



**Solicitation Information**  
**January 4, 2021**

**RFP #7610814**

**TITLE: Rhode Island Statewide Travel Demand Model Contract - DOA**

**Submission Deadline: February 1, 2021 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

**MANDATORY: NO**

If 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/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE:**

**LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions15@purchasing.ri.gov](mailto:doa.purquestions15@purchasing.ri.gov) no later than **January 15, 2021 10:00 AM (Eastern Time)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: NO**

**PAYMENT AND PERFORMANCE BOND REQUIRED: NO**

Robert DeAngelis, Senior Buyer

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.ridop.ri.gov](http://www.ridop.ri.gov).
- Proposals received without a completed RIVIPRIVIP Bidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A RIVIP VENDOR CERTIFICATION COVER FORM**

## **COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS**

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth.

Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

### **BID OPENING ZOOM INFORMATION:**

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: RFP 7610814

Time: Feb 1, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86725638806?pwd=eHpzaStzVitldk5paC9rcWo5WndpZz09>

Meeting ID: 867 2563 8806

Passcode: 418805

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+1 253 215 8782 US (Tacoma)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

Meeting ID: 867 2563 8806

Passcode: 418805

Find your local number: <https://us02web.zoom.us/j/kcrCbFqYkp>

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## SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Division of Statewide Planning (RIDSP) is soliciting proposals from qualified firms to provide the technical support necessary to ensure that the Rhode Island State Travel Demand Model (RISM) is maintained, updated, improved, and utilized in a timely manner, 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.ridop.ri.gov](http://www.ridop.ri.gov).

The initial contract period will begin approximately April 1, 2021 and end March 31, 2023. The contract may be renewed for up to one additional 12-month periods based on the timing of the delivery of data from the 2020 US Census or a household survey (as explained in the Scope of Work section), vendor performance, and the availability of funds.

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

### **Instructions and Notifications to Vendors**

- 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.
- 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.
- 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.
- 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.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
- 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.

- The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
- 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.

- 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.
- 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 vendors/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, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliancereport.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 401-222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov).

- In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
- In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

- **Insurance Requirements** – In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

***General Requirements:***

- 13a)  Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
- 13b)  Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.

- 13c)  Automobile liability - \$1,000,000 each occurrence combined single limit.
- 13d)  Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services:***

- 13e)  Professional liability (“errors and omissions”) - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- 13f)  Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 13g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

***Information Technology and/or Cyber/Privacy:***

- 13h)  Technology Errors and Omissions - Combined single limit per occurrence shall not be less than \$5,000,000. Annual aggregate limit shall not be less than \$5,000,000.
- 13i)  Information Technology Cyber/Privacy – minimum limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate. If Contract Party provides:
- a)  key back office services Contract Party shall have a minimum limit of \$10,000,000 per occurrence and \$10,000,000 annual aggregate;
  - b)  if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by \$25 per person breach response expense per occurrence; but no less than \$5,000,000 per occurrence, per annual aggregate; or,
  - c)  if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data \$20,000,000 per occurrence and in the annual aggregate.

***Other:***

Specify insurance type and minimum coverage required, e.g. builder’s risk insurance, vessel operation (marine or aircraft):

- 13j)  Other - Specify insurance type and minimum coverage required



## SECTION 2: BACKGROUND

The Rhode Island Department of Administration's Division of Statewide Planning (RIDSP), as staff to the State Planning Council, the Metropolitan Planning Organization (MPO) for the State of Rhode Island, is responsible for developing and maintaining a statewide travel demand forecasting model. The RIDSP, in association with the Rhode Island Department of Transportation (RIDOT), created a statewide Travel Demand Model (TDM) in the 1990s, called the Rhode Island Statewide Model (RISM), that incorporated demographic data and a roadway network system to comply with the air quality and congestion management requirements of the 1990 Clean Air Act Amendment (CAAA) and 1991 Intermodal Surface Transportation Efficiency Act (ISTEA).

Over the years the RISM has been updated and expanded, most recently in a major update that was completed in June 2016, and with smaller updates occurring from 2016-2020. These revisions were designed to improve the model's accuracy and simplify its use. Information on the RISM can be found at <http://www.planning.ri.gov/planning-areas/transportation/travel-demand-model.php>. The RISM consists of a statewide, four step model developed and operated in the Caliper Corporation's TransCAD 7 transportation planning GIS environment. The RISM is a daily model, with peak and off-peak travel times, and includes vehicle, transit bus, and commuter rail modes of travel. The contractor responding to this RFP will need to be able to demonstrate familiarity with this type of technology and technical environment.

This contract will provide RIDSP with the technical support necessary to ensure that the RISM is maintained, updated, and utilized in a timely manner to ensure that the State meets federal and state transportation planning requirements under Fixing America's Surface Transportation (FAST) Act and succeeding acts, other relevant federal regulations pursuant thereto, and related state laws and regulations.

This contract will represent a short bridge between the work currently being done to maintain the RISM and the larger effort that will begin to update and upgrade the model with information from the Decennial 2020 US Census. Because the data from that census is not expected for several years, this contract is seen as an effort to strictly maintain the model as it is and make minor improvements and administrative upgrades as are needed to prepare for the next contract.

## SECTION 3: SCOPE OF WORK AND REQUIREMENTS

### Travel Demand Model

The contractor shall assist RIDSP in using the Rhode Island State Model (RISM) to perform model runs as required, in cooperation with the Rhode Island Department of Transportation (RIDOT), Rhode Island Public Transit Authority (RIPTA), and Rhode Island Department of Environmental Management (RIDEM), in order to determine current and future travel demand estimates for scenarios under analysis. The Contractor shall assist RIDSP in conducting semi-annual updates of the RISM, as outlined below. The Contractor shall assist RIDSP in updating or replacing the current iteration of Technical Paper #166. In addition, the Contractor may be asked to develop all or several of the **optional** new model applications/tasks, which are described in further detail under the New Model Applications/Tasks section below. In order to ensure that the latest information possible is available to the end users, all steps in the transportation modeling effort shall be appropriately calibrated, documented, and incorporated into the Rhode Island State Model Update, Technical Paper #166 as they are completed.

## Travel Demand Model Maintenance

The Contractor shall maintain and enhance the RISM as directed for proper performance and compatibility with the latest software platform released by the TransCAD vendor, Caliper Corporation, to reflect current data availabilities and integrate updated/extended forecasts and the latest planning assumptions for future years, at five-year intervals, through year 2040. To do this the Contractor must be prepared to assist RIDSP with a variety of regular maintenance activities, small updates, and optional upgrades.

### Annual Update

Much of the data underlying the RISM is developed by other state agencies and is updated regularly. The Contractor will work with RIDSP to determine which of these changing data sets will most benefit the accuracy of the RISM on an annual basis, and then incorporate them into the model. The following tasks will be completed annually, as needed:

- If needed, the Contractor shall update the following traffic data for use in validation and calibration:
  - Travel speed data from INRIX, FHWA's National Performance Management Research Data Set (NPMRDS), and/or RIDOT's traffic sensor database.
  - Vehicle Miles Traveled (VMT) data utilizing RIDOT's annual HPMS submission and/or data pulled from RIDOT's road sensor database, MS2. RIDSP will acquire this data from RIDOT, link and spatially join the data to the road network file and send it to the Contractor for inclusion into the RISM.
- The Contractor shall update the roadway network with the following:
  - The Contractor shall review and compare the RISM line layer with the latest RIDOT GIS road centerline coverage regularly. If needed, the Contractor shall make any adjustments to the RISM line layer to ensure the road network links remain up to date.
  - RIDSP will acquire from RIDOT the latest line work parameters (speed, lanes, ramps, direction, functional classification, etc.) and provide them to the Contractor. The Contractor shall perform quality control/assurance on the model network to verify proper topology and coding of the line work and for proper functioning of the model.
  - Review network coding of planned transportation investments and adjust to reflect the latest planning assumptions regarding project completions through the year 2040, at five- year intervals. RIDSP, along with RIDOT, will provide the contractor with GIS line work (including functional classification, directionality, turning movements) for new planned roadway investment projects. The contractor will add the planned investments to the roadway network and assign the appropriate line work parameters.
- The Contractor shall incorporate adjustments to roadway networks, traffic counts, TAZ and centroid structures, demographic, VMT, and other pertinent data from Massachusetts and Connecticut and/or MPOs in those states for the purpose of updating external network data. RIDSP shall seek to acquire this data. The Contractor shall render it into a usable form within the RISM.
- Transit Network
  - RIDSP will provide the Contractor with the latest Rhode Island Public Transit Authority (RIPTA) bus routes, stop locations, flex service areas, route schedules, park n'ride lot locations, ridership boarding/alighting count data, and General Transit Feed Specifications (GTFS) for the Contractor to update in the RISM.
  - RIDSP will provide the Contractor with the latest MBTA commuter rail service

and network changes, ridership boarding/alighting count data, existing or planned/programmed through horizon year 2040, or any other commuter rail service provided in Rhode Island. The Contractor shall incorporate this updated data into the RISM.

- The Contractor should expect to conduct validation and calibration of the model to passenger survey data from RIPTA, RIDOT's MBTA service, and other similar data sources as they become available. An exception would be data from a full state household survey, which would be a large task and will be discussed below.
- For each annual update, the Contractor shall review and run the model and its forecast years following incorporation of above identified data listed under the Annual Update.
- Maintain/convert the RISM as necessary to function within the most currently available TransCAD version software. The current RISM is formatted for TransCAD version 7.0. Conversion, as required, will include all necessary data import, adjustment, and re-calibration to ensure proper functioning of the model and demonstrate consistency of the model's output with pre-conversion parameters.

#### As Needed Basis

As directed by RIDSP, and in cooperation with RIDSP, the Contractor shall provide the following on-call services:

- Run future year build/no-build scenarios upon request.
- Predicting impacts to the transportation system if a significant change is made to the network, such as the redesign of RI Route 6/10 and the RI-Route 146 corridor, the addition of a bus rapid transit line, new commuter rail station or new highway interchange, or other regionally significant projects.

The Contractor shall plan for approximately two (2) such occurrence per year, for a total of eight (8) such analysis over the duration of the contract. Additional services, as requested by RIDSP, will also include:

- Model Data Requests - The Contractor shall assist RIDSP in responding and fulfilling data requests related to the RISM. The requests for data related to the RISM typically come from other Rhode Island state agencies (most typically from RIDOT, RIDEM, and RIPTA) and private contractors completing work at the local, state, regional, or national level. These requests typically involve exporting the RISM model data and are estimated to occur around two (2) times per year. RIDSP hopes to be able to fulfill most such requests internally but may require advice from The Contractor in determining the best way to proceed.
- MPO Recertification - The Contractor shall participate in and prepare information relative to the travel demand modeling work performed under this contract and present it as part of the FHWA / FTA required MPO recertification process. It is anticipated that the contractor's participation in the MPO recertification process will consist of one (1) to two (2) meetings. RIDSP's recertification process occurs every four (4) years and is expected in early 2022.

- Review of transportation and planning documents for model validations as requested including:
  - Drafts of the State Transportation Improvement Program (STIP)
  - Drafts of STIP Amendments when needed for major projects
  - Drafts of the Long-Range Transportation Plan (LRTP)

### Model Documentation

The Contractor will be expected to assist the Division of Statewide Planning in documenting ongoing changes to the model. This task includes the following:

- The Contractor shall keep documentation relating to every upgrade conducted upon the RISM under the contract. Documentation of these will be wrapped into appendices for Technical Paper 166.
- Annual Update Report: Prepared primarily by RIDSP, The Contractor will aid in preparing the required data and will review the narrative for accuracy. An example of a previous report is available here: <http://www.planning.ri.gov/documents/trans/2020/FY2018-RISM-Annual-Report.pdf>.
- The documentation outlined in this section shall be provided by the Contractor in draft and final written reports submitted to RIDSP for distribution to appropriate agencies for review.
- The Contractor will present analysis results at interagency and public meetings, if requested.
- The Contractor will respond to public and agency comments related to analysis methodologies and findings.
- The Contractor shall provide all model files in a digital format ready to be used by RIDSP, and other their consultants, for micro-simulations or specific model runs based on additional scenarios.

### Travel Demand Model Purpose/Platform Analysis

In preparation for a major update after the completion of the 2020 Census, the Contractor will oversee a process to assess the current trajectory of the RISM, its preferred future uses, and assess whether the current TransCAD software platform is correct for this purpose. The process will involve an analysis of the previous RISM Model Maintenance Plan, interviews with all stakeholders, including but not limited to staff of the Division of Statewide Planning, Rhode Island Department of Transportation, Rhode Island Department of Environmental Management, and the Rhode Island Public Transportation Authority. The Contractor will also seek input from users of travel demand models in other states and metropolitan planning organizations. Upon completion of these interviews the Contractor will compile a report of recommendations and present the report to the Division of Statewide Planning regarding future direction and platform for the RISM.

### Technical Support & Assistance

Staff from RIDSP, RIDOT, RIPTA, and RIDEM are all seen as the primary users of RISM data. The contractor should be prepared to assist staff of these State agencies, as well as provide some degree of interagency coordination as it relates to the RISM:

- The Contractor shall be prepared to conduct annual educational presentations, as needed, to a wider and more general audience of potential users of the data.

- The Contractor shall be prepared to represent and accompany RIDSP staff at meetings and presentations regarding the RISM as needed. The Contractor shall be prepared, when requested, to present and respond to questions regarding the RISM at these meetings.
- The Contractor shall provide on-call technical support to RIDSP, RIDOT, RIPTA, and RIDEM in the operation and management of the RISM throughout the contract.
- The Contractor shall provide on-call telephone and email support to RIDSP, RIDOT, RIPTA, and RIDEM in travel demand modeling, model forecasting, and travel demand model related air quality questions throughout the duration of the contract.
- The Contractor shall brief RIDSP on new or innovative modeling programs/techniques as they are developed. While unlikely to result in upgrades in this contract term, such information will inform future model updates undertaken upon the delivery of data from the 2020 US Census.

### Optional New Model Applications / Tasks

The Contractor shall develop the following optional new model applications/tasks for the RISM (see list below) should the Division of Statewide Planning choose to pursue under the Contract. All Contractor proposals shall detail how each of the Optional New Model Tasks/Applications will be accomplished. The contractor must provide a proposed schedule that starts work in the first year of the contract for delivery to RIDSP. The schedule should be written using a scenario in which RIDSP had accepted all optional tasks, though it is understood that RIDSP has the right to opt out of any or all of the following Applications/Tasks. The contractor will indicate which tasks they consider priorities in improving model accuracy.

It is understood that an updated and calibrated model should be available to allow RIDSP to fulfill data requests at all times, and that the following tasks should be incorporated into the calibrated and fully documented model as they are completed. A task will not be considered complete until model calibration and documentation have been appropriately updated. Exceptions may be permitted when RIDSP agrees that a lack of calibration or documentation will not impair the ability of the updated model to deliver defensible results to an end user.

- Incorporate Household Survey Data:  
The RIDSP has been examining the utility of conducting a household survey for several years. Should the funding be available, the Contractor would be expected to assist RIDSP in determining the most useful questions, and then incorporating the resulting data into the RISM.

### Optional Extension

Due to the timing of the Decennial Census the RIDSP may choose to extend the contract for up to one (1) year to make time for clarity regarding the availability of data, funding, and other resources. Due to the need for basic maintenance tasks to continue during the intervening time, The Contractor will provide a cost estimate for this extension.

## SECTION 4: PROPOSAL

### A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of Travel Demand Modeling. Experience with the TransCAD environment is particularly pertinent. Experience with multiple environments is ideal.
2. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor's experience as a provider of Travel Demand Modeling services. List a minimum of three (3) relevant client references, to include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided. Staff turnover has been a problem in the past, please include figures for your company's employee retention rate.
3. **Work Plan** - Please describe, in detail, the framework within which requested model maintenance, technical support, and calibration services will be performed. The following elements should be included:

#### April 2021 – June 2022

- Establish familiarity with RISM
- Standard Maintenance Tasks and Data Requests
- Annual Update
- MPO Recertification Support
  - To present and respond to questions on the RISM for RIDSP FHWA / FTA Recertification Process (estimated 1-2 meetings)

#### July 2022 – March 2023

- Standard Maintenance Tasks and Data Requests
- Annual Update
- Travel Demand Model Purpose/Platform Analysis
- New Model Applications / Tasks

4. **Approach/Methodology** – Define the methodology to be used for the following three major factors:
  - Quickly incorporating data, including GIS linework, into the model.
  - Calibrating a model opportunistically using small data sets in a data poor environment, eg: without a household survey.
  - Methodology for the Travel Demand Model Purpose/Platform Analysis Task

### B. Cost Proposal

Detailed Budget and Budget Narrative:

Complete Appendix B forms, including the prescribed Cost Proposal form (B-1) stating a lump sum fixed fee price, the Itemized Cost Proposal form (B-2) itemizing out each task according to fiscal financial year, and Other Expenditures Detail form (B-3), for all tasks proposed in the offeror’s technical proposal.

### C. ISBE Proposal

See Appendix A for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these form(s) with their overall proposal in a sealed envelope. Please complete separate form(s) for each MBE, WBE and/or Disability Business Enterprise subcontractor to be utilized on the solicitation.

## SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

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

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	20 Points
Capability, Capacity, and Qualifications of the Vendor	20 Points
Work Plan	20 Points
Approach/Methodology	10 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>

Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

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:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

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

**\*\*ISBE Participation Evaluation:**

**A. Calculation of ISBE Participation Rate**

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example, if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

**B. Points for ISBE Participation Rate:**

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \times \text{Maximum ISBE participation points}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor



A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

### General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

## SECTION 6: QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [doa.purquestions15@purchasing.ri.gov](mailto:doa.purquestions15@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP #7610814** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 7: PROPOSAL CONTENTS

- Proposals shall include the following:
  - One completed and signed RIVIP Vendor Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.ridop.ri.gov](http://www.ridop.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
  - Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE, WBE or Disability Business Enterprise subcontractor/vendor to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
  - 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. The technical proposal is limited to thirty (30) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
    - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
    - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
    - c. Five (5) printed paper copies
  - Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

- 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. Five (5) printed paper copies
- o Formatting of proposal response contents should consist of the following:
    - Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
      - Vendor’s name
      - RFP #
      - RFP Title
      - Proposal type (e.g., technical proposal or cost proposal)
      - If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

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.

- Formatting of written documents and printed copies:
  - For clarity, the technical proposal shall be typed. 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.
  - 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.
  - If the solicitation includes a proposal template for vendor use, it shall be typed using the formatting provided in the template.
  - Printed copies are to be only bound with removable binder clips.

## **SECTION 8: 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 #7610814** 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.

## **SECTION 9: CONCLUDING STATEMENTS**

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 shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State's General Conditions of Purchase can be found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and addenda can be found at <https://ridop.ri.gov/rules-regulations/>.

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **1. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

### **2. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Vendors are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Vendor's Name:

Vendor's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification:     MBE     WBE     Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

**Prime Contractor/Vendor Signature**

**Title**

**Date**

**Subcontractor/Supplier Signature**

**Title**

**Date**