



**Solicitation Information
June 20, 2016**

RFP# 7550727

TITLE: URI Transportation + Parking Master Plan RFP

Submission Deadline: July 18, 2016 @ 11:00 AM (Eastern Time)

PRE-PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **June 30, 2016 @ 4:00 PM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No
BOND REQUIRED: No

Gary P. Mosca
Senior Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

University of Rhode Island

TRANSPORTATION + PARKING MASTER PLAN

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ATTACHMENTS

- Exhibit A - Kingston Campus Aerial, Parking Map, and Campus Base Plan
- Exhibit B - B101-2007 - Transportation and Parking Master Plan Contract Template

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Department of Campus Planning & Design, is soliciting proposals from qualified firms to provide planning and engineering services for the "URI Transportation + Parking Master" for the Kingston R.I. Campus. This Request for Proposals and the State's General Conditions of Purchase may be obtained at the Rhode Island Division of Purchases internet home page at: www.purchasing.ri.gov

This is a Request for Proposals, 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 Division of Purchases pursuant to this Request, other than to name those vendors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
4. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
7. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
8. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
9. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.

10. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
11. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
12. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
13. The vendor should be aware of the State’s Minority Business Enterprise (MBE) requirements, which address the State’s goal of ten percent (10%) participation by MBE’s in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact Dorinda.keene@doa.ri.gov
14. The State reserves the right to award to one or more offerors. The State also reserves the right to award this project based on pricing alone.

SECTION 2 - MISSION & VISION OF THE UNIVERSITY OF RHODE ISLAND

The University of Rhode Island (URI) is the State’s public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together.

Embracing Rhode Island’s heritage of independent thought, we value:

- Creativity and Scholarship
- Diversity, Fairness, and Respect
- Engaged Learning and Civic Involvement
- Intellectual and Ethical Leadership

SECTION 3 - PROJECT DESCRIPTION

The University of Rhode Island is soliciting proposals from qualified firms experienced in campus transportation and parking design to create a new transportation and parking Master Plan (TPMP) for the Kingston, R.I. campus. URI seeks to develop a strategy to ameliorate and manage the vehicular movement and access across the campus. The TPMP is a critically needed document that will produce real and immediate results on the University of Rhode Island campus (see Exhibit A - Kingston Campus aerial map). URI seeks proposals from qualified teams to undertake a policy-oriented transportation planning process and produce a report with specific actions to improve the transportation and parking systems serving URI on the Kingston campus and statewide.

Goals for the URI Transportation and Parking Master Plan at the Kingston, R.I. campus

The TPMP report should focus on the establishment of a clear understanding of the reality of current transportation and parking dynamics and options, both on and off the URI campus. In order to improve URI Parking & Transportation, our goals are to provide safe, convenient and cost-effective circulation and access. As the University plans for areas of growth and seeks to improve existing conditions, the issues of parking and transportation are central. Understanding both the perception and reality of parking and transportation is essential to the development and implementation of improvements throughout the campus to ensure pedestrian safety; efficient, reliable building service and access; and overall organizational clarity. Public transportation and alternative systems of connecting the Kingston campus regionally is of growing importance to environmental sustainability and growth.

SECTION 4 - SCOPE OF SERVICES

The proposed Transportation and Parking Master Plan team will conduct an in-depth survey of past and present URI campus conditions to provide data-based solutions to address long-range, campus wide requirements and recommended solutions. The goal is to minimize operational and maintenance costs while maximizing revenue and improving campus access for visitors, staff and students.

The successful team shall provide, but not be limited to, the following services:

1. Collect data and assess URI campus Transportation and Parking previous relevant studies.
2. **CAPACITY**: evaluate current parking infrastructure and capacity, taking into account:
 - a. Existing Conditions- observe peak traffic issues in September when classes resume after Labor Day for:
 - Commuter student parking
 - Resident student permit parking
 - Employee permit parking
 - Analyze capacity demand/surface and propose solutions for lot reduction due to planned campus expansion.
 - Document existing ADA parking conditions, distribution within lots, and building access length
 - b. Future Considerations: Provide projections of future campus parking capacities and transit requirements.
 - Planned projects for new construction affecting future parking and related traffic conditions
 - Loss of surface lots due to planned construction and campus expansion.
3. **DEMAND**: Analyze parking demand campus wide for:
 - a. Existing Conditions
 - Improvements to lot operations and maintenance practices for efficiency and asset protection.
 - Analyze efficiencies of circulation patterns and conflicts
 - b. Future Considerations
 - Enrollment projections
 - Housing inventory changes
 - Emergence of private commercial enterprises; Hotel, Conference Center, other
4. **SOLUTIONS**: Based on capacity + demand analysis, provide solutions and probable cost budgets for:
 - Solutions that maximize revenue and improve campus access.
 - Lot system reconfiguration in response to campus master plan and district based parking
 - Parking counts designated per building

- ADA accessible space count and appropriate locations related to buildings
- Improve access, reducing traffic backups due to lot entry queuing.
- Impact on traffic patterns including staging for entry and exit of controlled lots.
- Ideal roadway system circulation flow and organization relative to lot and pedestrian conditions
- Feasibility of a carpool program for staff, faculty and students, including a designated carpool lot

5. TRANSIT SYSTEMS Analyze transit capacities and demands, and provide recommendations on:

- On- and off-Campus Shuttle System
- Discount Fare System
- Local RIPTA Service; Statewide Transit System access- Universal Pass (UPass) feasibility and cost benefit analysis.
- Pedestrian access from off campus
- Bicycle access and infrastructure (bike sharing and parking, security, safety, vehicle/pedestrian interactions).
- Traffic Demand Management (TDM) and Commuter Options
- Options for enhanced connectedness between Kingston Campus and the Narragansett Bay Campus, Feinstein Providence Campus and the new RI Nursing Education Center, Providence.
- Review, update and incorporate information from the 2000 URI Master Plan.
- Analysis and comparison to regional campuses (University of Connecticut, University of New Hampshire, and UMASS) as well as other peer colleges and universities found in “best of” lists for commuter campuses (minimum 6). Include comparisons, analysis and recommendations of Transportation Fees.
- Participate in stakeholder meetings organized by URI Parking & Transportation Office.

6. OPERATIONS: Observe and evaluate existing URI parking and transportation systems; providing a detailed analysis of effectiveness, efficiency, operations and maintenance costs, and net value of URI’s parking and transportation systems compared to other regional and urban campuses including:

a. Management

- Parking Infrastructure
- Current management, operations, and maintenance costs.

b. Maintenance

- Best practices for paving, salting, lighting, signage maintenance, etc.
- Pavement preservation strategy and improvement plan.
- Snow removal patterns and staging areas

c. Business model

- Fee/rate changes, including variance in fees and rates based on adjacencies, popularity and capacity to maximize revenue and preempt the effect of users switching lots in response to these changes.
- Overall assessment and analysis of student, faculty and staff transportation fee structure.

d. Traffic control and enforcement:

- Lot control and revenue collection options which will increase revenue, improve customer satisfaction and reduce management and operations costs; including but not limited to:
- Hang tag/decal permits and central metering
- Security camera systems

e. Parking Access/Control

- License Plate Recognition (LPR)
- Electronic lot control (I-pass or similar)
- Automated gate system

f. Transit Systems

- Modification of existing transit systems to maximize efficiencies, minimize environmental impact and reduce costs while maintaining or improving levels of campus access.
- Explore and evaluate all intermodal transport options that would enhance mobility between and to and from university properties. i.e.: rail, ferry etc...
- Consideration of consolidation of all transit programs under Parking & Transit.
- Consideration of a URI sponsored/owned fleet of buses and shuttles.
- Must evaluate initial implementation costs as well as on-going maintenance and operational costs over time.

7. ALTERNATIVE TRANSPORTATION - provide designs for:

- Traffic calming along Flagg Road, Upper College and Plains Road to create safer access paths for pedestrians and bicyclists.
- Recommendations for a dedicated/shared road campus bike path network and bike parking nodes.
- Recommendations for strategically located electric vehicle charging stations.
- Provide financial modeling for each solution including expected implementation, operational and maintenance costs, as well as revenue projections.
- Analyze existing and planned public intermodal system overlaps + connections and consider multi-hub intermodal campus facilities.

8. SUSTAINABLE SYSTEMS – provide analysis and recommendations for:

- the University's desire to reduce the number of single-occupancy vehicles (SOVs) that commute to campus
- best practices among peer institutions for sustainable transportation and parking features and propose implementation methods
- best practices for shifting automobile use to more sustainable modes, such as walking, bicycling, and transit

9. COORDINATION WITH LANDSCAPE MASTER PLAN: URI will concurrently engage a separate team responding to the "URI Kingston Campus Landscape Master Plan RFP" published on the State Purchasing Website according to Section 6 - Schedule below. The selected URI Transportation + Parking Master Plan team providing the services defined above in this RFP shall coordinate their work with the URI Landscape Master Plan team at formative milestones during the discovery and design process and during the cumulative preparation of deliverables to ensure overlap and integration of key design and policy recommendations.

SECTION 5 – TEAM COMPOSITION

The selected planning + engineering team is required to include the following specialty firms or personnel with the proposed team:

- A Civil Engineer familiar with RIDEM requirements and processes
- Traffic Engineer with minimum ten years'
- A Landscape Architect with 15 Years minimum experience on campuses for higher education expert in coordinating traffic and parking solutions within the overall campus landscape.
- Transportation consultant with significant experience in regional transit system analysis
- Parking operation expert
- Exterior lighting consultant
- An independent cost consultant

SECTION 6 - SCHEDULE

The University envisions the following schedule to produce the Transportation + Parking Master:

- A/E selection and award by August, 2016
- General data gathering: September, 2016

- Meetings and planning workshops: October – December, 2016
- Presentation of master planning options: February, 2017
- Final Planning Package due: March, 2017

SECTION 7 - TECHNICAL PROPOSAL

Narrative and format: the separate technical proposal should specifically address each of the following required elements:

A. Letter of transmittal: Signed by an owner, officer or authorized agent of the firm or organization, the Letter of Transmittal shall acknowledge and accept the terms and conditions of the Request, and tender an offer to the RIBOE/URI. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.

B. Technical Proposal: Describe the firm's background, qualification, and experience related to the project, as well as its proposed work plan and approach. The Technical Proposal must contain the following sections:

Tab 1 - Executive Summary: This summary is intended to highlight the contents of the Technical Proposal and to provide URI evaluators with a broad understanding of the respondent's suitability for the project.

Tab 2 - Design Methodology and Management Approach: Please describe your work process and design methods. How will you engage University of Rhode Island and other stakeholders in the planning and design process? How will you generate planning concepts, design strategies, and policy recommendations? Describe how your planning and design team will share its expertise with the University of Rhode Island in this new planning effort. Provide a detailed work plan to guide and manage the project, establish project milestones. Include planned stakeholder meetings (quantity, duration and recurrences) with your detailed work plan.

Tab 3 - Work Products: Considering the above Scope of Services, please describe in detail the deliverables.

Tab 4 - Respondent's Qualifications and Staffing: Provide an organizational team chart followed by a statement of your firm's qualifications, an outline of the proposed project team and individual resumes.

Tab 5 - Previous Project Experience and Professional Expertise: Include SF 330 G directly after Tab 5. Indicate the participation of the proposed team members on these projects. Using SF 330, Part 1 F, illustrate and describe recent design experience for at least five, but no more than ten projects in the past ten years that demonstrate the team members' experience and design talent on similar projects. **Note: If the project reflects work by an individual on the design team while employed by another firm, list the name of the previous firm and Principal-in-Charge of the project.** Professional Recommendations: Provide the name, title and institution of the principal contact for each project with email address and telephone number.

C. Certificate of Authorization: Persons or firms practicing or submitting proposals for Architectural and/or Engineering Services in the State of Rhode Island must possess proper registrations and Certificate of Authorization from the Board of Design Professionals in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included in each copy of the Technical Proposal response to this solicitation.

The Board of Design Professionals can be contacted as follows:

Division of Design Professionals
1511 Pontiac Avenue
Cranston RI 02857
Phone: (401) 462-9530
Fax: (401) 462-9532
www.bdp.state.ri.us

The respondent's proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

D. Fee Proposal: Please provide a comprehensive lump-sum fee proposal, expected compensation for each project phase, including a description of the level of detail of the work. Provide a personnel management summary, reflecting the relative proportion of effort for staff members, along with associated costs. Please include hourly billing rates for all members of the A/E team to be used when invoicing optional additional services. Include a project timeline with schedule of anticipated site visits, meetings, and presentations. Strategic involvement of key leadership will be reviewed favorably.

Note: the Cost Proposal must be submitted in a sealed envelope separate from the Technical Proposal.

SECTION 8 - PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550757** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus five copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP#**” to:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. A separate Technical Proposal as described above.
4. A separate, signed and sealed Cost Proposal reflecting the hourly rates for all proposed team members, and lump sum fee, broken down into the fee structure as described above, proposed to complete all of the requirements of this project.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked “original”.

All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.

SECTION 9 - EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. In order to provide clarification on the submitted technical proposals the Technical Review Committee may select any or all firms to participate in on-campus interviews. Technical Proposals with a final score of 60 points or higher will advance and cost proposals will then be opened. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated, and the proposal will be excluded from further consideration.

Proposals will be reviewed and scored based upon the following criteria:

<p>1. DESIGN METHODOLOGY AND MANAGEMENT APPROACH</p> <ul style="list-style-type: none"> • Did the technical approach provide a full understanding of the project scope and desired outcome? • Were any potential technical issues discussed and mitigation factors proposed? • How will the team engage URI and other stakeholders in the planning process? Were visualization and innovative communications techniques proposed? • Did respondent provide a detailed work plan defining management approach and project milestones? • How will respondent assess current operations with respect to parking utilization, regulations and overall management of resources? • How will respondent generate planning concepts, design strategies, and policy recommendations? 	<p>0 - 25 POINTS MAX</p>
<p>2. PREVIOUS PROJECT EXPERIENCE AND TALENT</p> <ul style="list-style-type: none"> • Did the firm complete similar projects of high quality and relevance within the last ten years? • Is the project experience presented similar in nature to services required in scope? • In the projects presented, was the firm’s performance clear in terms of quality of work, timeliness of submissions, adherence to project schedule, and coordination with stakeholders? • Does the firm possess the ability to handle all project elements addressed in the project scope in a timely and responsive manner? • Does the firm bring critical skills and experience to sustainable research and design 	<p>0 – 25 POINTS MAX</p>
<p>3. QUALIFICATIONS AND STAFFING</p> <ul style="list-style-type: none"> • Were references and contact information provided for each project presented? • Were management/technical personnel identified including level of effort and work assignments proposed? Were all qualifications and experience levels acceptable? • Did the team listed on Form SF 330 G exhibit significant overlap in past collaborations? • Were all required planning and design disciplines represented on project team proposed? • Did proposed key sub-consultants provide similar requirements and required contact information? • Does the firm possess the technical and administrative capacity suitable to the level of project complexity anticipated under this project? • Were RI registered W/MBE Firm(s) and work assignments included? • Were COE certificates and RI Licenses included? 	<p>0 - 20 POINTS MAX</p> <p>70.0 TECHNICAL POINT MAX</p>
<p>Technical Proposals receiving scores of less than 60 POINTS out of the 70 eligible technical points will be disqualified from further consideration.</p>	
<p>4. COST PROPOSAL (Evaluated separately)</p>	<p>0-30 POINTS MAX</p>
<p>5. MAXIMUM TOTAL SCORE</p>	<p>100 POINTS</p>

*The low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

(low bid / vendors bid) * available points.

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B’s cost points are calculated as follows:

$\$65,000 / \$100,000 * 30 = 19.5$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in **its best interest**.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Firms not selected for the project will be informed upon issuance of award to the successful bidder.

The State of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to select any proposal(s).

- End of RFP-