



REQUEST FOR PROPOSAL (RFP) – BID# 7594582

STATEWIDE SHORT-TERM TRAFFIC COUNTING SERVICES

SUBMISSION DEADLINE: Monday, July 09, 2018 at 11:30 AM (ET)

PRE-BID CONFERENCE: [X] NO [ ] YES
Mandatory: [ ] NO [ ] YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference.
Location:
Buyer Name: LISA HILL
Title: ASSISTANT ADMINISTRATOR

QUESTIONS Prospective bidders are hereby notified that all questions pertaining to this contract must be submitted to the Department of Transportation in writing through its website at http://www.dot.ri.gov/contracting/bids by accessing the questions & answers menu located within the 'contracting', then 'bidding opportunities' link. Response to the submitted questions will also be posted under this link as an addendum as appropriate. Phone calls will not be accepted.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: [X] NO [ ] YES: See attached Disk Based Bidding Information

NOTE TO VENDORS: Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed three-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM



**RHODE ISLAND DEPARTMENT OF TRANSPORTATION**  
**Traffic Management and Highway Safety**

REQUEST FOR PROPOSALS for  
STATEWIDE SHORT-TERM TRAFFIC COUNTING SERVICES

Disadvantaged Business Enterprise Goal: N/A



**TABLE OF CONTENTS**

**PROCUREMENT SCHEDULE ..... 3**

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS ..... 3**

**REQUIRED FORMS ..... 5**

**PROJECT BACKGROUND AND SCOPE ..... 5**

**PROJECT LIMITS ..... 7**

**PROJECT REQUIREMENTS..... 7**

**PROGRESS REPORTS..... 8**

**PROJECT TASKS ..... 8**

**WINTER SHUT DOWN ..... 10**

**INSURANCE..... 10**

**QUESTIONS..... 11**

**PROPOSAL REQUIREMENTS..... 11**

**PROPOSAL SUBMISSION ..... 12**

**INSTRUCTIONS FOR PROPOSALS ..... 13**

**DISADVANTGED BUSINESS ENTERPRISES ..... 14**

**EVALUATION ..... 14**

**EVALUATION CRITERIA..... 14**

**COST PROPOSAL..... 15**



**RHODE ISLAND DEPARTMENT OF TRANSPORTATION  
Traffic Management and Highway Safety**

**REQUEST FOR PROPOSALS**

**STATEWIDE SHORT-TERM TRAFFIC COUNTING SERVICES  
SOLICITATION # xxxxxxxx**

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department Of Transportation is requesting proposals from qualified Vendors to provide **Statewide Short-Term Traffic Counting Services**, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The State anticipates the award of one (1) contract with a Contract Term of three (3) years from the Purchase Order date. Should the State, after expenditure of this sum, find further need for the Short-Term Traffic Counting Services, such services may be extended annually for an additional two (2) years based upon performance and funding availability

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the relative merits of the proposal and qualifications in addition to cost. There will be no public opening and reading of responses received by the Division of Purchases other than to name those offerors who have submitted proposals.

**PROCUREMENT SCHEDULE**

Action Item	Date	Time
Solicitation posted on RIVIP	June 13, 2018	
Pre-proposal meeting	N/A	N/A
Deadline for Questions	June 30, 2018	12:00 noon
Proposal Due Date	July 9, 2018	11:30 am

**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 RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.



3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
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. 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. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.



Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written "Affirmative Action Plan" prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, as part of the contract award process, to complete the "Contract Compliance Report" (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the "Certificate of Compliance" (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents to RIDOT, along with their Affirmative Action Plan or an Affirmative Action Policy Statement. In addition, for public works projects vendors and subcontractors must submit a "Monthly Utilization Report" to RIDOT's Office of Civil Rights via PRISM software.

**REQUIRED FORMS**

REQUIRED FORMS		
Required Forms (except for W-9) are attached	PRIME CONSULTANT	SUB-CONSULTANT(S)
W-9 Form available @ <a href="http://www.purchasing.ri.gov">www.purchasing.ri.gov</a>	✓	
Debarment Form	✓	✓
Lobbying Form	✓	✓
Conflicts Disclosure Form-for Board of Directors, key personnel and anyone who has a potential conflict to disclose	✓	✓
Certification for Title VI Assurance	✓	
DBE Special Provision	✓	

**PROJECT BACKGROUND AND SCOPE**

The MAP-21, Moving Ahead for Progress in the 21st Century, and the Model Inventory of Roadway Elements (MIRE), requires the Rhode Island Department of Transportation (RIDOT) to significantly increase traffic monitoring throughout the state highway system. In order for the RIDOT to effectively



and efficiently meet MAP-21 and MIRE traffic monitoring requirements, assistance with the State’s short-term traffic counting program is needed. The purpose of this **Request for Proposals (RFP)** is to supplement the State’s traffic counting program.

Work under this contract shall be performed by the Vendor on an as needed basis and statewide. Work to be completed includes but is not limited to the following types of traffic counts: Single-lane and/or Multi-lane volume counts with classification, Manual Turning Movement counts, Non-Motorized (Ped/Bike) counts and other incidentals necessary to properly complete all work as directed by RIDOT.

As work develops during the effective contract term(s), RIDOT will issue Work Order Package(s) to the Vendor via email detailing the location(s), character, dimensions, details of the desired work order, and estimated work order quantities. The Department will provide a schedule for deliverables. Dates will be weather dependent and may change due to unexpected circumstances and/or Department priorities. Work locations will be limited to all areas within the public right-of-way in the State of Rhode Island including but not limited to freeways, expressways, arterial, collector and local roadways, shared-use paths and/or parking areas. The Vendor shall note that WOP may be issued at variable intervals throughout the effective period of the contract. RIDOT reserves the right to issue WOPs at any time and to prioritize and/or compile individual Work Order into WOPs in any manner to best serve their needs.

The Vendor shall note that all work item quantities appearing in WOPs are estimates only and are used for comparison of Work Order Package Quotes submitted by Vendor. Payments to the Vendor will be made for the actual quantities of work completed and accepted and/or materials furnished in accordance with the contract.

The Work Order Items included in this solicitation are the items that may be called for in Work Orders issued by RIDOT. The quantities of such items included in the RFP are an estimate of the extent of work that is anticipated during the effective contract period. The Vendor shall note that the actual quantities of work items to be called for in Work Order Packages are indefinite and may be less than or greater than indicated in this solicitation. The Vendor shall note that the actual quantities of work items to be called for in Work Order Packages are indefinite and may be less than or greater than indicated in this solicitation. The proposed items and estimated quantities are as follows:

ITEM NO.	ITEM DESCRIPTION	TOTAL QUANTITY	UNIT OF MEASURE
1.0	48 hr ATR counts (1-2 lane) with Road Tube [includes Volume, Class, Speed]	1,523	Each
2.0	48 hr ATR counts(1-2 lane) with VCU Cameras [includes Volume, Class, Speed]	70	Each
3.0	48 hr ATR counts(3-4 lane) with VCU Cameras [includes Volume, Class, Speed]	20	Each
4.0	48 hr ATR counts (4+ lane) includes Volume, Class, Speed	10	Each
5.0	Turning Movement Count	144	Hour



6.0	Non-Motorized Classification Count (Equipment)	35	Each
7.0	Miscellaneous Task <sup>1</sup>	1000	Each

<sup>1</sup>For a definition of Miscellaneous Task refer to Part B. of the 'Project Tasks' section

**PROJECT LIMITS**

Short-term Traffic Counting Services shall be conducted statewide. Specific count locations will be assigned to the Vendor by RIDOT on a weekly and/or an as-needed basis.

**PROJECT REQUIREMENTS**

1. The initial project completion date shall be three (3) years from the Purchase Order date. RIDOT will provide locations and an expected schedule on a weekly basis via email to the Vendor. The Vendor shall be required to conduct counts using a method of counting that is mutually agreed upon by the Vendor and RIDOT for each site. Each traffic count shall include GIS Location and at least 48 hours of accurate data unless otherwise specified by the Department. No count will be acceptable if more than fifty percent of the traffic count was taken on a Monday, Friday, or holiday. Weekend and holiday counts are unacceptable unless specifically requested by the Department.
2. The Vendor shall notify the RIDOT Point of Contact **at least 24 hours prior to performing traffic counts** at any statewide location.
3. The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, Respondents are hereby advised that in line with the Federal Acquisition Regulations any federal contract based on the services requested may require that the State obtain evidence of E-VERIFY compliance from the successful Respondent.
4. The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all Vendors that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for an award.
5. Services provided by the successful Respondent - and if applicable any sub-contracts generated through this Contract - shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The successful Respondent shall carry out applicable requirements of 49 C.F.R., Part 26, Participation of Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs, in the award and administration of DOT-assisted contracts. Failure by the successful Respondent to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the recipient deems appropriate.





6. RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The State reserves the right to purchase part of the proposal or the entire proposal.
7. 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.

## **PROGRESS REPORTS**

Monthly progress reports will be required in accordance with directions herein stated. The progress reports must outline work accomplished (showing the specific number of successful counts taken per City/ Town), reimbursable expenses, and issues requiring resolution.

## **PROJECT TASKS**

### **A. Traffic Counting Services**

The Vendor(s) shall collect accurate traffic volume and classification data on roadway sections throughout the State and provide the data (including the latitude and longitude coordinates for each location) to RIDOT electronically in Microsoft Office Excel or PDF format. RIDOT estimates that approximately 1,000 sites will require traffic counting services annually. Eighty-five percent of all counts taken will be vehicle classification counts in accordance with the most current edition of the FHWA Traffic Monitoring Guide (TMG). The number of vehicle classification counts may increase or decrease according to the discretion and needs of RIDOT. The Vendor(s) shall review all data prior to delivering it to RIDOT to ensure that the data is accurate and meets the RIDOT's data collection requirements. The Vendor shall notify RIDOT of any irregularities or inconsistencies in the data at the time it is submitted to the Department. The Vendor shall not edit or change the data in any way. The count data shall be the sole property of RIDOT. Any traffic count taken for this project that is determined to be unacceptable by the RIDOT shall be re-collected until acceptable data is obtained and at no additional cost to the State.

All traffic counts conducted under this project shall be in accordance with the FHWA Traffic Monitoring Guide (latest edition w/revisions) and RIDOT's safety requirements. The Vendor(s) shall be responsible for using their own vehicles for performing the work. Each vehicle used shall be equipped with a rotating or flashing light bar and other necessary safety equipment as required by RIDOT and the MUTCD such as traffic cones, warning signs, and safety vests. The Vendor shall be equipped with all tools and equipment necessary for the installation and set-up of the traffic count locations, including electrical meters.

The Vendor shall provide their own equipment to conduct counts. RIDOT shall not be responsible for the repair of malfunctioning equipment, which was damaged or broken due to the negligence of the Vendor. The Vendor shall be responsible for repair and/or replacement costs of equipment



damaged, lost, or stolen due to Vendor negligence and/or poor installation practices. The Vendor is responsible for securing the equipment with lock and chain, to prevent theft, vandalism, or the unauthorized access to the equipment.

The Vendor shall monitor each count location during the counting period to insure that the equipment has not been damaged and that no other malfunctions have occurred which would may compromise the accuracy of the data, or the safety of the public, including motorists, pedestrians and bicyclists. Any road tubes or axle sensors that break free from their mounting to the pavement shall be secured by the Vendor within two hours of notification, at no additional cost to the Department. The Vendor shall be responsible for all damage claims to private property and or vehicles resulting from faulty equipment.

#### **B. Miscellaneous Tasks**

**DESCRIPTION:** This item shall consist of furnishing and installing any and all incidental items not listed separately in this contract and/or additional equipment or supplies necessary to complete the work.

**MATERIALS:** The materials or equipment under this item may be supplied by the State from existing inventories, or the Vendor may be directed to purchase the materials or equipment directly with the approval of the RIDOT Traffic Research Section. The materials or equipment purchased under this item shall become the property of the State of Rhode Island. Reimbursements for materials and/or equipment shall not be made without the required documentation and shall not include surcharges.

**PURCHASING REQUIREMENT:** All reimbursable expenses purchases shall be pre-approved by RIDOT. All items purchased shall require written confirmation of the winning price quotation for purchases valued at \$2,500.00 or less.

Where the possibility of competition exists, the Vendor shall provide written confirmation of at least **THREE (3)** written quotations for purchases valued at greater than \$2,500.00 but less than \$5,000.00; and solicitation of at least **FIVE (5)** written quotations for the purchases greater than \$5,000.00.

The Vendor shall submit copies of all purchase and/or equipment repair orders and receipts listing specific model numbers, price, and shipping and handling costs. The Vendor will be reimbursed for purchases or repairs at total cost paid and without surcharges. All purchases by the Vendor shall be made in the most cost-effective manner possible. Materials such as nails, clamps, tape and/or equipment necessary to carry out work are to be included in the item bid price.

**METHOD OF MEASUREMENT:** This item shall have a unit of measurement of EACH and the unit price shall be \$1.00.

**BASIS OF PAYMENT:** The Vendor(s) shall be reimbursed for materials and/or equipment purchases and repairs at total paid cost. The Vendor (s) shall submit a receipted invoice for the reimbursement.

#### **LIST OF CONTRACT DRAWINGS**

No Contract Drawings are required for this Project.



#### **ENVIRONMENTAL PERMITS**

No Environmental Permits or assents are required for this Project.

#### **WORK SCHEDULE**

Work on this Project is restricted to a normal eight-hour day (8:00 am-4:30 pm), five-day work week, with the Vendor and all Sub-Vendors working on the same shift.

No work shall be done on this Contract on Saturdays, Sundays, holidays or on the day before or the day after a long weekend which includes a holiday without prior approval by RIDOT.

No work that will disrupt travel on the existing roadways (lane closures, lane shifts, trenching, etc.) shall be done from 6:00 am to 9:00 am and from 3:00 pm to 7:00 pm

#### **WINTER SHUTDOWN**

The Winter Shutdown" as defined in Section 12.101.80 and as allowed for in Section 12.108.07 of the Rhode Island Standard Specifications for Road and Bridge Construction, as amended August 2013 Edition and all changes and addenda, is hereby waived for this contract. **THERE SHALL BE NO WINTER SHUTDOWN FOR THIS PROJECT.** However, time extensions may be granted for documented adverse winter weather conditions causing construction delays.

#### **MOST RECENT PUBLICATIONS FOR THIS PROJECT**

The following publications are to be utilized for this project:

1. *FHWA Traffic Monitoring Guide*. (latest edition w/revisions)
2. *Manual of Uniform Traffic Control Devices*. (latest edition w/revisions)
3. *HPMS Field Manual* (latest edition w/revisions)
4. *NCHRP Report 797: "Guidebook on Pedestrian and Bicycle Volume Collection"*
5. *NCHRP Web-Only Document 205; "Methods and Technologies for Pedestrian and Bicycle Volume Data Collection"*

#### **INFORMATION / MATERIAL TO BE SUPPLIED BY RIDOT**

RIDOT shall provide the Weekly schedule of count locations, and type of count.

#### **INSURANCE**

The Vendor shall procure and maintain (at the Vendor's own expense) Liability and Property Damage Insurance, which names the State of Rhode Island as an Additional Insured and waives subrogation against the state. The Insurance coverage limits shall be in the following amounts:



Property Damage Liability: \$500,000 each occurrence and \$1,000,000 aggregate  
Bodily Injury Liability: \$500,000, each person and \$1,000,000, each occurrence.  
Worker's Compensation: Coverage shall be in accordance with prevailing laws.

Failure to comply with these provisions may result in rejection of the Vendor's bid. Annual renewal certificates must be submitted to the Agency location identified on the Purchase Order. Failure to do so may be grounds for cancellation of this Contract.

## QUESTIONS

***There will be NO point of contact at RIDOT who will directly answer questions either in person, through e-mail, or by telephone.*** Questions regarding this solicitation shall be posted at RIDOT'S "Bidding Opportunities" web page accessible at: [www.dot.ri.gov](http://www.dot.ri.gov). Follow the link to Doing Business with Us ▶ Bidding Opportunities ▶ View All New Projects Available for Bid. Select the question mark "?" next to the applicable project to submit questions. Responses to questions will also be posted at this site. Questions will not be accepted after noon on **June 24, 2018**. Upon the close of questions, all questions received and responses posted by RIDOT will be subsequently posted as an addendum at the RIVIP website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) and will therefore be incorporated as part of this contract.

## PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. A completed and signed RIVIP Bidder Certification Cover Form downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Include a copy in each Technical Proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
  - a. Four (4) printed paper copies
  - b. Four (4) electronic copies on a CD-R, marked "Technical Proposal" included with each printed paper copy
  - c. One (1) printed paper copy, marked "Technical Proposal -Original"
  - d. One (1) electronic copy on CD-R marked "Technical Proposal Original"



4. Cost Proposal - A separate, signed and sealed cost proposal utilizing the form provided with the solicitation.
  - a. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
  - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
  - c. Four (4) printed paper copies

A. Formatting of proposal response contents should consist of the following:

1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
  - a. Vendor's name
  - b. RFP #
  - c. RFP Title
  - d. Proposal type (e.g., technical proposal or cost proposal)

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2. Formatting of written documents and printed copies:
  - a. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12 point Calibri or 12 point Times New Roman.
  - b. All pages on the Technical Proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
  - c. The cost proposal shall be typed using the formatting provided on the provided template.

**PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP 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, shall not be accepted.



Proposals should be mailed or hand-delivered in a sealed envelope marked "RFP# xxxxxx" to:

RI Dept. 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 shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

#### INSTRUCTIONS FOR PROPOSALS

Proposal Format: Proposal shall be bound or contained in a single volume with the exception of the Cost Proposal which shall be submitted separately. Proposals shall be spiral or GBC bound. Do not submit 3-ring binders. Proposals shall include the following information, tabbed and in the order listed below:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **RIVIP Bidder Certification Form:** All three (3) Pages **must** accompany each response submitted. Failure to make a complete submission of this document may result in disqualification.
- **Company Introduction:** Include a complete description of the firm including organizational structure and expertise specific to the services requested.
- **Staff Qualifications:** Include the qualifications and resumes of proposed key personnel to be assigned to this project, equipment list, and staff training procedures. ***Provide training certificates*** for staff as they relate to the equipment required to perform the tasks. ***Proof of Training and Certificates must be submitted with the Technical Proposal.***
- **Capability, Capacity and Firm Qualifications:** List and describe projects your firm has completed in the past five (5) years that best match the scope of this project. Identify unique constraints or challenges associated with those projects and how you addressed those in order to deliver traffic data in a timely manner. Provide the list of relevant client references including names, addresses, phone numbers, dates of service and type(s) of service(s) provided. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the



satisfactory past performance of services provided along with the performance of proposed team members.

- **Quality Control and Quality Assurance:** Describe the QA/QC procedures utilized to ensure the accuracy and quality control of the Traffic data being collected.
- **Project Approach:** Respondents shall provide a synopsis for the planning and execution of the Project Tasks including a discussion of special approaches towards achieving the project tasks and submitting deliverables in a timely manner. Include sufficient detail to determine how each task shall be accomplished as well as a list of equipment that is proposed to be used to accomplish the tasks.
- **Current Projects:** Include a current list of projects you are under contract to perform including the anticipated completion dates.

## **DISADVANTAGED BUSINESS ENTERPRISES**

Although there is no DBE goal assigned to this project, the utilization of DBE firms is encouraged on all RIDOT projects. A list of current Rhode Island State certified DBE firms may be obtained through the State's Office of Diversity, Equity & Opportunity website @ [www.odeo.ri.gov](http://www.odeo.ri.gov).

Questions may be directed to:

RIDOT Office of Business and Community Resources  
Room 110, Two Capitol Hill  
Providence, RI 02903  
(401) 222-3260

## **EVALUATION**

Proposals shall be reviewed by a technical evaluation committee ("TEC") comprised of staff from RIDOT. The TEC shall first evaluate the Technical Proposals. Cost Proposals will remain sealed at the Department of Administration-Division of Purchases until the technical scoring has been completed. The Technical Evaluation Committee will then evaluate the qualifying Cost Proposals and the results will be integrated with the Technical Evaluation scores. The Technical Evaluation Team will evaluate each Proposal with such evaluation being based upon the numerical weighting set forth below. The Qualifications/Technical Proposal will have a weighting of seventy percent (70%) of the total score and the Price Proposal will have a weight of thirty percent (30%) of the total score. Each evaluation criterion has an assigned maximum number of points that demonstrates its relative importance.

## **EVALUATION CRITERIA**

The Technical Proposal will be evaluated qualitatively based upon the following selection criteria. The selection criteria below are intended to be informational, and all information required under the identified Section will be evaluated.



Criteria for Evaluation	Rating Weight
Staff Qualifications	(0 - 15)
Capability, Capacity and Qualifications of the Offeror	(0 - 15)
Quality Control and Quality Assurance	(0 - 10)
Project Approach	(0 - 20)
Current Projects	(0 - 10)
Cost Proposal	(0 - 30)
<b>TOTAL</b>	<b>100 points (max)</b>

**COST PROPOSAL**

Vendors must utilize the Cost Proposal form included in the solicitation and provide a Unit Price for every item. Respondents who fail to submit a price for each item may be deemed non-responsive. The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula: (lowest cost ÷ vendor’s cost) x available points.

**For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 and the total points available are thirty (30)  $\$65,000 / \$100,000 \times 30 = 19$ .**

Respondents shall submit three copies of the signed Cost Proposal in a separately sealed envelope. Cost Proposal shall be submitted using the format provided. The Cost Proposal shall reflect a lump sum, fixed price that includes all services and deliverables defined in the RFP. Costs submitted will be considered firm and fixed. RIDOT will not increase the contract or Purchase Order for out of scope items.

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s 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. If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

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