ON-CALL TASK ORDER CONSULTANT SERVICES FOR HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS) REPORTING AND RELATED TASKS

Rhode Island Department of Transportation
Two Capitol Hill
Providence, RI 02903

August 6, 2021

A. INTRODUCTION 3
B. SCOPE OF WORK 4
C. PROCUREMENT SCHEDULE 7
D. INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS 8
E. ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS 9
F. DISADVANTAGED BUSINESS ENTERPRISE(S) GOAL 11
G. QUESTIONS 11
H. DUE DATE, TIME AND LOCATION 11
I. INSURANCE 11
J. INSTRUCTIONS FOR PROPOSALS 12
K. EVALUATION CRITERIA 13
L. METHOD OF PAYMENT 15
M. CONFLICTS OF INTEREST 15
N. REQUIREMENT TO KEEP TEAM INTACT 15
O. INTERNAL CONTROL SYSTEMS 15
P. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS 16
Q. NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES 16
R. AMERICANS WITH DISABILITIES ACT 16
S. FEDERAL EQUAL EMPLOYMENT OPPORTUNITY (EEO) REQUIREMENTS 17
T. TERMS AND CONDITIONS 17

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
Asset Management

ON-CALL TASK ORDER CONSULTANT SERVICES FOR HIGHWAY PERFORMANCE MONITORING (HPMS) SYSTEM REPORTING AND RELATED TASKS

Request for Technical Proposals
DBE Goal: None
Solicitation # 7652820

A. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Transportation (RIDOT) is soliciting proposals from qualified firms to provide task order-based consulting services in support of the Highway Performance Monitoring System (HPMS) Reporting. The HPMS informs highway apportionments and provides critical information for assessing future highway infrastructure and funding needs. It has become a principal source of information to implement several of the highway performance provisions called for in Federal transportation legislation. In short, national policymaking relies on the HPMS submittals to be timely and accurate.

The Highway Performance Monitoring System (HPMS) is a national program that includes inventory information for all the Nation's Public Roadways as certified by the States' Governors annually. All roads open to public travel are reported in HPMS regardless of ownership, including Federal, State, County, city, and privately-owned roads. States are required to annually furnish data per the reporting requirements identified in HPMS Field Manual.

The Consultant will work in conjunction with RIDOT's Pavement Engineering and Asset Management Group, AIS/GIS, Traffic Safety, Project Management, Pavement Engineering, and other related sections to review RIDOT's existing HPMS procedures and make recommendations based upon best practices and federal requirements on necessary improvements. In addition, work will include preparation of all or portions of the annual HPMS submission. All work shall conform to the requirements outlined in the HPMS Field Manual. ***When the consultant has completed the necessary data analysis, output data shall be in the format specified by FHWA for upload to the federal HPMS portal website. The properly formatted data will be provided to RIDOT's Pavement Engineering and Asset Management Section for entry into the portal*.**

In addition, task order work will include the preliminary staffing needs assessment in Pavement Engineering and Asset Management. The Consultant is expected to perform a staffing needs assessment that will assess the adequacy of our existing HPMS personnel structure and identify the key personnel needs, experience, and capabilities needed to manage the various components of RIDOT's HPMS program. This will provide RIDOT with a basis for comparison with other state DOTs from a current responsibilities'

perspective and from a succession planning standpoint. It could also be used as a starting point for RIDOT to develop formal roles and responsibilities to be defined in Standard Operating Procedures (SOPs) in the future task.

Evaluation of RIDOT's current procedures, and development and documentation of recommendations for improvements to those procedures. Furthermore, the selected Consultant will provide support and assistance to the Pavement Engineering and Asset Management Group with the migration of the existing RIDOT HPMS system into the ESRI Roads and Highways project that our AIS/GIS section is in the process of implementing for the department. The ESRI Roads & Highways project is intended to enable a more streamlined HPMS submission. The consultant will also be called upon to review current data acquisition, verification and entry procedures, train in-house personnel, ensure accurate and timely preparation of HPMS data, and assist with the development of RIDOT HPMS submission policies and procedures. This will ensure that the Department continues to fulfill state performance measures requirements as well MAP-21 data requirements as prescribed by Federal Law.

It is the RIDOT's intent to contract with a professional technical firm familiar with and experienced in the following HPMS data systems: pavement engineering, traffic engineering, roadway inventory, planning, LRS, bridge engineering, Geographic Information Systems, and FHWA performance measures requirements. The aforementioned experience elements require a knowledge of engineering rather than an engineering consultant firm with knowledge of these elements. The selected consultant should have a minimum of five (5) years of work experience in Highway Performance Monitoring System consulting services to at least one (1) state DOT that involved assisting that DOT with their annual HPMS submittal to FHWA. Additionally, the selected firms shall be familiar with Federal Highway Administration's Highway Performance Monitoring System requirements and shall demonstrate thorough and complete knowledge and experience with the HPMS Field Manual, Model Inventory of Roadway Elements (MIRE), All Road Network of Linear Referenced Data (ARNOLD), and ESRI Roads and Highways. Firms not possessing the required technical qualifications will be deemed non-responsive under this solicitation.

This is a request for Proposals, not a Request for Quotes. Responses will be evaluated based upon qualifications and the merits of the proposals in addition to cost. There will not be a public opening and reading of the responses received by the Division of Purchases pursuant to this solicitation other than to name those vendors who have submitted proposals. Respondents are instructed to submit a Technical Proposal along with a separately sealed Cost Proposal, both described in detail herein. RIDOT, in its sole discretion, may conduct interviews, seek written clarifications and conduct discussions on the proposals during the evaluation and selection process. RIDOT reserves the right to conduct an independent investigation of all submitted information including but not limited to prior experience and project references.

CONTRACT TERM / CONDITIONS: The initial contract term will be three (3) years. At the exclusive option of the State, the contract may be extended for up to two additional one-year terms. If this contract is extended for any additional one-year terms, then prior to that extension, the parties will agree upon additional compensation terms prior to contract extension.

B. SCOPE OF WORK

The Consultant will work in conjunction with RIDOT's AIS/GIS, Traffic Safety, Project Management, and

Pavement Engineering staff to perform the following on a Task Order basis:

Task # 1

a. Prepare some or all of the data elements for submission by RIDOT's Pavement Engineering and Asset Management staff, as directed by RIDOT on a task order basis. The data elements to be prepared for submission by the consultant under this task would be based on a la carte approach and may vary from year to year. See Attachment A for an excerpt from the HPMS Field Manual listing all current data items which the Consultant may be called upon to prepare for submission by RIDOT into the HPMS web portal. Additional data items may be added if and when FHWA updates the HPMS Field Manual.

b. Assist RIDOT in achieving HPMS submission requirements ahead of the required FHWA mandated deadlines that are shown below. RIDOT required due dates are shown in the Milestones section that follows.
   a. Interstate Pavement and Other Related Pavement Data (FHWA Due Date 4/15)
   b. Certified Public Road Mileage (FHWA Due Date 6/01)
   c. All other Data Sets (Non-Interstate Pavement, S ample Panel Data, Summary Data, TTR data, Traffic Data, etc. (FHWA Due Date 6/15)

c. Perform related tasks, as required.

NOTE: all output data shall be submitted in the format specified by FHWA for upload to the federal HPMS portal website. The properly formatted data will be provided to RIDOT's Pavement Engineering Section for entry into the portal.

Task # 2

a. Evaluate RIDOT's current procedures relative to information gathering, data acquisition, storage and processing; provide recommendations for improvement; and assist with implementation of those recommendations as required.
b. Review RIDOT's proposed ESRI Roads & Highways-based GIS system, develop recommendations for the smooth migration of all HPMS related data sets and data layers to the new Roads & Highways platform and provide assistance with that migration as required. The intent of this component of the work is to enable a more efficient and streamlined annual HPMS submission.
c. Review current HPMS data verification and entry procedures and make recommendations for improvement. Task orders may include but may not necessarily be limited to the implementation and evaluation of our current procedures and development and documentation of recommendations for methods and procedures for the migration of the existing RIDOT HPMS system into the ESRI Roads and Highways project.
d. Develop and document Standard Operating Procedures.
e. Provide training of in-house personnel (as needed) to facilitate successful implementation of accepted recommendations and Standard Operating Procedures.
f. Perform related tasks, as required.

This project will be coordinated and managed under the direction of RIDOT's Pavement Engineering

Section in accordance with Federal and State Regulations. All requested data items shall be reported as necessary for the roadway sections defined in RIDOTs ArcMap or Roads & Highways layer(s).

Consultant firms must demonstrate a minimum of FIVE (5) YEARS of Highway Performance Monitoring Systems (HPMS) reporting experience to at least one (1) state DOT that involved assisting that DOT with their annual HPMS submittal to FHWA and possess a working knowledge of applicable State and Federal Transportation laws. The Consultant must also be familiar with Federal Highway Administration's Highway (FHWA) Performance Monitoring System requirements and have thorough knowledge of and experience with the HPMS Field Manual, Model Inventory of Roadway Elements (MIRE), All Road Network of Linear Referenced Data (ARNOLD), and ESRI Roads and Highways.

TECHNICAL REQUIREMENTS AND DELIVERABLES

In general, the Consultant shall perform preliminary investigations, analyze RIDOT's HPMS support procedures and systems, recommend and document alternative procedures and systems, assist with HPMS data analysis, and prepare and upload data to the FHWA website in the format specified.

The Consultant will be required to work in conjunction with RIDOT's Pavement Engineering and Asset Management Group, AIS/GIS, Traffic Safety, Project Management and other related staff to facilitate compliance with all HPMS Field Manual reporting requirements. At a minimum, this will cover all HPMS data elements that are mandated to be submitted as part of the annual HPMS submission. Traffic Monitoring data that is reported in this system includes, but is not limited to, vehicle classification, traffic volume, and Annual Average Daily Traffic (AADT),

The Consultant will be required to use existing and future technology and systems including but not limited to INRIX, VueWorks, dTIMS, MS2, ESRI Roads and Highways, and MIRE Data. The Consultant shall be responsible for costs associated with the purchase of software or license agreements required to perform the requested services.

FHWA Mandatory Submission of Reports: To ensure that RIDOT successfully meets the FHWA mandated schedule for the various HPMS data sets, the deadlines listed below have been established. The Consultant will be required to meet these internal deadlines established by the Pavement Engineering and Asset Management Group. Currently, the internal due dates the Consultant MUST meet for the annual submittals in HPMS between April – June of each year which are as follows:

Milestone	RIDOT Due Date	FHWA Due Date
A. Interstate Pavement and Other Related Data	26-MAR	15-APR
Pavement condition data	22-MAR	15-APR
B. Certified Public Road Mileage	12-MAY	1-JUN
C. All Other Data Sets (Non-Interstate Pavement, Sample Panel Data, Summary Data, TTR data, etc.)	3-JUN	15-JUN
Non-interstate Pavement Condition Data	7-MAY	15-JUN
Traffic Data	1-MAY	15-JUN

RIDOT will work with the Consultant to establish submission schedules that permit RIDOT to meet and exceed the above FHWA submission schedule requirements. Additionally, FHWA submission requirements that may promulgate during the life of this consultant contract will be added on a case-by-case basis.

For Performance Measures, the Consultant shall provide best practice review and recommendations for improvement of RIDOT's Highway Performance Monitoring System data extraction, analysis and reporting procedures and make recommendations for improvement or alternative methodologies. The review shall be comprehensive and consistent with any recommendations for improvements to other components of RIDOT's HPMS procedures.

Submission of monthly progress reports to RIDOT will be required. Monthly progress reports must outline workhours, costs expended, and a statement as to whether there are sufficient work hours remaining to complete the project, Requisitions shall be processed for payment only if the required monthly progress reports are current.

All work performed under this contract will only be undertaken and completed when so approved by RIDOT Pavement Engineering staff on a task order basis.

The Consultant shall permit RIDOT to review, at any time, all work performed under the terms of this Contract and agrees to conform to all instructions and directives issued by RIDOT.

The Consultant shall conform to State and Federal policies, manuals, publications, standards, and policies required to carry out the work under the terms of this Contract. (See Attachment A)

C. PROCUREMENT SCHEDULE

RIDOT currently anticipates conducting this procurement in accordance with the following milestones. This schedule is subject to revision and RIDOT reserves the right to modify this schedule as it deems necessary and at its sole discretion.

Advertise RFP	August 6, 2021
Deadline for Questions	August 24, 2021
Proposal Due Date	September 3, 2021
Contract Award	Fall of 2021

D. 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. 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.

4. 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.

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

6. 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 RIGL § 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.

7. The Vendor will be required to have an active registration in SAM℠ (System for Award Management) prior to contract award. Respondents are encouraged to register as part of the procurement process. The System for Award Management is an official website of the U.S. government and there is no cost to use SAM℠.

8. Potential Respondents are instructed to peruse the Division of Purchases website http://www.purchasing.ri.gov/bidding/BidSearch.aspx regularly as additional information relating to this solicitation may be released in the form of an addendum.

9. 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.

10. 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.

11. 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."

12. 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-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, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a "Monthly Utilization Report" (http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

E. ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS

1. Proposals received shall be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which may be accessed through the Rhode Island Vendor Information Program "RIVIP" at http://www.ridop.ri.gov.

2. All Respondents must register online at the Rhode Island Vendor Information Program (RIVIP) @ http://www.ridop.ri.gov. The RIVIP Bidder Certification Cover Sheet must accompany each Technical Proposal. The document must be downloaded from the RIVIP website. Call (401) 574-8100 and request the RIVIP Help Desk for assistance. Office Hours: 8:30 am – 4:00 pm.

3. 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 bidders 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.

4. All pricing submitted will be considered to be ***firm* and *fixed*** unless otherwise indicated herein.

5. 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.

6. Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004 edition amended March 2018*. http://www.dot.ri.gov/business/bluebook.php

7. In accordance with RIGL, no **foreign corporation** (a corporation not established 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 https://www.sos.ri.gov/. If applicable, a copy of the Vendor's Certificate of Authority must be provided prior to contractaward.

8. A proposal may be withdrawn at any time prior to the proposal due date by means of a written request signed by the authorized representative of the Proposer. Such written request shall be delivered to the RI Department of Administration at the address cited below. The withdrawal of a Proposal will not prejudice the right of a Proposer to file a new Proposal provided that it is received before the time due on the Proposal due date.

9. There will be no stipend offered to Respondents who are not selected to provide the requested services. 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. All materials received in response to this RFP shall become the property of the State and shall not bereturned.

10. All Proposals submitted to the State become the property of the State and are subject to the disclosure requirements of the Rhode Island Access to Public Records Act (APRA). Respondents are advised to familiarize themselves with the provisions of this Act to ensure that documents identified as confidential will not be subject to disclosure under APRA. In no event shall the State, the Director, or RIDOT be liable to a Respondent for the disclosure of all or a portion of a Proposal submitted pursuant to this request not properly identified as confidential.

F. DISADVANTAGED BUSINESS ENTERPRISE(S) GOAL

Although there is no Disadvantaged Business Enterprise (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 at the Rhode Island Office of Diversity, Equity & Opportunity website http://odeo.ri.gov/. DBE firms must be certified at the time the Proposal is submitted. A detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed must be included in the Technical Proposal along with a copy of current state certification letter(s).

Firms will receive credit toward the DBE goal only when a DBE performs a Commercially Useful Function (CUF). A DBE performs a Commercially Useful Function when it is responsible for execution of the contract work or a distinct element of the work by performing, managing and supervising the work involved. In addition, DBE firms must perform those services for which the firm has been approved for based upon the Primary North American Industry Classification System (NAICS). The Prime Consultant will be required to submit a Monthly DBE Utilization Report utilizing RIDOT's Civil Rights software, currently PRISM or in a form acceptable to RIDOT. There is no cost for the software.

G. 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

Follow the link to Doing Business → Contractors and Consultants → Bidding Opportunities → Select the question mark "?" next to the applicable project to submit questions. Questions will not be accepted after noon on **August 24, 2021**. Upon the close of questions, all questions and responses posted by RIDOT will be subsequently posted as an addendum at www.ridop.ri.gov and incorporated into the contract.

H. DUE DATE, TIME AND LOCATION

Proposals may be submitted utilizing U.S.P.S., express delivery service, or hand delivered. Packages must be in a sealed envelope or box marked "*RFP # 7652820 On-Call Task Order Consultant Services for Highway Performance Monitoring System (HPMS) Reporting*" and submitted by **September 3, 2021 at 11:30 am** to:

RI Department of Administration
Division of Purchases (2nd floor)
One Capitol Hill
Providence, RI 02908-5855

REQUIRED FORMS: The following forms must be included each submission package:

Required Forms		
Required Forms (except for W-9) are attached	Prime	Sub-Contractors
W-9 Form available @ https://www.ridop.ri.gov	✓	
RIVIP	✓	
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	✓	

I. INSURANCE

The VENDOR must procure at their own expense and maintain for the contract term the required insurance coverages as defined in the State's General Conditions of Purchase, Addendum A - General Requirements- Schedule A2- Professional Services; https://www.ridop.ri.gov/documents/general-conditions- addendum-a.pdf.

The State of Rhode Island shall be included as Additional Insureds on a Primary and Non-Contributory

basis on the Commercial General Liability and Automobile Liability policies. In addition, Waiver of subrogation in favor of the State shall apply to the Commercial General Liability, Automobile Liability, and Workers Compensation coverages. Waiver of Subrogation shall apply to the Professional Liability insurance to the extent the Contract Party is not impaired. Respondents are not required to provide Certificates of Insurance with the Technical Proposal.

J. INSTRUCTIONS FOR PROPOSALS

Submit seven (7) copies of the Technical Proposal that is GBC or spiral bound in a single volume. The Proposal shall be printed on 8½" x 11" paper sequentially numbered. The Technical Proposal shall contain a Table of Contents that cross-references each requirement with specific pages in the technical submission. Each Proposal shall also include a searchable electronic (pdf) version clearly labeled on a CD-R attached to the inside cover of each Proposal. Thumb or flash drives are not acceptable. Submit three (3) copies of the Cost Proposal at the same time as the TECHNICAL PROPOSAL but in a separately sealed envelope marked as such. The Cost Proposal must be submitted on the form provided with this solicitation.

Technical Proposals must include, at a minimum, the following information for review:

1. ***Letter of Transmittal:*** A Letter of Transmittal shall accompany each response signed by an owner, officer, or other authorized agent of the firm.

2. ***RIVIP Bidder Certification Form***: The form shall be included with each copy of the Technical Proposal. Failure to make a complete submission of this document may result in disqualification.

3. ***Company Introduction:*** Respondents are to include a complete description of their organizational structure and other relevant information documenting the firm's professional practice and areas of specialization.

4. ***Prior Experience:*** Respondents shall have completed at least **ONE (1) PROJECT** of similar scope with a state DOT within the last 5 YEARS. Respondents shall submit electronic samples of prior work on CD-R**.**

5. ***Client References*:** Names, addresses, and telephone numbers of at least ONE (1) previous client who are familiar with the services provided by your firm shall be included. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performance of the services provided Respondent acknowledges that RIDOT is granted specific permission to discuss past performance of Respondent and any of its proposed team members on any projects.

6. ***Existing Workload:*** Respondents are to include a current listing of all projects contracted to perform along with estimated completion dates.

7. ***Staff Qualifications*:** Key personnel assigned shall demonstrate a minimum of ***five (5) YEARS relevant Highway Performance Monitoring System (HPMS) process implementation, reporting, and ESRI Rhodes and Highways experience.***

8. Respondents are to include the qualifications of qualified personnel including resumes, staff assignments and concentration of effort for each staff member identified. Respondents must demonstrate adequately trained staff necessary to complete the scope of services in a timely manner. Respondents shall include any applicable certification(s) and/or professional registration(s) which are pertinent to this project initiative.

9. ***Project Approach:*** Respondents shall provide a detailed technical synopsis of their proposed services based on the SOW including any technical and or procedural issues and challenges that will or may be confronted during each component of the project. Proposed approach will be assessed for its feasibility, responsiveness to the SOW, effectiveness and thoroughness.

10. ***Work Plan:*** Proposal must describe in detail the methodology proposed to accomplish the required work. This shall include: task identification, activity milestones, and description of delivered work products.

11. ***Samples of Previous Work*:** Submit at least 1 sample of previous work. Samples may be submitted on a CD-R of DVD or provide links to websites.

K. EVALUATION CRITERIA

EVALUATION CRITERIA:		
1.	**FIRM'S CAPABILITY, CAPACITY, AND STAFF QUALIFICATIONS** Firm's experience with assisting a STATE DOT with HPMS monitoring, reporting and submission. a. Services providing HPMS data in FHWA format specified for upload to the federal website and provided back to the State DOT for submission to FHWA. Services of similar scope, technical expertise. b. Project Personnel's experience and technical expertise in evaluating Highway Performance Monitoring System policies and procedures. **c.** Firm's professional focus on analysis / reporting of Highway Performance Monitoring System.	**0-30 POINTS**
2.	**SAMPLES OF PREVIOUS WORK** (submit on CD-R or provide links to websites)	**0-20 POINTS**
3.	**APPROACH TO SCOPE AND PROJECT METHODOLOGY** a. Demonstration of a clear understanding of the project requirements b. Quality of the project work plan and proposed schedule/timeline	**0-20 POINTS** **70 TECHNICAL POINT MAX**
Technical Proposals receiving scores of less than 55 POINTS out of the 70 eligible POINTS will NOT be scored for cost and will be disqualified.		

4.	**COST PROPOSAL (Evaluated separately)**	**30 COST POINT MAX**
	MAXIMUM TOTAL SCORE	**100 POINTS**

Technical and **Cost Proposals** will be evaluated separately. **Cost Proposals** will remain sealed until the technical scoring evaluation has been completed. ***Technical Proposals receiving scores of less than 55 POINTS out of the 70 eligible POINTS will NOT be scored for cost and will be disqualified.***

COST PROPOSAL

Respondents MUST submit three (3) hard copies of the COST PROPOSAL utilizing the form included with the solicitation and at the same time as the TECHNICAL PROPOSAL but in a separately sealed envelope marked as such. The COST PROPOSAL must be submitted on the form provided with the solicitation. **No modifications to the provided form are allowed**.

Respondents MUST provide a fully inclusive, lump sum Hourly Rate for every Personnel Category. Rates must include profit & overhead. These shall be the only eligible costs payable to the Consultant except for reimbursable expenses which require Pre-Approval from RIDOT. Offerors MUST designate one Project Manager who will be responsible for the successful delivery of required services. However, multiple individuals may be proposed for the other personnel categories provided their qualifications are included in the Tech Proposal. The hourly rates shall be effective for the initial three-year contract term. If this contract is extended for any additional one-year terms, then prior to that extension, the parties will agree upon additional compensation terms. Project Hours are included in the Average Hourly Rate calculation to account for the estimated level of effort for each Personnel Category. Actual Hours to complete the project may differ. Offerors that do not utilize this Cost Proposal sheet may be disqualified from further consideration.

Cost Proposals will be scored and ranked as follows:

1. The Respondent submitting the lowest Cost Proposal will be awarded the maximum of thirty (30) points.
2. The next-lowest Price Proposal will be awarded points based on the product of: (a) the ratio of the lowest Price Proposal divided by the next-lowest Price and multiplied by thirty (30) points.
3. The process will continue for each of the remaining Price Proposals, with points being awarded based on the product of: (a) the ratio of the lowest price divided by the respective Respondent's price Proposal; and multiplied by thirty (30) points (i.e., the points awarded for the lowest Price Proposal), with such product rounded up to the nearest one hundredth (0.01) of a point.

FOR EXAMPLE:		
PROPOSER A =	$100,000.00	100,000 / 100,000 x 30 MAX = 30 Points
PROPOSER B =	$200,000.00	100,000 / 200,000 x 30 MAX = 15 Points
PROPOSER C =	$300,000.00	100,000 / 300,000 x 30 MAX = 10 Points

L. METHOD OF PAYMENT

Respondents shall provide a *fully inclusive* hourly rate for every Personnel Category listed in the Cost Proposal sheet provided with the solicitation. Rates must include profit and overhead. These rates shall be the only eligible costs payable to the Consultant except for reimbursable expenses which require pre-approval from RIDOT.

M. CONFLICTS OF INTEREST

Each Respondent shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to this procurement. Respondents are notified that prior or existing contractual obligations between a company and a federal or state agency relative to the Project may present a conflict of interest or a competitive advantage. RIDOT, in its sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. Failure to abide by RIDOT's determination in this matter may result in a proposal being declared non-responsive. Conflicts of interest and a real or perceived competitive advantage are described in state and federal law.

N. REQUIREMENT TO KEEP TEAM INTACT

The team proposed by the Respondent shall remain for the duration of the procurement process and for the duration of the contract. If circumstances require a proposed change, it must be submitted in writing to RIDOT. The Department will determine whether to authorize a change. Unauthorized changes to the Respondent's team at any time during the procurement process may result in the elimination of the Respondent from further consideration.

O. INTERNAL CONTROL SYSTEMS

All Respondents must have internal control systems in place that meet federal requirements for accounting. These systems must comply with requirements of 48 CFR 31*, "Federal Acquisition Regulations, Contract Cost Principles and Procedures."*

P. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The Vendor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 *et seq*. and US DOT regulations, "Program Fraud Civil Remedies" 49 CFR Part 31 apply to its actions pertaining to the Project. Upon execution of the underlying contract, the Vendor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or cause to be made, pertaining to the underlying contract or the FHWA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Vendor further acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Respondent to the extent the Federal Government deems appropriate. The Vendor also acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement,, submission, or d certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FHWA under the authority of 49 U. S. C. Chapter 53, the Government reserves the right to impose the penalties of 18 U S C § 1001 and 49 U S C § 5323(I) on the Vendor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal Assistance provided by FHWA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Q. NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES

The Vendor acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or ward of the underlying Contract, absent the express written consent of the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the Recipient, Vendor or any other party (whether or not a party to that Contract) pertaining to any matters resulting from the underlying Contract. The Vendor agrees to include the above clause in each subcontract financed in whole or in part with Federal Assistance provided by FHWA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

R. AMERICANS WITH DISABILITIES ACT

In accordance with Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq*., the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 *et seq*., the Vendor agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives Federal financial assistance.

S. FEDERAL EQUAL EMPLOYMENT OPPORTUNITY (EEO) REQUIREMENTS

These include but are not limited to:

a. Nondiscrimination in Federal Public Transportation Programs: 41 CFR 60-4.3 prohibits discrimination on the basis of race, color, religion, national origin, sex (including sexual orientation and gender identity), disability, or age, and prohibits discrimination in employment or business opportunity.

b. Prohibition against Employment Discrimination: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Executive Order No. 11246 "Equal Employment Opportunity", September 24, 1965, as amended, prohibit discrimination in employment on the basis of race, color, religion, sex or national origin.

T. TERMS AND CONDITIONS

1. Vendor firms shall 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.

2. In its Statement of Qualifications, each Proposer shall identify Key Personnel that will be assigned to the project. Those identifications will be deemed a binding commitment that if the Proposer should receive a Contract, those Team Members identified will in fact fulfill the designated role. Proposers are precluded from substituting, replacing, or removing any of the Key Personnel without the written consent of RIDOT to do so. This applies for entire contract term.

3. Vendor firms shall 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 technical fields described in the Scope of Work 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.

4. Vendor firms, upon request by RIDOT, shall furnish 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.

5. The Vendor must notify RIDOT of changes in personnel and submit the required credentials for approval. The proposed employee shall not begin work until approval has been granted by RIDOT.

6. All field notes, records, computations, work sheets, drawings, bridge data, correspondence, and all other property resulting from the Vendor's services under this Contract will be the permanent property of RIDOT. RIDOT reserves the right to withhold the final payment to the Vendor until all property is transferred to RIDOT.

7. In conformance with RIDOT TAC-0255, “Financial Statements for Professional Services Contracts” the selected Consultant(s) will be required to submit a current Financial Review Report. A Financial Review Report is a CPA-performed examination of a company's financial records that reports on the plausibility of its financial statements. Alternatively, current Audited Financials may be submitted. ***Financial Compilations are not acceptable***. Failure to submit a Financial Review Report or Audited Financials may result in disqualification or delay in award.

8. RIDOT may terminate the entire Contract, or any portion thereof, when the Vendor is prevented from proceeding with the prescribed work for any of the following reasons:

   a. An Executive Order of the President of the United States with respect to the prosecution of war; in the interest of national defense; or any civil emergency or natural disaster.
   b. An Executive Order of the Governor of the State with respect to a natural disaster or civil emergency.
   c. Court orders relating to energy consumption, and orders or injunctions obtained by third party action resulting from national or local environmental protection laws.
   d. Discovery of unanticipated archaeological artifacts of a significant nature that would require extensive and time-consuming delays in the work for the purposes of identification, evaluation, and possibly recovery.
   e. Occurrence of an unanticipated environmental situation of a significant nature that would require extensive and time-consuming delays in the work for the purposes of identification, evaluation, and possibly mitigation.
   f. Any other circumstances beyond the control of either the Department or the Contractor that precludes the orderly prosecution or completion of the work and that is in the public interest.

HPMS Submission Detailed Schedule for FHWA Submission Deadlines					
Data Item Type	**Item No.**	**Description**	**RIDOT Internal Due Date**	**Consultant Due Date**	**FHWA**
INVENTORY	1	FUNCTIONAL SYSTEM	3-Jun	27-Jan	15-Jun
INVENTORY	2	URBAN CODE	3-Jun	27-Jan	15-Jun
INVENTORY	3	FACILITY TYPE	3-Jun	27-Jan	15-Jun
INVENTORY	4	STRUCTURE	3-Jun	17-Mar	15-Jun
INVENTORY	5	ACCESS CONTROL	3-Jun	4-Feb	15-Jun
INVENTORY	6	OWNERSHIP	3-Jun	4-Feb	15-Jun
INVENTORY	7	THROUGH LANES	3-Jun	15-Feb	15-Jun
INVENTORY	8	HOV TYPE	3-Jun	8-Feb	15-Jun
INVENTORY	9	HOV LANES	3-Jun	8-Feb	15-Jun
INVENTORY	10	PEAK LANES	3-Jun	22-Feb	15-Jun
INVENTORY	11	COUNTER PEAK LANES	3-Jun	22-Feb	15-Jun
INVENTORY	12	TURN LANES-RIGHT	3-Jun	31-Mar	15-Jun
INVENTORY	13	TURN LANES-LEFT	3-Jun	31-Mar	15-Jun
INVENTORY	14	SPEED LIMIT	3-Jun	17-Feb	15-Jun
INVENTORY	15	TOLL CHARGE	3-Jun	8-Feb	15-Jun
INVENTORY	16	TOLL TYPE	3-Jun	8-Feb	15-Jun
ROUTE	17	ROUTE NUMBER	3-Jun	12-Feb	15-Jun
ROUTE	18	ROUTE SIGNING	3-Jun	12-Feb	15-Jun
ROUTE	19	ROUTE QUALIFIER	3-Jun	12-Feb	15-Jun
ROUTE	20	ALTERNATIVE ROUTE NAME	3-Jun	27-Jan	15-Jun
TRAFFIC	21	AADT	3-Jun	26-Mar	15-Jun
TRAFFIC	22	AADT SINGLE UNIT	3-Jun	26-Mar	15-Jun
TRAFFIC	23	PCT PEAK SINGLE	3-Jun	26-Mar	15-Jun
TRAFFIC	24	AADT COMBINATION	3-Jun	26-Mar	15-Jun
TRAFFIC	25	PCT PEAK COMBINATION	3-Jun	26-Mar	15-Jun
TRAFFIC	26	K FACTOR	3-Jun	26-Mar	15-Jun
TRAFFIC	27	DIR FACTOR	3-Jun	26-Mar	15-Jun
TRAFFIC	28	FUTURE AADT	3-Jun	7-May	15-Jun
TRAFFIC	29	SIGNAL TYPE	3-Jun	24-Feb	15-Jun
TRAFFIC	30	PCT GREEN TIME	3-Jun	24-Feb	15-Jun
TRAFFIC	31	NUMBER OF SIGNALS	3-Jun	24-Feb	15-Jun
TRAFFIC	32	STOP SIGNS	3-Jun	24-Feb	15-Jun
TRAFFIC	33	AT GRADE OTHER	3-Jun	24-Feb	15-Jun
GEOMETRIC	34	LANE WIDTH	3-Jun	31-Mar	15-Jun
GEOMETRIC	35	MEDIAN TYPE	3-Jun	31-Mar	15-Jun

GEOMETRIC	36	MEDIAN WIDTH	3-Jun	31-Mar	15-Jun
GEOMETRIC	37	SHOULDER TYPE	3-Jun	31-Mar	15-Jun
GEOMETRIC	38	SHOULDER WIDTH RIGHT	3-Jun	31-Mar	15-Jun
GEOMETRIC	39	SHOULDER WIDTH LEFT	3-Jun	31-Mar	15-Jun
GEOMETRIC	40	PEAK PARKING	3-Jun	31-Mar	15-Jun
GEOMETRIC	41	WIDENING OBSTACLE	3-Jun	17-May	15-Jun
GEOMETRIC	42	WIDENING POTENTIAL	3-Jun	17-May	15-Jun
GEOMETRIC	43	CURVES	3-Jun	17-May	15-Jun
GEOMETRIC	44	TERRAIN TYPE	3-Jun	17-May	15-Jun
GEOMETRIC	45	GRADES	3-Jun	17-May	15-Jun
GEOMETRIC	46	PCT PASSING SIGHT	3-Jun	17-May	15-Jun
PAVEMENT	47	IRI	3-Jun	8-Jan	15-Jun
PAVEMENT	48	PSR	3-Jun	16-Apr	15-Jun
PAVEMENT	49	SURFACE TYPE	3-Jun	17-Feb	15-Jun
PAVEMENT	50	RUTTING	3-Jun	8-Jan	15-Jun
PAVEMENT	51	FAULTING	3-Jun	8-Jan	15-Jun
PAVEMENT	52	CRACKING %	3-Jun	8-Jan	15-Jun
PAVEMENT	53	CRACKING LENGTH	3-Jun	16-Apr	15-Jun
PAVEMENT	54	LAST YEAR IMPROVEMENT	3-Jun	16-Apr	
PAVEMENT	55	LAST YEAR CONSTRUCTION	3-Jun	16-Apr	15-Jun
PAVEMENT	56	LAST YEAR OVERLAY THICKNESS	3-Jun	16-Apr	15-Jun
PAVEMENT	57	THICKNESS RIGID	3-Jun	16-Apr	15-Jun
PAVEMENT	58	THICKNESS FLEXIBLE	3-Jun	16-Apr	15-Jun
PAVEMENT	59	BASE TYPE	3-Jun	16-Apr	15-Jun
PAVEMENT	60	BASE THICKNESS	3-Jun	16-Apr	15-Jun
PAVEMENT	61	CLIMATE ZONE	NA	NA	15-Jun
PAVEMENT	62	SOIL TYPE	NA	NA	15-Jun
INVENTORY	63	COUNTY CODE	3-Jun	27-Jan	15-Jun
SPECIAL NETWORKS	64	NHS	3-Jun	27-Jan	15-Jun
SPECIAL NETWORKS	65	STRAHNET FACILITY	3-Jun	27-Jan	15-Jun
SPECIAL NETWORKS	66	TRUCK ROUTE	3-Jun	27-Jan	15-Jun
SPECIAL NETWORKS	67	FUTURE NHS FACILITY	NA	NA	15-Jun
INVENTORY	68	MAINTENANCE OPERATIONS	3-Jun	27-Jan	15-Jun
TRAFFIC	69	CAPACITY	NA	NA	15-Jun
INVENTORY	70	DIRECTIONAL THROUGH LANES #	NA	NA	15-Jun
	71	TRAVEL TIME CODE	NA	NA	15-Jun
	NA	ROUTES (SPATIAL DATA)	12-May	2-Apr	15-Jun

	NA	METADATA-PAVEMENT	3-Jun	24-Feb	15-Jun
	NA	ESTIMATES-BINDER TYPE	3-Jun	24-May	15-Jun
	NA	CERTIFIED PUBLIC ROAD MILEAGE	12-May	24-May	1-Jun
	NA	SAMPLE ID/STATE CONTROL	3-Jun	24-May	15-Jun
	NA	STATEWIDE SUMMARIES	3-Jun	24-May	15-Jun
	NA	VEHICLE SUMMARY	3-Jun	24-May	15-Jun
	NA	URBAN AREA SUMMARY	3-Jun	24-May	15-Jun
	NA	COUNTY SUMMARY	3-Jun	24-May	15-Jun
	NA	NAAQS SUMMARY	NA	NA	15-Jun
	NA	ESTIMATES (EXCEPT FOR BINDER TYPE)	3-Jun	24-May	15-Jun
	NA	META DATA-TRAFFIC	3-Jun	24-May	15-Jun
	NA	TRAVEL TIMES METRICS TABLE	3-Jun	24-May	15-Jun
FHWA Mandatory Report:					
Interstate Pavement Condition by April 15th					
Annual Certified Public Road Mileage due on June 1st					
Annual HPMS Report will be submitted to FHWA by June 15th					

Attachment A

References:

FHWA Highway Performance Monitoring System Field Manual 2018 or (Most current)
https://www.fhwa.dot.gov/policyinformation/hpms/fieldmanual/

Model Inventory of Roadway Elements (MIRE)
https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/tcc/2020/jan/2-mire-20200114-local-v3.pdf

All Road Network of Linear Referenced Data (ARNOLD),
https://www.bts.gov/geography/geospatial-portal/NTAD-direct-download

Modern Traffic Analytics (MS2) Consultant this link for read only access
https://ridot.ms2soft.com/tcds/tsearch.asp?loc=Ridot&mod=

Rhode Island Department of Transportation Standard Specifications for Road and Bridge Construction (2004 ed., amended March 2018)
https://www.dot.ri.gov/documents/doingbusiness/Bluebook.pdf