary design and construction, including an exacting Design-Build quality assurance program to successfully implement toll bridge collection facilities at estimated 14 locations. In order to achieve this goal, RIDOT requires the expertise of a toll industry technology CONSULTANT to assist in the successful conceptual design, procurement, system implementation oversight, testing, and verification and in general to anticipate the needs of the project and identify and recommend options for addressing those needs.

TASKS AND DELIVERABLES

The services of the CONSULTANT shall generally consist of providing expert professional program/project delivery and advisory services defined as follows:

TASK 1 – DESIGN DEVELOPMENT AND PROCUREMENT SUPPORT

- 1.1 Meet with RIDOT to determine scope of work for design and construction.
- 1.2 Review project cost estimates.
- 1.3 Evaluate project for appropriate project delivery method and provide recommendations.
- 1.4 Work with RIDOT to Finalize Conceptual Automated Toll Collection System Design for the bridge Tolling facilities.
- 1.5 Prepare Design-Build procurement package
 - o Prepare contract functional requirements/technical and material specifications
 - o Prepare Contract Terms and Conditions
 - o Work with the RIDOT to define the project construction boundaries, staging, field office locations, and sequence of construction.

 - o Develop a detailed scope of work and selection criteria to solicit **Statements of Qualification (SOQ)** from **DESIGN/BUILD Teams (D/B TEAM)** interested in the design and construction of the subject PROJECT on a fixed price/ fixed term basis in accordance with the design/build procurement provisions of Rule 8.11 **“CONSTRUCTION CONTRACTING MANAGEMENT”** of the State Procurement Regulations.

 - o Prepare conceptual Toll Gantry Location Site Design Plans for civil, structural, communications, and power elements of the project.

This effort should include the following:

 - Legend, Abbreviations, and General Notes Plan Sheets
 - Typical Section Sheets for Tolling Locations
 - Construction Plans Sheets for each Tolling Location including Utility Plans, Proposed Gantry Locations, Limits of Disturbance, Extent of Pavement Replacement, Miscellaneous Construction Details, and Erosion Control & any other Environmental Documentation.
 - Traffic Management Plans
- 1.6 Design and Construction Procurement Support
 - o Attend Pre-Bid Meetings, Respondents’ presentations/interviews, and Site Inspections/Visits.
 - o Assist the RIDOT with responses to questions and requests for information.
 - o Prepare Contract Addenda
 - o Provide Advisory Support to RIDOT during the Technical Proposal Reviews
 - o Provide Advisory Support to RIDOT during Contract Cost Negotiations

TASK 1 DELIVERABLE:	<i>FOUR (4) SETS of each site plan with respective cost estimate and schedule provided for each plan for RIDOT review and comment</i>
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TASK 2 – TOLL SITE ENVIRONMENTAL PERMITTING SUPPORT *(In a Parallel Effort to TASK 1)*

- 2.1 Flag Existing Wetland Boundaries at proposed Toll site locations.
(Assume TEN (10) of the proposed Toll location sites will require flagging)

- 2.2 Assess the potential impacts on wetlands and prepare mitigation (avoidance and minimization) plan.
- 2.3 Prepare Design Drawings conforming to RIDEM submission requirements.
(Assume TEN (10) sites will require wetlands permitting).
- 2.4 Attend periodic review meetings with the RIDOT Environmental Section.
(Assume TWELVE (12) meetings).
- 2.5 Prepare any required historical documentation.
- 2.6 Perform any needed archaeological research, exploration and reporting.
- 2.7 Provide support for required permit related public hearings.
(Assume FOUR (4) Public Hearings)

TASK 2 DELIVERABLE:	<i>FOUR (4) SETS of each site plan with respective cost estimate and schedule provided for each plan for RIDOT review and comment</i>
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TASK 3 – IMPLEMENTATION OVERSIGHT

- 3.1 Provide continuous and active project assessment of the proposed design and project status and provide guidance to RIDOT regarding critical decisions affecting costs and schedules during construction.
- 3.2 Provide monthly status reports to RIDOT, highlighting the status of the project budget, scope and schedule
- 3.3 Host monthly “Partnering” Meetings with project stake holders (RIDOT, RIDOT Representatives, RI Bridge & Turnpike, and Project Designers and Construction Contractors, etc.) to address or resolve issues that may compromise the project completion date and budget. *(Assume 36 Monthly meetings).*
- 3.4 Coordinate and attend outside agency meetings as required.
- 3.5 Review and/or record, transcribe and distribute minutes of all meetings
- 3.6 Contract Design Review
 - Review the selected firm’s design documents (drawings and specifications) for compliance with project scope and regulatory agencies’ permit requirements.
 - Coordinate site surveys, inspections, soil testing, borings reports, utility service capacity studies, and related information needed for the design of the project.
- 3.7 Construction Oversight
 - Review and monitor the Contractor’s quality control procedures.
 - Serve as the RIDOT’s representative in the field.
 - Coordinate utility shutdowns with contractor.
 - Coordinate all utility application processes, fees, reviews and approvals for project activities.
 - Coordinate and participate in inspections.
 - Coordinate third-party inspections.
 - Participate in documentation of site conditions using photos and/or video.
 - Make recommendations regarding changes in the work that may be necessary or desirable.
 - Inspect all work for quality and conformance to the contract documents. Inform owner of any work

deemed to be of inferior quality or work that fails to comply with contract requirements.

- Ensure that the required warranties, record drawings, Material Certifications, operating and maintenance manuals have been received from the contractor per the contract requirements.
- Review and approval of shop drawings during construction for any equipment in the contract that requires shop drawing submittals.
- Review and approval of all other required submittals, such as catalog cut sheets, product substitutions, etc.
- Monitor project closeout activities, including punch list items, to maintain project schedule and to meet the project requirements.
- Assist the RIDOT to monitor and evaluate the progress and quality of the contractor's As-built drawings and Closeout Procedure Documents.
- System Implementation, Testing, and Verification
- Review and approve System testing and reporting plans.
- Observe, review, and approve all required factory, site, and operational testing to ensure conformance to the Contract requirements.

TASK 3 DELIVERABLE:	<i>FOUR (4) SETS of each site plan with respective cost estimate and schedule provided for each plan for RIDOT review and comment</i>
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RIDOT AND THE CONSULTANT AGREE:

The field notes, records, computations, work sheets, drawings, AutoCAD files, traffic data, correspondence, and all other property resulting from the operation of the CONSULTANT will be the permanent property of RIDOT; the final payment by RIDOT to the CONSULTANT will be withheld until the CONSULTANT transfers all property to RIDOT.

The CONSULTANT will maintain the required registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract.

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.

-END OF SCOPE-

ATTACHMENT I

DESIGN CRITERIA FOR THIS PROJECT: 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, 6th Edition. American Association of State Highway and Transportation Officials, 2011.
- 2) AASHTO'S "Policy on Design Standards – Interstate System", January 2005.
- 3) Highway Capacity Manual, Transportation Research Board, 2010.
- 4) Manual on Uniform Traffic Control Devices, Federal Highway Administration, 2009.
- 5) Rhode Island Standard Specifications for Road and Bridge Construction, 2010, 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) Rhode Island Traffic Design Manual
- 10) RIDOT CAD Standard Manual (2007)
- 11) 2008 RIDOT Highway Design Manual
- 12) Traffic Engineering Handbook, 6th Edition. Institute of Transportation Engineers, 2009.
- 13) AASHTO Standard Specifications for Highway Bridges, 17th Edition 2002, including latest interim specifications.
- 14) Rhode Island Department of Transportation Action Plan.
- 15) RI Department of Transportation Design Procedures for Pavement Design, with latest revisions.
- 16) Federal Aid Policy Guide Part 626.5, Pavement Design.
- 17) ANSI/AASHTO/AWS D 1.5-2002 Bridge Welding Code.
- 18) AASHTO Manual for Maintenance Inspection of Bridges 1983, including latest interim specifications.
- 19) Federal Aid Policy Guide, part 625, Design Standards for Highways.
- 20) 23 CFR part 650, "Bridges, Structures, and Hydraulics".

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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> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p> <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 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> <p><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>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____</p>		
<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.

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.