



**Solicitation Information
24 February 06**

LOI # B06070

TITLE: On-Call Highway Engineering Consultant

Submission Deadline: March 30, 2006 @ 11:00am

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at wanderson@purchasing.state.ri.us no later than **March 20, 2006 @ 4:00 pm** (Eastern Time). Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be answered and 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

William J. Anderson, C.P.M. Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

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

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 B06070

ON-CALL CONSULTANT SERVICES: To Provide Highway Engineering Services On Behalf of the RIDOT Road Design Section

DBE GOAL: NONE

RIDOT is seeking to acquire consultant services to provide "on call/ as needed" highway engineering services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested road design tasks. The selected firm will work under the direction of the Chief Engineer and the RIDOT Road Design Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

*Respondents must demonstrate **a minimum of FIVE (5) YEARS highway engineering experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT's design and construction policies, procedures and standard specifications. As stated herein, in accordance with RI General Laws, the selected firm must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.*

The selected firm must establish and maintain throughout the lifetime of their Contract an office in or near Providence, Rhode Island for the purpose of performing the work required and to assume all costs thereof including all costs incidental to moving personnel to said office.

*The RIDOT anticipates the award of one (1) contract that will have a contract completion date of **thirty-six (36) months** after the date of authorization to commence work.*

***The initial contract award amount will be \$250,000.00 for services performed under the defined contract term;** should the State, after expenditure of this sum, find further need for the Consultant's services, such services 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 Road Design 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. **Initial FIXED FEE will be set at 10% and will remain fixed at 10% for entire contract term.** All other project expenditures must conform to current RIDOT policies and accepted procedures.*

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 may **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 ninety (90) 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 *specified traffic design* services required **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 **any or all** of the applicable 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/TECH LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL. FAILURE TO DO SO MAY RESULT IN AUTOMATIC DISQUALIFICATION.
- **Although not required, Disadvantaged Business Enterprise (DBE)** participation is encouraged on all RIDOT projects. 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 engineering expertise.
- **Technical Presentation:** Since tasks are undefined at this time, Respondents must provide a detailed technical synopsis of *anticipated* design services as cited under **highlighted SECTIONS 2 and 3** on PAGE 7 of the attached SCOPE OF WORK
- **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 by the Prime Consultant and included in LOI/TECH. Access to this current form may be obtained through the following website: www.gsa.gov

The **RIDOT Road Design Section** 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 projects being proposed. *Respondents must demonstrate a minimum of FIVE (5) YEARS highway engineering experience* as well as describe the experience of the Project Team.
- **Existing Workload:** Respondents should include a current listing of all projects contracted to perform.
- **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.
- **Although not required, Disadvantaged Business Enterprise (DBE)** participation is encouraged on all RIDOT projects. 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 Meeting will be held on March 2, 2006 at the RI Department of Administration, One Capitol Hill, 2nd Floor, Conference Room "A", Providence, RI 02908 @ 10:00 A.M.

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 March 24, 2006.**

LOI/TECH Technical Proposals ("**original**" plus five (5) hard copies **and** two (2) CD ROMS) are to be submitted; labeled CD ROMS (2) should be included in a separate envelope and submitted along with

proposal package. RIDOT recommends that the electronic version of said Proposal be submitted in **Adobe PDF format**.

Requested documentation is to be either mailed or hand-delivered in a sealed envelope marked:

LOI/TECH B06070-RIDOT ON-CALL CONSULTANT SERVICES: TO PROVIDE HIGHWAY ENGINEERING SERVICES ON BEHALF OF THE RIDOT ROAD DESIGN SECTION by MARCH 30, 2006, no later than 11:00 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:

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:

- | | |
|--|--------------------|
| 1. TECHNICAL PRESENTATION Respondents must provide a detailed technical synopsis of <i>anticipated</i> design services as cited under highlighted SECTIONS 2 and 3 on PAGE 7 of the attached SCOPE OF WORK | 0-25 POINTS |
| 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 | 0-25 POINTS |
| 3. FIRMS' EXPERIENCE relevant to the design services requested | 0-25 POINTS |
| 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 | 0-25 POINTS |
| MAXIMUM SCORE 100 POINTS | |

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, as detailed herein, 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

**ON-CALL CONSULTANT SERVICES: To Provide Highway Engineering Services
On Behalf of the RIDOT Road Design Section**

INTRODUCTION:

RIDOT is seeking to acquire consultant services to provide "on call/ as needed" highway engineering services to either A) perform or B) procure the services of a qualified consultant firm to provide the requested road design tasks. The selected firm will work under the direction of the Chief Engineer and the RIDOT Road Design Section in conjunction with the Federal Highway Administration, applicable City and Town municipalities and other State Agencies as required.

Respondents must demonstrate **a minimum of FIVE (5) YEARS highway engineering experience** and possess a working knowledge of all State and Federal transportation laws as well as RIDOT's design and construction policies, procedures and standard specifications. As stated herein, in accordance with RI General Laws, the selected firm must maintain the required registration in the State of Rhode Island as a Professional Engineer for the defined contract term.

Initial Contract Award: **The initial contract award amount will be \$250,000.00** for services performed under the defined contract term; should the State, after expenditure of this sum, find further need for the Consultant's services, such services may be authorized by RIDOT under conditions set forth in a supplemental agreement.

Negotiation of Fees: "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 RIDOT Road Design 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. At the point of negotiation, RIDOT coordination and Consultant/ Sub-Consultant participation along with proposed work items and associated costs will be documented through the development of a WORK ORDER/ TASK IMPLEMENTATION SHEET.

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

Contract Term: The RIDOT anticipates the award of one (1) contract that will have a contract completion date of **thirty-six (36) months** after the date of authorization to commence work. 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.

ON-CALL ROAD DESIGN CONSULTANT AGREES:

1. To act as the selected **On-Call Road Design Consultant** at the direction of the Chief Engineer and the Managing Engineer of the Road Design Section within RIDOT in conjunction with the Federal Highway Administration, applicable City and Town Municipalities and other State Agencies as required.
2. **Upon request by RIDOT for a project specific, as directed by the Chief Engineer and the Managing Engineer of the Road Design Section, to perform the following:**
 - **Review and analyze overload, over width, or over height permit applications**
 - **Complete sight distance analysis**
 - **Complete drainage analysis**
3. **To prepare contract plans and specifications when required by RIDOT, as directed by the Chief Engineer and the Managing Engineer of the Road Design Section within RIDOT, and as such to either perform or procure the services of a qualified Consultant to perform the following:**
 - **Complete soil borings, sampling, or testing**
 - **Complete property, topographic, or highway baseline surveys**
 - **Complete wetland flagging and permit applications**
 - **Complete ROW plans, plats, SD lists, and descriptions**
 - **Complete historic documentation**
 - **Identify and locate existing utilities**
 - **Test, identify, and locate hazardous waste sites or material**
 - **Complete engineering estimates, specifications, DOQ, and contract disks necessary for advertising**
4. To perform other and similar services, in addition to or in amendment of the above, as shall be mutually agreed upon by the **On-Call Road Design Consultant** and RIDOT.
5. To permit RIDOT 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 RIDOT.
6. 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 as RIDOT shall require, the services of personnel experienced in the pertinent fields of highway engineering, as applicable, together with administrative and clerical personnel. Any person who, in RIDOT's opinion, is considered to be inexperienced, uncooperative, or whose services are not needed, or whose separation from the work would be in RIDOT's best interest, shall be removed from the project payroll immediately upon RIDOT request.
7. 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 personnel to said office.

8. Upon request, the **On-Call Road Design Consultant** will furnish RIDOT with statements as to the experience record of any person employed under this Contract and the anticipated or actual duties to be performed by that person.
9. To keep separate accounts on an individual design project basis of all costs for engineering services under the terms of this Contract as performed by the **On-Call Road Design Consultant**, and to submit to RIDOT certified copies of payrolls and vouchers to be subject to audit by examination of the original records of the **On-Call Road Design Consultant** by RIDOT.
10. The requirements for drafting, plan materials, plats, etc. will be in accordance with the requirements of RIDOT's Design Policy Memos.

RIDOT AGREES:

1. To furnish to the **On-Call Road Design Consultant** copies of State and Federal policies, manuals, publications, standards, forms, and data required to carry out the work under the terms of this Contract. (See ATTACHMENT 1 for a list of design criteria for this project)
2. To advertise, to receive bids, and to award all construction contracts.

RIDOT AND THE ON-CALL ROAD DESIGN CONSULTANT ADDITIONALLY AGREE:

1. The field notes, records, computations, work sheets, drawings, traffic data, correspondence, and all other property resulting from the operation of the **On-Call Road Design Consultant** will be the permanent property of RIDOT; the final payment by RIDOT to the **On-Call Road Design Consultant** will be withheld until the **On-Call Road Design Consultant** transfers all property to RIDOT.
2. That in any case total payments by RIDOT to the **On-Call Road Design Consultant**, under the terms of this Contract will not exceed **Two Hundred Fifty Thousand and 00/100 Dollars (\$250,000.00)** and if RIDOT, after the expenditure of this sum, finds further need for the **On-Call Road Design Consultant's** services, such services may be authorized under conditions to be set forth in a supplemental agreement. At that time the **On-Call Road Design Consultant** will be given a task, at which time they will submit a proposal to RIDOT for review. Upon approval by RIDOT, the **On-Call Road Design Consultant** may proceed with the work.
3. The **On-Call Road Design Consultant** will maintain the required 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 RIDOT may increase or decrease. RIDOT 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 **On-Call Road Design Consultant** will turn over to RIDOT all materials and records incidental thereto and will receive no further compensation for that project.
6. This Contract will have a completion date of **thirty-six (36) months** after the date of authorization to commence work.
7. 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.

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, 2001.
- 2) AASHTO's "Policy on Design Standards – Interstate System", July 1991.
- 3) Highway Capacity Manual, 2000.
- 4) Manual on Uniform Traffic Control Devices, 2003 and its amendment.
- 5) Rhode Island Standard Specification for Road and Bridge Construction, 2004
- 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) AASHTO Standard Specifications for Highway Bridges, 17th Edition 2002, including latest interim specifications.
- 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) ANSI/AASHTO/AWS D 1.5-2002 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, "Bridges, Structures, and Hydraulics".

DATA TO BE SUPPLIED BY RIDOT:

- 1) The RIDOT Transportation Development Division will supply copies of all available highway/bridge plans and right-of-way plans for the State's highway facilities in the area of the study.
- 2) The RIDOT Transportation Development Division will supply the latest available skid numbers.
- 3) RIDOT's Bridge Inspection Reports.
- 4) RIDOT will provide all necessary pavement cores