



August 25, 2021

RFP# 7656817

TITLE: RHODE ISLAND FREIGHT PLAN UPDATE APPENDIX STUDIES RFP

Submission Deadline: September 21, 2021 10:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **September 2, 2021 by 5:00 PM(EST)**. 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

Gary P. Mosca, Chief Buyer

Note to Applicants:

1. Vendors must register in RIVIP at the Division of Purchases' website at <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>.
2. Proposals received without a completed RIVIP Vendor 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 for the bid opening.

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

Topic: RFP7656817

Time: Sep 21, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82243395601?pwd=cm9LTUU4dEpmM2llbjEyQlJhNnFLZz09>

Meeting ID: 822 4339 5601

Passcode: 909039

One tap mobile

+16465588656,,82243395601#,,,,*909039# US (New York)

+13017158592,,82243395601#,,,,*909039# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

888 788 0099 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 822 4339 5601

Passcode: 909039

Find your local number: <https://us02web.zoom.us/j/82243395601>

Table of Contents

SECTION 1: INTRODUCTION	5
Instructions and Notifications to Vendors	5
SECTION 2: BACKGROUND	9
SECTION 3: SCOPE OF WORK AND REQUIREMENTS	10
SECTION 4: PROPOSAL	16
A. Technical Proposal	16
B. Cost Proposal	17
C. ISBE Proposal	17
SECTION 5: EVALUATION AND SELECTION	17
SECTION 6: QUESTIONS	19
SECTION 7: PROPOSAL CONTENTS	20
SECTION 8: PROPOSAL SUBMISSION	21
SECTION 9: CONCLUDING STATEMENTS	22
APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM	23
APPENDIX B. Cost Proposal Form	23

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration/Division of Statewide Planning (“Division of Statewide Planning”), is soliciting qualifications from firms to provide technical planning services involving the update of the Rhode Island Freight and Goods Movement Plan (the “Plan”) for Rhode Island (the “State”) 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.

The contract period will begin approximately **October 1, 2021 and will end June 30, 2022 for a term of 9 months.**

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

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

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

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that 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 the Rhode Island Equal Employment Opportunity Office via e-mail at odeo.eoo@doa.ri.gov.

11. 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).
12. 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. 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
13. This proposed project contract has been assigned a 10 % Disadvantaged Business Enterprise Goal. In order to comply with this requirement, a detailed disclosure of RI certified firm(s) and proposed task assignment(s) to be performed must be included in the proposal submission along with a copy of current state certification letter. DBE certification must be approved at the time of technical proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 10 % of the TOTAL contracted costs. Be advised that this requirement will apply for the lifetime of the contract; Prime consultants will be responsible to submit a monthly DBE Utilization Report documenting aggregated total contract costs and total DBE participation to date via PRISM Compliance Software as well as a copy included with the pertinent monthly report and invoicing package to Statewide Planning.
14. Title VI – The Rhode Island Department of Administration, 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.

15. In the RIVIP Vendor Certification Cover Form, Section 4, Question 11, bidders shall certify agreement to the State’s contract terms. However, in accordance with Section 220-RICR-30-00-13.3(C)(3) of the General Conditions, the Vendor may submit in their bid or proposal, “[q]ualified or conditional offers which impose limitations of the Vendor’s liability or modify the requirements of the solicitation, offers for alternate specifications, or offers which are made subject to different terms and conditions, including form contracts, other than those specified by the State.” However, qualified or conditional offers “may be, at the sole discretion of the State Purchasing Agent:
- a. Rejected as being non-responsive; or,
 - b. Set aside in favor of the requirements set forth in the solicitation (with the consent of the Vendor); or,
 - c. Accepted, if the State Purchasing Agent determines in writing that such acceptance is in the best interest of the State.”

By submitting a conditional or qualified offer, the Vendor bears the risk of their bid or proposal being considered non-responsive. In the event the State receives a conditional or qualified offer, the State reserves the right to adjust evaluation points in an RFP procurement, conduct a best and final offer process offering the same terms to all vendors, and/or reject a qualified/conditional proposal as being non-responsive at any time during the review process. The Vendor should not assume that any further negotiation will occur upon selection.

16. **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:

- 14a) Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
- 14b) Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
- 14c) Automobile liability - \$1,000,000 each occurrence combined single limit.
- 14d) Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

Professional Services:

- 14e) Professional liability (“errors and omissions”) - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- 14f) Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 14g) Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

Information Technology and/or Cyber/Privacy:

- 14h) 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.

- 14i) 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):

- 14j) Other - [Specify insurance type and minimum coverage required]

SECTION 2: BACKGROUND

Rhode Island’s Freight and Goods Movement Plan - 2017 was developed to address the MAP 21 and FAST ACT federal transportation legislation and included requirements to address freight mobility within the statewide multimodal infrastructure network. The Plan outlines short and long-range strategies for multimodal freight transportation investments through the year 2040. The Plan identifies measures to better coordinate and effectively use all of the state’s transportation resources to support the efficient movement of goods and provide additional capacity for growth to support the ability of RI businesses and manufacturers to import and export goods to help strengthen the state economy.

The MAP 21 and FAST Acts also enacted Jason’s Law which identified requirements for state DOTs to identify, monitor, and improve truck parking for trucks to address the shortage of long-term truck parking and improve safety for trucks parking along the National Highway System. The Rhode Island Freight and Goods Movement Plan identified truck parking demand constraints within Rhode Island, highlighting the states lack of publicly available rest stops and truck parking locations along with the need to address existing and future growth challenges. The Plan also identified the

need to better understand the supply and demand of Rhode Island's existing truck parking infrastructure, the systems gaps and the future needs statewide. With this in mind, as the RI Division of Statewide Planning begins the required five-year update of the Freight and Goods Movement Plan, we are seeking contractor assistance to development a statewide truck parking study as an Appendix to this Plan update.

In addition to the proposed statewide truck parking study appendix to the RI Freight and Goods Movement Plan, we also seek a contractor to aid in the data intensive analysis needed to update the commodity flows and freight forecast study by transportation mode. The 2017 Rhode Island Freight and Goods Movement Plan analyzed freight flows by transportation mode as required by the FAST Act and also made forecasts out to the year 2030 on each type of commodity as well as top origins and destinations. Most all other sections of the 2021-2022 Rhode Island Freight and Goods Movement Plan will be completed in house by staff using publicly available data and working off of freight planning project completed since 2017.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

INTENT

The purpose of this project is twofold, to hire a contractor who can help the State update the commodity flow analysis and freight forecast for the state of Rhode Island Freight and Goods Movement Plan and create a new Statewide Truck Parking Study as an appendix to the Rhode Island Freight and Goods Movement Plan. The contractor will assist the Rhode Island Division of Statewide Planning (RIDSP) in gaining a comprehensive understanding of truck parking demand in Rhode Island. This analysis would provide further understanding of the statewide supply and demand of truck parking in Rhode Island, closing any data gaps and identify priority freight routes for infrastructure improvements (additional facilities and spaces) along with any providing strategies for potential ITS program development.

The contractor will be required to fully update the Appendix 3 Report of the State Freight and Goods Movement Plan entitled "Commodity Flows and Forecasts by Freight Transportation Mode". This data in this appendix report was utilized throughout the report and is required under 49 U.S.C. § 70202. Required in this analysis is a 20-year freight flow forecast by rail, truck, marine, and air transport modes as well as the freight value and tonnage by mode. As stated above, all other sections of the Plan update as well as data table and text updates will be completed by in-house staff at the RI Division of Statewide Planning.

The State anticipates that the new Truck Parking Study Appendix will help advance the goals of the State Freight and Goods Movement Plan and include the following elements and information, specifically applicable to Rhode Island as follows:

- In partnership with RIDOT and RIDSP, document the truck parking supply, both in list form (Excel) and graphically (ArcGIS), for public and private truck parking around the State
- Identify truck parking demand factors
- Analyze and assess current truck parking supply, demand, and gaps statewide
- Develop truck parking improvement opportunities, including potential public private partnerships
- Document the truck parking needs statewide, both in list form and graphically
- Identify and prioritize truck parking projects

- Develop truck parking solution implementation strategies
- Identify and develop truck parking policies for the State
- Identify and understand RIDSP and RIDOT’s role(s) in advancing truck parking
- Identify Private-Public Partnership (P3) opportunities
- Identifying funding opportunities for Plan implementation
- Identify and analyze performance metrics for future truck parking advancement (including capacity expansion, ITS and or other existing technology -i.e., DMS system). Identify and analyze performance metrics for all of the Plan elements bulleted above.

SERVICES NEEDED – SPECIFIC ACTIVITIES AND TASKS

Statewide Truck Parking Study Appendix

The selected consultant will work with the Rhode Island Division of Statewide Planning (RIDSP), the Rhode Island Department of Transportation (RIDOT), the Rhode Island Freight Advisory Committee, and partner agencies, to develop an assessment of existing conditions and future needs, based on referenced, identified and organized available data, as well as the development of any additional data needed. This task aims to allow The Rhode Island Division of Statewide Planning and its partners to comprehensively understand truck parking demand in Rhode Island. This analysis would provide further understanding of the statewide supply and demand of truck parking in Rhode Island, closing any data gaps and identify priority freight routes for infrastructure improvements (additional public facilities and spaces), location and utilization rate of high-density private sector parking facilities, and provide strategies for potential ITS program development.

A full assessment of the following is expected to be undertaken by the consultant:

- Vendor needs to provide a statewide assessment and analysis of truck parking availability, truck parking demand, and existing gaps in parking facilities for the truck freight industry addressing short term needs and long-term needs
- Provide recommendations that could better serve freight transportation truck parking information to the Rhode Island Division of Statewide Planning and the Rhode Island Department of Transportation
- Assess the adequacy of truck parking locations within Rhode Island, inventory public and commercial truck parking facilities, and the number of spaces along the national highway freight network
- Assess truck parking needs based on gaps in the system and short term and long-term truck parking demand factors such as HOS compliance for short term parking demand and potential staging or detention areas for port entity expansion or new regional distribution centers
- Identify various types of truck parking solutions and technology enhancements that could improve truck parking information and utilization in Rhode Island so that truck drivers know in advance where the available parking spaces are on an as needed basis
- Identify opportunities, costs, and possible funding sources for increasing truck parking capacity in RI (e.g. new facilities, shared lots, public private partnerships, underutilized lots etc...)
- Identify potential public-private partnerships that may lead to increased truck parking

Deliverables

- Monthly core team meetings (RIDSP, RIDOT, and Contractor)

- Presentations at three (3) meetings of the Freight Advisory Committee (Winter/Spring 2022)
 - Truck freight industry feedback survey and potential stakeholder meetings
 - Stakeholder Interviews
- This study is estimated to be conducted over 9 months beginning around October 2021 and ending June 2022.

Final deliverables must include:

- Final Power Point presentation to summarize report and report findings
- Final Report with:
 - an executive summary,
 - Recommendations,
 - HEAT maps illustrating supply, demand and gaps and needs,
 - Benefit Cost Factors and Example Case Studies
 - List of Policies, Strategies and Opportunities (both public, private and P3)
 - List of Challenges

Statewide Commodity Flows and Freight Forecast Study by Transportation Mode

The selected consultant will work with the Rhode Island Division of Statewide Planning (RIDSP), the Rhode Island Department of Transportation (RIDOT), the Rhode Island Freight Advisory Committee, and partner agencies, to develop an update to the Commodity Flow and Freight Forecast information contained within the Rhode Island Freight and Goods Movement Plan. The contractor will develop a “Commodity Flows and Forecasts by Freight Transportation Mode” Report to update the existing Appendix 3 Report of the RI Freight and Goods Movement Plan located here: <http://www.planning.ri.gov/planning-areas/transportation/freight-movement.php>. Once this report is completed, the contractor will utilize the pertinent data and text to update the corresponding tables and text within the RI Freight and Goods Movement Plan itself, using an updated Draft of the Plan completed in-house by Division of Statewide Planning staff. The required “Commodity Flows and Forecasts by Transportation Mode Report will require the contractor to update the following data tables and analysis:

- Rhode Island Trucks Flows for most recent year of available data and 20-year projection by tonnage
- Rhode Island Truck Flows for most recent year of available data and 20-year projection by value in millions of dollars
- Top Ten Origin and Destination State pairs for Rhode Island through truck flows by tonnage for most recent year available
- Top Ten Origin and Destination State pairs for Rhode Island through truck flows by value for most recent year available
- Top Ten Origin and Destination pairs for Rhode Island through truck flows by commodity and tonnage
- Top Ten Origin and Destination pairs for Rhode Island through truck flows by commodity and value
- Top Ten Rhode Island Outbound Truck Flow Destination States by tonnage and value for most recent year of available data
- Top Ten Rhode Island Outbound Truck Flow Destination States by tonnage and value 20-year projection
- Top Ten Rhode Island Outbound Truck Flow commodities by tonnage for most recent year of available data

- Top Ten Rhode Island Outbound Truck Flow commodities by value for most recent year of available data
- Top Ten Rhode Island Outbound Truck Flow commodities by tonnage 20-year projection
- Top Ten Rhode Island Outbound Truck Flow commodities by value 20-year projection
- Top Ten destination and commodity pairs by tonnage and commercial value for most recent year of available data
- Top Ten Rhode Island Inbound Truck Flow Origin States by tonnage and value for most recent year of available data
- Top Ten Rhode Island Inbound Truck Flow Origin States by tonnage and value 20-year projection
- Top Ten Rhode Island Inbound Truck Flow commodities by tonnage for most recent year of available data
- Top Ten Rhode Island Inbound Truck Flow commodities by value for most recent year of available data
- Top Ten Rhode Island Inbound Truck Flow commodities by tonnage 20-year projection
- Top Ten Rhode Island Inbound Truck Flow commodities by value 20-year projection
- Top Ten Inbound commodity pairs by tonnage and commercial value for most recent year of available data
- Rhode Island Inbound, Outbound, and Through Rail Flows by tonnage for the most recent year of available data and 20-year projection
- Rhode Island Inbound, Outbound, and Through Rail Flows by value for the most recent year of available data and 20-year projection
- Rhode Island Outbound Rail Flows by Top Destination for the most recent year of available data and 20-year projection.
- Rhode Island Outbound Rail Flows by commodity and tonnage for most recent year of available data
- Rhode Island Outbound Rail Flows by commodity and value for most recent year of available data
- Rhode Island Inbound Rail Flows by commodity and tonnage for most recent year of available data
- Rhode Island Inbound Rail Flows by commodity and value for most recent year of available data
- Top Ten Rhode Island Inbound Rail Flows by origin and tonnage for most recent year of available data
- Top Ten Rhode Island Inbound Rail Flows by origin and value for most recent year of available data
- Top Ten Rhode Island Inbound Rail Flows by origin and tonnage 20-year projection
- Top Ten Rhode Island Inbound Rail Flows by origin and value 20-year projection
- Top Ten Rhode Island Inbound Rail Flows by origin and commodity for most recent year of available data
- Top Ten Rhode Island Inbound Rail Flows by origin and commodity 20-year projection
- Rhode Island NAFTA Water Freight Tonnage for most recent year of available data and 20-year projection
- Rhode Island NAFTA Water Freight Value for most recent year of available data and 20-year projection
- Top Ten Rhode Island Water Outbound NAFTA Flows by destination and commodity tonnage for year of most recent available data

- Top Ten Rhode Island Water Outbound NAFTA Flows by destination and commodity tonnage 20-year projection
- Rhode Island Outbound NAFTA Water Flows by Commodity and Tonnage 20-year projection
- Rhode Island Inbound NAFTA Flows by destination and commodity tonnage for most recent year of available data
- Rhode Island Inbound NAFTA Flows by destination and commodity tonnage 20-year projection
- Rhode Island Inbound NAFTA Freight Commodity and Value for most recent year of available data
- Rhode Island Inbound NAFTA Freight Commodity and Value 20-year projection
- Rhode Island Water Inbound NAFTA Flows by origin and commodity tonnage for most recent year of available data
- Rhode Island Water inbound NAFTA Flows by origin and commodity value for year of most recent available data
- Rhode Island Water Inbound NAFTA Flows by origin and commodity tonnage 20-year projection
- Rhode Island Water Inbound NAFTA Flows by origin and commodity value 20-year projection
- Rhode Island Total Inbound and Outbound Air Flows by tonnage for most recent year of available data and 20-year projection
- Rhode Island Total Inbound and Outbound Air Flows by tonnage for most recent year of available data and 20-year projection
- Rhode Island Total Outbound Air Freight tonnage by commodity for year of most recent available data
- Rhode Island Total Outbound Air Freight tonnage by commodity 20-year projection
- Top Ten Rhode Island Air Freight Destinations by tonnage for year of most recent available data
- Top Ten Rhode Island Air Freight Destinations by tonnage 20-year projection
- Top Ten Rhode Island Air Freight Destinations by value for year of most recent available data
- Top Ten Rhode Island Air Freight Destinations by value 20-year projection
- Top Ten Rhode Island Outbound commodities by origin and destination measured in tonnage for year of most recent available data
- Top Ten Rhode Island Outbound commodities by origin and destination measured in tonnage 20-year projection
- Top Ten Outbound Commodities by origin and destination measured in dollars for year of most recent available data
- Top Ten Outbound Commodities by origin and destination measured in dollars 20-year projection

Deliverables

- One (1) fully updated “Commodity Flows and Forecasts by Freight Transportation Mode” Report, prepared as a memorandum, and distributed as a PDF file, and any associated presentation materials.
- One (1) Hard Copy “Commodity Flows and Forecasts by Freight Transportation Mode” Report
- One (1) Geodatabase, e.g. ArcGIS shapefile for all maps produced for this report (.shp)
- Copies of all power point presentations given to the RI Freight Advisory Committee as part of this project.

Anticipated Schedule

Months 1-2

- Review existing plans/studies/guides/data
- Develop additional data/updated data
- Reach out to RI Trucking Association with trucker survey on parking
- Work with state staff on INRIX data available for truck study and initial analysis with contractor data

Months 2-3

- Develop additional data/updated data
- Presentation to RI Freight Advisory Committee
- Develop draft base maps and heat maps for observed/recorded truck parking location densities statewide and initial freight flows maps

Months 3-4

- Develop additional data/updated data
- Work with State staff to begin developing draft recommendations
- Continue to refine data and text for the studies

Months 4-5

- Develop additional data/updated data
- Work with State staff to begin developing draft recommendations
- Continue to refine data and text for studies

Months 5-6

- Refine recommendations and maps according to stakeholder feedback
- Develop additional data/updated data
- Update RI Freight Advisory Committee with presentation on progress with the studies

Months 6-8

- Assess funding and other resource opportunities for truck parking solutions
- Create draft truck parking solutions implementation table
- Draft final reports for Statewide Truck Parking Study Appendix and Commodity Flows and Forecasts by Freight Transportation Mode

Month 9

- Assess funding and other resource opportunities
- Create draft implementation sequence
- Final Reports for Statewide Truck Parking Study Appendix and Commodity Flows and Forecasts by Freight Transportation Mode

Mandatory RI DBE Certification Requirement: The contract award under this solicitation will have an assigned 10% Disadvantaged Business Enterprise (DBE) Goal. Evaluation will include a review of the proposed RI certified DBE firm(s) and proposed task assignment(s) to be performed. DBE certifications must be approved at the time of technical proposal submission to ensure DBE compliance and availability.

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 ability, qualifications, experience (success and challenges identified as such) and approach of key staff (junior as well as senior) who will be involved in this project, including their experience in the fields of freight planning, freight logistics, freight forecasting, transportation network planning and design, truck parking, land use planning, and GIS analysis and mapping. Members of the consultant team must have demonstrated experience in state freight planning and associated land use and transportation planning projects, including the completion of truck parking studies for other states and jurisdictions. Describe the respondent's general experience as well as its experience and qualifications with projects of a similar size, scope and use specific to the project elements described in this RFP's scope of work.

Respondent shall also provide a description of the business background of the respondent and all subcontractors proposed), including a description of their financial position. The respondent shall provide information as to their status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration's Office of Diversity, Equity and Opportunity (ODEO), and or a subcontracting plan which addresses the state's goal of ten (10) percent participation by MBE's in all State procurements. For further information, call the MBE Officer at 401-574-8253.

2. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the offeror and subcontractor(s)'s (if any) structure and major projects in the next two years. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. References will be checked (inquiries will be focused on performance of individual vendor staff) as part of the review process.
3. **Work Plan** - Please describe in detail, the framework within which the requested planning services will be performed. The following elements shall be included:

- Review of existing plans/studies/guides
- Existing Conditions Analysis
- Technical Services
- Plan elements and information for the Statewide Truck Parking Study and Commodity Flows and Forecasts by Freight Transportation Mode Study including;

- The supply of truck parking in Rhode Island,
- The demand for truck parking in Rhode Island,

- A Survey of the trucking industry,
- A Truck parking solutions section,
- A truck parking solutions implementation table,
- A statewide freight commodity flows and forecasts by transportation mode,
- All associated maps, and GIS files.

4. **Approach/Methodology** – This section shall include the following information:

Description of the consultant's understanding of the state's requirements, including the result(s) intended and desired. The approach and/or methodology to be employed for each element and a work plan for accomplishing the results proposed.

A discussion and justification of the methods proposed and the technical issues that will or may be confronted at each stage of the project.

The work plan description shall include a list of project deliverables, table of contents, and a detailed monthly proposed project schedule with milestones that will be employed to administer the project and the task assignments of staff members and level of effort for each linked to the cost proposal and project deliverables.

Mandatory RI DBE Certification Requirement: The contract award under this solicitation will have an assigned 10% Disadvantaged Business Enterprise (DBE) Goal. Evaluation will include a review of the proposed RI certified DBE firm(s) and proposed task assignment(s) to be performed. DBE certifications must be approved at the time of technical proposal submission to ensure DBE compliance and availability. |

B. Cost Proposal

Detailed Budget and Budget Narrative:

Provide a detailed cost proposal for the required services which completes the attached spreadsheet – Appendix B “Cost Proposal Form” |

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 |55 (78.5%)| out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than

55 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 55 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:

Criteria	Possible Points
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Vendor	10 Points
Work Plan	15 Points
Approach/Methodology	35 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***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:

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

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.purquestions3@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 # 7656817** 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

A. Proposals shall include the following:

1. 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. *Do not include any copies in the Technical or Cost proposals.*
2. 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.*

This proposed project contract has been assigned a 10 % Disadvantaged Business Enterprise Goal. In order to comply with this requirement, a detailed disclosure of RI certified firm(s) and proposed task assignment(s) to be performed must be included in the proposal submission along with a copy of current state certification letter. DBE certification must be approved at the time of technical proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 10 % of the TOTAL contracted costs. Be advised that this requirement will apply for the lifetime of the contract; Prime consultants will be responsible to submit a monthly DBE Utilization Report documenting aggregated total contract costs and total DBE participation to date via PRISM Compliance Software as well as a copy included with the pertinent monthly report and invoicing package to Statewide Planning.

3. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to twenty (20) 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. Seven (7) printed paper copies
4. 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. Seven (7) printed paper copies

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

1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:

- a. Vendor's name
- b. RFP #
- c. RFP Title
- d. Proposal type (e.g., technical proposal or cost proposal)
- e. 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.

2. Formatting of written documents and printed copies:

- a. 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.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. If the solicitation includes a proposal template for vendor use, it shall be typed using the formatting provided in the template.
- d. 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# 7656817**" 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

A. 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.

B. 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.



**STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

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