



**Solicitation Information**  
14 Feb 06

**RFP # B06049**

**TITLE: Outreach Activities – U.R.I. Transportation Center**

**Submission Deadline: 14 March 06 @ 2:00 PM (EST)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **28 Feb 06 at 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # 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 potential respondents parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
[www.purchasing.ri.gov](http://www.purchasing.ri.gov)

Note to Vendors:

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## SECTION 1 – INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the University of Rhode Island, is soliciting proposals from qualified firms to provide outreach services for the URI Transportation Center, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://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, ability to meet the federal guidelines for product delivery, 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 offerors who have submitted proposals.

### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to carefully review all sections of this RFP, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign 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 selected vendor(s).*

- All awards granted pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, if their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- All proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- The offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

**Equal Employment Opportunity (RIGL 28-5.1)**

**§ 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

**CONTRACT TERMS**

Billable costs are solely for the contractor's fully burdened time in support of this effort, limited to a maximum of \$26,250 for the period of contract award through 30 June 06, and \$105,000 annually for any one-year extensions, a maximum of \$200 per month for local travel and phone expenses, and any necessary out of state travel approved in advance.

All other costs will be borne by the URITC directly or by other contractors, whose support activities this contractor must coordinate. However, the contractor must plan projects and events to maximize the effectiveness of the overall program given the quarterly and/or annual funds available to support training and outreach efforts.

The demand for specific training sessions and other outreach activities are typically identified over the course of the year, and the contractor must play an active role in identifying new offerings appropriate to the different user groups the Center serves and in

surveying those users groups to identify needed courses or training. As a result, the contractor will be required to submit, by the 15<sup>th</sup> of each month, her/his recommendations for programs to be offered in the following month(s). This should identify the specifics of each offering in terms of topic to be covered, time and location, target audience for the offering, estimated costs, and the required time commitment of each of the staff members of the contractor. Upon approval from the URITC, the proposed activity will become a required task under this award.

By the 15<sup>th</sup> of each month, the contractor must submit an accounting of the activities of the previous month, including a short narrative description of the activities, names and affiliation of attendees, any specific information specified in the statement of work, and an accounting of actual hours incurred by each of the contractor's staff members in coordinating each event.

The contract may be extended for up to three one-year periods, after 30 June 06, contingent upon the availability of funding to the URITC.

## **CONTRACTOR QUALIFICATIONS**

### **Knowledge:**

- Understanding of highway construction and maintenance practices and technologies
- Knowledge and understanding of private sector construction, consulting and equipment supplying firms
- Knowledge of RI local public works agencies and officials
- Knowledge of providers of training courses appropriate for local and state transportation employees and managers.

### **Experience:**

- Experience working with local and state transportation officials
- Experience working with private sector construction and equipment supplying firms.
- Experience with coordinating and managing the provision of training programs
- Experience with events planning and management
- Demonstrated ability to work with middle and high school students
- Experience in managing teams of educators, practitioners, and University student interns to provide an understanding of the role of transportation in society to pre-college, college and post-college audiences.

## **STATEMENT OF WORK**

The efforts of the contractor are in direct support of the URITC outreach activities. These include

1. Local Technical Assistance Program (LTAP), under which the contractor will coordinate the provision of training to State and local public works employees to improve safety and efficiency.
2. Construction Career Days (CCD), an annual event that will be coordinated by the contractor with the purpose of making high school students aware of the employment opportunities.
3. National Highway Institute/URITC Training Partnership (NHI/URITC), under which short term educational programs are offered to transportation professionals in the region.
4. National Summer Transportation Institute (NSTI), intensive summer program for middle school students interested in transportation for which the contractor will provide coordination and logistics.
5. Other Outreach Activities as Needed.

### **Local Technical Assistance Program (LTAP)**

The primary customers of the LTAP offerings are the highway, public works, engineering, and municipal staffs of the state's 39 municipalities, the Rhode Island Department of Transportation and other state agencies. This is accomplished through the Rhode Island Technology Transfer Center (RI T2 Center), a component of the URITC. The contractor will function as the T2 Center Director and will guide the Center's activities under direction from the URITC with input from the Advisory Committee. The committee reviews the courses offered and suggests new workshop topics. The committee includes local public works officials, from rural and urban municipalities, and representatives from the state and federal DOTs.

LTAP is a Federal program funded through the RI Department of Transportation. All Local Technical Assistance Program Centers are charged with six major tasks as part of their operation.

#### **1) Training**

This task is the single most important component of the RI T2 Center Program. Each year the Contractor will offer a minimum of forty courses. These are typically four to six hour sessions and are most often conducted by outside parties such as the National

Highway Institute, The Rhode Island Public Works Association, or training entities under financial agreements with the RI T2 Center.

Course emphasis is on practical technical information that will assist local personnel in their day-to-day operations. Additional courses are also offered for new technologies and products. There is a wide target audience including employees with high school education, mid level supervisors, professional engineers and managers.

**Topics for 2005 – 2006 include workshops such as:**

- Sander Calibration
- Confined Space Training
- Flagger Certification
- Competent Person Training
- Chain Saw Operating Techniques
- Forklift Certification
- Winter Operations
- Work Zone Safety
- Presentation Skills
- Principals of Drainage
- OSHA 10 Hour Training
- Introduction to AutoCAD
- Blue Print Reading
- Word I, II, III
- Access I, II, III
- Excel I, II, III
- PowerPoint I, II
- Introduction to Personal Computers
- Web Based Learning
- Inspecting Asphalt Pavements

**2) Provide Technology Transfer Materials**

The RI T2 Center provides materials (reports, videotapes, brochures, etc.), which are made available to local cities and towns through the lending library. These materials are acquired by the Center from FHWA, manufacturers, researchers and others. The items are delivered upon request or through general distribution. The contractor will identify and acquire needed material and assist in the distribution.

**3) Provide an Information Service**

The Center does not offer engineering services beyond advice and guidance, since other public agencies or the private sector more appropriately provide such services. However, the contractor will respond to requests for technical information by providing material

and referrals. Requests are handled as promptly as possible by telephone, email, correspondence or personal contact.

The contractor will direct the publication of flyers between newsletter editions to provide information on any items requiring more rapid notification or update.

The contractor will work with the URITC and RI T2 center Webmaster to assure that the website is maintained and continuously updated at <http://www.uritc.uri.edu/t2center>. This site will promote the RI T2 Center's activities, lists up-coming workshops, and provide links to other transportation websites.

#### **4) Publish a Newsletter**

The RI T2 Center publishes a newsletter (Rhode Report) containing:

- Articles of general interest to local public works officials
- "How to" or safety articles for those in the field or shops
- Newly available technical or informational materials
- Transportation-related articles

The contractor will provide material for the newsletter and work with the URITC staff in assuring timely publication.

#### **5) Maintain a Mailing list**

The RI T2 Center maintains a mailing list containing the contact information for local public works directors, engineers, highway superintendents and their staffs from all 39 Rhode Island municipalities, the Rhode Island Department of Transportation, and other state agencies, the T2 Centers in Region 1, contacts at FHWA, and other interested parties. Those on the list receive notification of up-coming workshops and the newsletter. Another list is composed of T2 Centers outside of Region 1 and others who have specifically requested to receive only the newsletter. The contractor is responsible for assuring that the mail list is updated on a regular basis.

#### **6) Evaluate the Program**

The contract must provide an evaluation report at the end of the year in accordance with FHWA requirements. This report will include evaluations of the RI T2 Center's activities, outside comments received during the year, and a financial report.

### **Construction Career Days (CCD)**

Youth are vital to the construction industry. Today's high school students represent the pool of workers from which the construction industry will recruit its future workforce. Construction Career Days expose high school students and adults to rewarding and

diverse careers in the industry. The events offer students an introduction to a career option that they otherwise may not have been aware of.

The Construction Industry is facing a severe shortage of skilled workers. If not addressed, the shortage will increase, affecting quality, safety, and overall ability to provide the infrastructure needed by an ever-growing population. Construction Career Days is designed to educate our youth about opportunities in the industry.

The Construction Career event is based on partnerships of volunteers working together for youth, industry and community. The contractor will take the lead in developing the partnership that will support an annual event. The contractor will also handle all logistics for the RI CCD scheduled in May of each year. The most recent events have been two-day sessions at which over twelve hundred RI high school students have been able to explore the variety of trades critical to the construction industry. The contractor will continue and expand upon the success of the past events. Specific details on the 2005 CCD can be found at <http://www.uritc.edu/ccd/>.

### **NHI/URITC Training Partnership**

The mission of the National Highway Institute (NHI) is to provide proactive leadership, expertise, resources, and information to improve the quality of the U.S. highway system in order to enhance economic growth, quality of life, and the environment. The NHI develops and delivers training and education to sustain and expand the transportation community's professional capacity in technologies and strategies thereby accelerating the implementation of the state-of-the-art and continuing to advance the state-of-the-practice.

The URITC and the NHI have developed a partnership under which training programs are offered on a regional basis. In addition, URITC does offer a limited number of short courses that are not part of the NHI catalog. These courses may be developed by the URITC or provided by vendors.

The target audience for courses offers under this task is different than that addressed by the LTAP training. Whereas the LTAP program is primarily targeted to local public works employees, the NHI/URITC offerings are targeted to professionals primarily at the state level, including consultants supporting state agencies.

The contractor will assess the demand for specific courses on an on-going basis. The contractor will identify the best methods of courses to meet the demands and will provide all the coordinating and logistics required to assure success. Costs other than the direct costs of the contractor will be borne by the URITC or others.

### **National Summer Transportation Institute (STI)**

The objective of the Summer Transportation Institute (STI) at the University of Rhode Island Transportation Center is to establish a summer program that exposes Rhode Island middle school students to the transportation industry and helps the students to identify

and start developing the skills that will produce a diverse and well-qualified workforce for the 21<sup>st</sup> Century.

Students participating in the STI will experience the many aspects and modes of transportation and will develop the skills and confidence necessary to address problems and produce solutions. They will meet professionals representing many transportation fields and will learn about career opportunities and educational and skill requirements. Students will gain first-hand experience with the various travel modes available in Rhode Island and will practice the skills necessary to make travel and transportation decisions. Students will also learn about the systems and people that support the roadways and transportation networks in the state. They will have the opportunity to work on hands-on activities and projects. Leadership and teamwork skills will be developed through projects, challenges, games and activities.

The STI will be targeted to middle school students, with particular focus on Native American and Hispanic students.

The typical structure of activities will allow the students to experience the many aspects and modes of transportation and to develop the skills and confidence necessary to address problems and produce solutions. These will include:

**Speakers and Demonstrations:** Speakers representing the various disciplines in transportation will talk to the students. Speakers will include staff members from agencies such as the Rhode Island Department of Transportation, the Rhode Island Airport Corporation, the Federal Highway Administration, and AMTRAK. Professionals representing transportation and construction industries will also speak to the students. Students will also participate in demonstrations from the Governor's Office on Highway Safety and local law enforcement agencies.

**Field Trips:** Students will have the opportunity to visit construction projects and transportation facilities, such as the Laborers' Training Center, the Martha's Vineyard High Speed Ferry, the T.F. Greene Airport, and the Rhode Island Department of Transportation. They will also have the opportunity to ride public transit buses, a commuter rail, and a subway.

**Hands-On Activities:** Students will conduct numerous projects and activities. Activities will include a bridge building contest, development of a trip plan, and use of a traffic counter.

**Skills:** As part of the activities and hands-on projects, the students will use research, analysis and communication skills. They will conduct internet searches, document their activities with a digital camera and in a transportation log and present the results of their projects. The participants will also prepare Thank You notes for the transportation professionals and others who provide the demonstrations and activities.

**Sports and Games:** Students will participate in team building activities and games and will have access to the University of Rhode Island and Laborers Training Center's athletic facilities.

The University of Rhode Island will offer two two-week non-residential sessions of the Summer Transportation Institute. The program will be conducted at the Kingston Campus of the University of Rhode Island, introducing students to a university environment including classrooms, the library, the Transportation Center, and computer labs. Students will be provided with a dining card and will eat many of their meals at University facilities. For the days that activities are off campus, the student will be provided with snacks and a bag lunch. Students will be transported between campus and selected drop-off and pick-up points around the state. Students will also be transported to all field trips and site visits. The program is planned to run on weekdays from 8:00 am to 4:00 pm (including the transportation to and from the Kingston Campus).

The contractor will be supported by a senior staff person and 2-3 URI students. The contractor will be responsible for:

- developing a proposed summer program for review and approval
- promoting the STI to RI schools
- interviewing candidate students and their families
- coordination and logistics of the events
- directing and support staff provided by the URITC
- developing an annual report

### **Other Outreach Activities as Needed**

The URITC has provided additional outreach support similar in nature to the above items as requested by the funding agencies. For example, the RIDOT has authorized support to RI Public Works Association in the form of coordination of RIPWA equipment expos. Similar support may also be provided under the contract if the funding agency, URITC, and the contractor agree.

### **Questions and Proposal Submission**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **28 Feb 06 at 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # 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 potential respondents to download this information.

Responses **(an original plus three (3) copies )** should be mailed or hand-delivered in a sealed envelope marked “**RFP # B06049: Outreach Activities – URI Transportation Center**” to:

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

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

### **RESPONSE CONTENTS**

Responses should include the following:

- 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 <http://www.purchasing.ri.gov>)
- A statement of experience describing the contractor’s background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation.
- A proposed work plan for achieving the objectives of tasks 1-5, to include
  - Demonstration of an understanding of the objectives of the URITC outreach activities covered by this RFP
  - Process(es) for achieving the objectives
  - Process(es) for assuring that expenditures by others that are being coordinated by the contractor are expended to maximize the effectiveness of the outreach offerings
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- Description of the corporate background of the offeror, if other than an independent contractor.
- As appropriate, resumes of key staff who may provide services covered by this request.
- In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

The Technical Proposal should contain the following sections:

- **Executive Summary**

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- **Offeror's Organization and Staffing**

A description of staffing, including an organizational chart highlighting the persons or units(s) responsible for this project should be demonstrated.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.

- **Work plan/Approach Proposed**

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule by task, a list of tasks, activities and/or milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

- **Previous Experience and Background**

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
- A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and
- The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, call the MBE Officer at (401) 222-6670.
- Any other information the Offeror seems relevant to the evaluation process.

## EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

Experience and qualification of each staff member

A work plan that demonstrates an understanding of the objectives to be achieved and a process for achieving the outreach objectives

A work plan that demonstrates cost containment for offerings of the center

A BUDGET Justification that establishes the fully burdened (to include all personnel related costs and allocated administrative costs) hourly billing rates for each staff person supporting the program, which shall be applied to the total actual hours committed by each staff person, as reported by the contractor in the monthly report, to determine compensation to the contractor for the month.

Notwithstanding the above, the State reserves the right to accept or reject any or all offerors, to award on the basis of cost alone, and to act in its best interest. The State also reserves the right to make one or more awards as a result of this solicitation and to act in its own best interest.

**The ranked findings and selection recommendation will be submitted to the State's Architectural/ Engineering Consultant Services Selection Committee, and forwarded to the Director of Administration for final selection consideration.**