

SOLICITATION INFORMATION

12/28/04

LOI/TECH # B04649

TITLE: A&E Services –On-Call Maintenance Consultant: To Provide Engineering Services on Behalf of the RIDOT Highway and Bridge Maintenance Division

OPENING DATE AND TIME: Tues, Jan. 25, 2005, 2:30 p.m.

PRE-PROPOSAL CONFERENCE: YES DATE: Tues., January 11, 2005 TIME: 10:00 a.m.

MANDATORY: NO

LOCATION: Conference Room “A”, 2nd Floor, Department of Administration, One Capitol Hill, Providence, RI

SURETY REQUIRED: NO

BOND REQUIRED: NO

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us to be able to download a Bidder Certification Cover Form which must accompany each offer.

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed RIVIP generated Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

**PETER S. CORR
CHAIRMAN
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES SELECTION COMMITTEE**

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED. YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

REQUEST FOR LETTERS OF INTEREST / TECHNICAL PROPOSALS

Letters of Interest / Technical Proposals (LOI/TECH) 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 engineering services for:

LOI/TECH #B04649

ON-CALL MAINTENANCE CONSULTANT: TO PROVIDE ENGINEERING SERVICES ON BEHALF OF THE RIDOT HIGHWAY AND BRIDGE MAINTENANCE DIVISION

DBE GOAL: NONE

The RIDOT is seeking to acquire the services of an engineering consultant firm who, under the direction of the Division Administrator for Highway and Bridge Maintenance (and other RIDOT Sections as required), will prepare highway and bridge maintenance construction contracts on an "on-call/ as needed" basis to expedite repair and/ or improve traffic safety elements within the State's infrastructure.

Consultant must be experienced in all pertinent fields of Highway and Bridge engineering to assess potential maintenance work items in existing problem areas. The selected Consultant must have previous experience in working with State and Federal transportation laws as well as RIDOT's design and construction policies, procedures and standard specifications. Work required of the Consultant may also include preparation of all materials necessary in obtaining environmental permits required for said improvements.

*The **term of this contract is for one (1) year** with the State's option to renew for up to two (2) additional annual terms. The maximum term of any award resulting from this request shall be three (3) years, pending Federal approval of funding for each Federal Fiscal year and the State's satisfaction with the selected Consultant's performance. 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.*

*The **initial contract award amount will be \$150,000.00**. Should the State, after expenditure of this sum, find further need for the Consultant's services, such service may be authorized by RIDOT under conditions set forth in a supplemental agreement.*

*"Post" contract award, RIDOT will assign specific location sites to the selected Consultant; at that time the Consultant will negotiate proposed hours and fees for services requested with the appropriate RIDOT section, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of the initial contract amount. Negotiated salary costs must be in line with RIDOT salary caps and approved OH rates; all other project expenditures must conform to current RIDOT policies and accepted procedures. **Initial fixed fee will be set at 10% and will remain fixed at 10% for entire contract term.***

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

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

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

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

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All respondents **MUST** register online at the RIVIP's Internet website @ <http://www.purchasing.ri.gov>.
- A fully-completed signed *RIVIP Bidder Certification Cover Sheet* – All three pages **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three-page document will **result in disqualification**.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 222-2142, ext. 134 for RIVIP HELP DESK technical assistance.
Office Hours: 8:30 AM – 4:00 PM.
- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004*, which is currently available on-line @ www.dot.state.ri.us.
- Persons or firms practicing engineering services in the State of Rhode Island must possess a proper registration and/ or Certificate of Authorization in accordance with Rhode Island General Laws. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island registrations(s) FOR THE INDIVIDUAL(S) who would perform the work **MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.**

Any Respondent who does **NOT** have a current Certificate of Authorization for the firm and current Rhode Island registration(s) **MUST** acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization ***prior to award***. The letter of acknowledgement **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
One Capitol Hill
3rd Floor
Providence, RI 02908**

**Telephone: (401) 222-2565
Fax: (401) 222-5744
Website: www.bdp.state.ri.us**

- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.
- In accordance with RI Gen. Laws 7-1.1-99, no foreign corporations (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. **IF APPLICABLE, A COPY OF RESPONDENT'S CERTIFICATE OF AUTHORITY MUST BE INCLUDED AS PART OF THE SUBMITTED LOI LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL. FAILURE TO DO SO WILL RESULT IN AUTOMATIC DISQUALIFICATION.**
- **Disadvantaged Business Enterprise (DBE)** participation in this solicitation will be taken into consideration in the selection process. A list of current Rhode Island State certified DBE firms may be obtained through the RIDOT website @ www.dot.state.ri.us. Any questions should be directed to:
Office of Business and Community Resources
Room 106, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

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. LETTER OF INTEREST/ TECHNICAL PROPOSAL packages should contain a Table of Contents that cross-references each RFP requirement with specific page cited.

INSTRUCTIONS FOR PROPOSALS:

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

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **Company Introduction:** Respondents are to include a complete description of the firm and other relevant information documenting organizational structure and expertise within various architectural/engineering disciplines.
- **Project Approach:** Respondents must provide a detailed technical synopsis of their proposed design services for the SOW provided herein.

- **Staff Qualifications:** Respondents are to include:
 - 1) a listing of experienced personnel currently on staff,
 - 2) resumes of proposed key personnel to be assigned to this project, and
 - 3) the approximate percentage of each employee's time to be expended on this project.

Standard Federal Form 330 (effective 6/8/04) must be completed and included in response to this LOI/TECH. Access to this current form may be obtained through the following website: www.gsa.gov

The **RIDOT Highway and Bridge Maintenance Division** must be informed 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 this agreement.

- **Firm Experience:** Respondents are to include a listing of the firm's projects similar in concept to the project being proposed. Respondents must also describe the experience of the Project Team in all areas of expertise described in the SOW.
- **Existing Workload:** Respondents should include a current listing of all projects contracted to perform. Where it may apply this may include only those projects assigned to your firm's Transportation Division.
- **Sub-Consultant(s):** The Respondent must disclose the identity and work arrangements established between the Prime and proposed Sub-Consultant firm(s) to be assigned this project. Full disclosure of the proposed design team to be assigned this project requires:
 - 1) a listing of experienced personnel currently on staff,
 - 2) resumes of proposed key personnel to be assigned to this project, and
 - 3) the approximate percentage of each employee's time to be expended on this project.
- **Disadvantaged Business Enterprise (DBE)** participation in this solicitation will be taken into consideration in the selection process Disclosure of DBE firm(s) proposed **MUST** be documented in response to this LOI/TECH. Include copy(s) of current Rhode Island State certification(s).
- **Proposal Format:** Individual proposal submissions must be bound or contained in a single volume. All documentation submitted with the proposal should be contained in that single volume. Technical Proposals must be organized in the exact order in which the RFP requirements are presented with page numbers in consecutive order. The proposal should contain a Table of Contents that cross-references each RFP requirement with specific page in the Technical Proposal.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDOT with sufficient information to evaluate the firm's qualifications.

PRE-PROPOSAL MEETING

A Pre-Proposal Conference will be held on Tuesday, January 11, 2005 at the RI Department of Administration, One Capitol Hill, 2nd Floor, Conference Room "A", Providence, RI 02908 @ 10:00 AM. At this time any technical questions relative to the SOW as well as any questions regarding RIDOT procedures and proposal format will be addressed. Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty-eight (48) hours in advance of the Conference.

PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS

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

Any pertinent questions subsequent to this Meeting may be e-mailed to RIDOT @ www.dot.state.ri.us by accessing the **questions menu (?)** included along side current project listing. Follow the **“Administrative Services/Bids”** link to locate questions menu to submit your query. Responses to questions submitted for the subject project will also be posted under the same questions menu.

A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. 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 Midnight on JANUARY 19, 2005.**

Letters of Interest/ Technical Proposals (**“original” plus five [5] copies**) are to be submitted. Requested documentation is to be either mailed or hand-delivered in a sealed envelope marked:

LOI/TECH #B04649 - ON-CALL MAINTENANCE CONSULTANT: TO PROVIDE ENGINEERING SERVICES ON BEHALF OF THE RIDOT HIGHWAY AND BRIDGE MAINTENANCE DIVISION BY JANUARY 25, 2005 no later than 2:30 P.M. to:

BY COURIER:	BY MAIL:
RI Department of Administration Division of Purchases (2 nd fl) One Capitol Hill Providence, RI 02908-5855	RI Department of Administration Division of Purchases P.O. Box 6528 Providence, RI 02940-6528

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

EVALUATION AND SELECTION:

Detailed LOI/TECH submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Review Committee will be convened comprised of members of the RIDOT Division responsible for the project under consideration. A written evaluation and ranking of each proposal will be prepared by this Committee incorporating factors based on the following:

SELECTION CRITERIA:

- | | |
|---|---------------------------|
| <p>1. PROJECT APPROACH
 <i>Example to be used:</i>
 <i>With regard to the following maintenance-related tasks, evaluate each item in terms of existing conditions of a typical section of a primary highway; identify potential problem and recommend improvements:</i></p> <ul style="list-style-type: none"> • DRAINAGE • LIGHTING • IMPACT ATTENUATOR • FENCING • SIGNS • GUARDRAIL | <p>0-25 POINTS</p> |
| <p>2. STAFF QUALIFICATIONS including professional resumes and previous engineering/ related services experience of proposed staff assigned to project –both Prime and any proposed Sub-Consultants</p> | <p>0-25 POINTS</p> |
| <p>3. FIRMS' EXPERIENCE relevant to the design services requested</p> | <p>0-25 POINTS</p> |
| <p>4. EXISTING WORKLOAD include current listing of projects contracted to perform; evaluation will take into consideration past performance in terms of quality of work and timeliness of accomplishment</p> | <p>0-25 POINTS</p> |
| <p>MAXIMUM SCORE</p> | |
| <p>100 POINTS</p> | |

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

The Technical Review Committee's final selection recommendation will then submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final RIDOT selection recommendation will be presented to the State's Architectural / Engineering Consultant Services Selection Committee for consideration. Upon final selection approval from the Director of Administration, all respondents will be notified that a final selection has been made.

NEGOTIATION / AUDIT STATUS

The selected Consultant will be directed to submit a formal financial proposal to the RIDOT, and negotiations will be completed on a cost plus fixed fee basis. The selected Consultant and/or Sub-consultant(s) may be required to undergo a pre-negotiation audit conducted by the RIDOT Audit Division. Pre-negotiation audits may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal agency or an audit performed by another local governmental agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by RIDOT Audit Division prior to contract award.

CONTRACT AWARD

Contractual arrangements will be established on a cost plus fixed fee basis. The successful Respondent must be prepared to provide necessary data to support all costs associated with project expenditures.

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

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

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

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

**SCOPE OF WORK
FOR
LOI/TECH #B04649**

**ON-CALL MAINTENANCE CONSULTANT:
TO PROVIDE ENGINEERING SERVICES ON BEHALF OF
THE RIDOT HIGHWAY AND BRIDGE MAINTENANCE DIVISION**

INTRODUCTION:

The RIDOT is seeking to acquire the services of an engineering consultant firm who, under the direction of the Division Administrator for Highway and Bridge Maintenance (and other RIDOT Sections as required), will prepare highway and bridge maintenance construction contracts on an "on-call/ as needed" basis to expedite repair and/ or improve traffic safety elements throughout the State. The selected Maintenance Consultant must have previous experience in working with State and Federal transportation laws as well as RIDOT's design and construction policies, procedures and standard specifications.

Project Limits: The exact limits and scope of such maintenance related work tasks will be directed by the Division Administrator for Highway and Bridge Maintenance and/or other RIDOT Sections as required. Typically, a list of statewide locations will be provided to the Consultant in priority order and other sites may be added to the contract on an as-needed basis.

Initial Contract Award: The total value of the contract award will be **\$150,000.00**. Should the State, after expenditure of this sum, find further need for the Consultant's services, such service may be authorized by RIDOT under conditions set forth in a supplemental agreement.

Negotiation of Fees: "Post" contract award, on an "as needed" basis, RIDOT will assign specific location sites to the selected Consultant; **at that time** the Consultant will negotiate proposed hours and fees for services requested with the appropriate RIDOT section, which, pending acceptance by RIDOT, the final negotiated fees will "draw down" off of the initial contract amount. Negotiated costs must be in line with RIDOT salary caps and approved OH rates; all other project expenditures must conform to current RIDOT policies and accepted procedures.

Fixed Fee: Initial fixed fee will be **set at 10% and will remain fixed at 10%** for entire contract term.

Contract Term: The term of this contract is for one year with the State's option to renew for up to two (2) additional annual terms. The maximum term of any award resulting from this request shall be three (3) years, pending Federal approval of funding for each Federal Fiscal year and the State's satisfaction with theselected Consultant's performance. 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.

THE MAINTENANCE CONSULTANT AGREES upon request by RIDOT for a project specific:

1. As directed by the Division Administrator for Highway and Bridge Maintenance and other RIDOT sections as required, the Maintenance Consultant will be required to:
 - A) Prepare all plans and specifications in conformance with State procedures, standards, and policies
 - B) Expedite said plans (10%, 30%, 90% and final P S & E) together with supporting data, for submission to RIDOT, the Federal Highway Administration and any other State agencies for required design and environmental/historical approvals.
 - C) Coordinate and attend design reviews and conferences related to the various projects and prepare required reports.
 - D) Prepare necessary correspondence, documentation, and related data necessary to obtain design approvals for the various projects.
2. To perform other and similar services, in addition to or in amendment of the above, as directed by the Division Administrator for Highway and Bridge Maintenance.
3. To permit the State to review, at any time, all work performed under the terms of this Contract at any stage of the work, and to conform to all instructions and directives that may be issued by the State.
4. To be responsible for the proper performance of the functions, duties, and services under this Contract, to furnish in such numbers at such time, and in such manner at the State shall require, the services of personnel experienced in the pertinent fields of Highway/Bridge engineering and any other work related to maintenance of highways and bridges, together with administrative and clerical personnel. Any person who, in the State's opinion, shall be considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in the State's best interest, will be removed from the project payroll immediately upon request by the State.
5. To establish and maintain throughout the life of this Contract an office in or near Providence, Rhode Island, for the purpose of performing the work required, and also to assume all costs thereof, including all costs incidental to moving his/her personnel to such office.
6. Upon request, the Maintenance Consultant will furnish the State with statements as to the experience record of any person employed on the work under this Contract and the anticipated or actual duties to be performed by that person.
7. To keep separate accounts on an individual design/maintenance project basis of all costs for engineering services under the terms of this Contract as performed by the Maintenance Consultant, and to submit to the State certified copies of payrolls and vouchers to be subject to audit by examination of the original records of the Maintenance Consultant by the State.
8. To appear on behalf of the State at the State's request, during the duration of this Contract, in any Court of Law, and to furnish expert testimony on behalf of the State with regard to all matters in which he/she is cognizant relative to the work performed under the terms of this Contract, or relating thereto. Fees for such testimony shall be based upon rates to be negotiated under this Contract.
9. To maintain requirements for drafting, plan materials, plats, etc. in accordance with the requirements of RIDOT Design Policy Memos.
10. To prepare Compact Disks (CDs) for construction advertising and award to be used in the electronic

bidding process in accordance with RIDOT Design Policy Memos.

THE STATE AGREES:

1. To furnish to the Maintenance Consultant copies of State and Federal policies, manuals, publications, standards, forms, and data required to carry out his/her work under the terms of this Contract.
2. To advertise, to open bids, and to award all construction contracts in accordance with RIDOT procedures and the State Purchasing regulations.
3. To provide a listing of design criteria to be used under this Contract (SEE ATTACHMENT 1)
4. To supply the full cooperation of RIDOT management and staff
5. To review all matters where differences of opinion arise; RIDOT's Chief Engineer will settle such differences and the State's decision will be final.

THE STATE AND THE MAINTENANCE CONSULTANT FURTHER AGREE:

1. That field notes, records, computations, work sheets, drawings, laboratory data, correspondence, and all other projects **as a result of this Contract** will become permanent property of the State, and that final payment by the State to the Maintenance Consultant will be withheld until all of the property of the State is transferred by the Maintenance Consultant to the State.
2. That in any case total payments by the State to the Maintenance Consultant, under the terms of this Contract, shall not exceed **One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00)** and if the State, after the expenditure of this sum, finds further need for Maintenance Consultant services, such services may be authorized under conditions to be set forth in a supplemental agreement.
3. The Maintenance Consultant must maintain his/her registration in the State of Rhode Island as a Professional Engineer for the lifetime of this Contract.
4. As the work progresses, the workload handled by State forces may increase or decrease. The State reserves the right to add or withdraw individual projects, or portions thereof, under this Contract, in keeping with its workload without regard to the status of completion of the individual projects.
5. When an individual project is removed from the work under this Contract, the Maintenance Consultant will turn over to the State all materials and records incidental thereto and shall receive no further compensation for work on that project.
6. The **term of this contract is for one year** with the State's option to renew for up to two (2) additional annual terms. The maximum term of any award resulting from this request shall be three (3) years, pending Federal approval of funding for each Federal Fiscal year and the State's satisfaction with the selected vendor. 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.
7. Monthly progress reports will be required in accordance with Design Section Policy. Briefly, progress reports must outline work accomplished; person-hours and costs expended; outstanding questions which require resolution; and a statement as to whether or not there are sufficient person-hours remaining to complete the effort as proposed. Payment invoices will be processed only if the required progress reports are current.

ATTACHMENT 1

Design Criteria For This Project: The **latest edition** of each of the following applicable design criteria are to be utilized in the development of all alternate solutions and the final detail design.

- (1) A policy on Geometric Design of Highways and Streets, 1994.
- (2) AASHTO's A Policy on Design Standards B Interstate System, July 1991.
- (3) Highway Capacity Manual, 1994.
- (4) Manual on Uniform Traffic Control Devices, 1998 and its amendments.
- (5) Rhode Island Standard Specifications for Road and Bridge Construction, 2004.
- (6) Rhode Island Standard Details, with latest revisions.
- (7) Design Policy Memos, with latest revisions.
- (8) Rhode Island Bridge Design Manual.
- (9) AASHTO Standard Specifications for Highway Bridges, 1983, including latest interim specification.
- (10) Rhode Island Department of Transportation Action Plan.
- (11) RI Department of Transportation Design Procedures for Pavement Design, with latest revisions.
- (12) Federal Aid Policy Guide part 626.5, Pavement Design.
- (13) INSI/ AASHTO/ AWS D 1.5-88 Bridge Welding Code.
- (14) AASHTO Manual for Maintenance Inspection of Bridges 1983, including latest interim specifications.
- (15) Federal Aid Policy Guide, Part 625, Design Standards for Highways.
- (16) 23 CFR Part 650, A Bridges, Structures, and Hydraulics

Data to be Supplied by RIDOT:

- (1) RIDOT will supply copies of all available highway /bridge plans and right-of-way plans for the State Highway facilities in the area of the study.
- (2) RIDOT Program Development Division will supply the Maintenance Consultant with the latest available skid numbers.
- (3) RIDOT Bridge Inspection Reports.
- (4) RIDOT will provide all necessary pavement cores on this project.