



Solicitation Information

February 13, 2009

RFP #7203899

TITLE: ON-CALL TRANSPORTATION INSPECTION SERVICES

Submission Deadline: FRIDAY, MARCH 6, 2009 at 11:30 AM

PRE-BID CONFERENCE: YES	DATE: FEBRUARY 24, 2009	Time: 10:00 AM
MANDATORY: NO		
Location: RI DEPT. OF TRANSPORTATION, TWO CAPITOL HILL, ROOM 126, PROVIDENCE, RI		

SURETY REQUIRED: NO

BOND REQUIRED: NO

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

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

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

RI Department of Transportation

ON-CALL TRANSPORTATION INSPECTION SERVICES

DBE GOAL: 0%

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Transportation (RIDOT), seeks to establish a **THREE (3) YEAR Master Price Agreement** with one or more qualified Agencies (AGENCY) to provide **On-Call Transportation Inspection Services**. At its discretion, RIDOT may elect to extend the Price Agreement annually for an additional two (2) years. ***Should at the option of the State, the MPA be extended, the hourly rates for the additional years will be increased by three percent (3%) over the documented rates from the previous year.***

Inspection services will include but not be limited to all active **construction, maintenance, and materials RIDOT projects as outlined in the Scope of Work**. RIDOT anticipates a potential need of a maximum of **SIXTY (60) Assignments** Per Day during the peak construction season, typically between April 15th and December 15th annually. Inspection services will be performed under the direction of the assigned RIDOT Managing Section and staff. The selected AGENCY must fulfill all RFP requirements as detailed herein. The selected AGENCY'S services must be made available to RIDOT **at all times** throughout the year during the assigned contract term.

Responses to this solicitation must be in accordance with guidelines outlined in this request and the State's General Conditions of Purchase which can be accessed online through *the Rhode Island Vendor Information Program (RIVIP)* at:

<http://www.purchasing.ri.gov>

All Respondents are advised to review all sections of this request thoroughly and to follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Note: This solicitation is a Request for Proposals (RFP), not an Invitation for Bid. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded. Per the instructions to follow, Respondents must provide the following to be considered responsive to this solicitation:

1. A fully-completed, signed **RIVIP Certification Cover Sheet**, and
2. A complete **RFP** inclusive of all requested administrative, technical and proposed price information
3. A fully-completed, signed **DEBARMENT FORM**
4. A fully-completed, signed **LOBBYING FORM**
5. A fully-completed, signed **CONFLICT DISCLOSURE STATEMENT**
6. A fully completed, signed Certification of Non-Discrimination in Equal Employment Opportunity. Provide new Original on your company letterhead of the content dated and signed by your firm's authorized agent, Include Specific reference to the applicable RI Contract Number, Federal Project Number (F.A.P.) and contract Name as cited at the top of this RFP.
7. A fully-completed **W-9 FORM**
8. As applicable, **FOREIGN CORPORATION** Certificate of Authority - ***See General Instructions***

SECTION A - GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

- All Respondents **MUST REGISTER** online at the State Division of Purchases' website @ <http://www.purchasing.ri.gov> . This website is the Rhode Island Vendor Information Program (RIVIP).
- A fully completed signed *RIVIP Bidder Certification Cover Sheet – All three pages* **MUST** accompany the response submitted. Failure to make a complete submission inclusive of this three-page document will result in disqualification.
- Effective **May 15, 2008**, the Department of Administration, Division of Purchases in compliance with Executive Order 08-01, will require that all persons and businesses, including grantees, contractors and their subcontractors and vendors doing business with the State of Rhode Island **MUST** register and utilize the services of the **E-VERIFY PROGRAM** to ensure compliance with federal and state law. **Mandatory registration and proper certifications can be accessed through the RIVIP website.**
- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 for RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM– 4:00 PM.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirement, or Scope of Work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting documents in response to this Request and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- It is intended that a Master Price Agreement will be established pursuant to this solicitation. Award(s) will be made to prime Respondent(s) who by virtue of participating in this solicitation assume full responsibility for all aspects of the services to be provided under the Scope of Work. Joint venture and cooperative proposals will not be considered. Sub-consultants, however, will be considered provided any proposed sub-consultant(s) are clearly identified along with a full disclosure as to the type of work to be performed within the Scope of Work.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.
- In accordance with RI Gen. Laws 7-1.1-99, no foreign corporations, a corporation established other than in Rhode Island, has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. If applicable, a copy of Respondent's Certificate of Authority **must** be included as part of the submitted LOI located behind the front page of each copy of the proposal. **Failure to do so may result in disqualification.**

Any Respondent who does **NOT** have a current Certificate of Authority for the firm **MUST** acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for the project, will expedite acquisition of a Rhode Island Certificate of Authority **prior to award**. The letter of acknowledgement **must be included behind the front page of each copy of the proposal.**

- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004*, and subsequent revisions which is currently available on-line @ www.dot.state.ri.us.
- Successful Respondent(s) must comply with all federal, state and local licensing/certification requirements to perform requested services.
- Successful Respondent(s) must comply with all necessary insurance protections up to industry standard; -see Scope of Work.
- This contract has been assigned a **0% Disadvantaged Business Enterprise Goal (DBE)**.
- The Successful Respondent is required to implement a workforce development plan under which, **for every TEN (10) employees working at any particular time under this Master Price Agreement, the Successful Respondent employs ONE (1) apprentice.** To qualify as an apprentice, an individual must be enrolled in a program that leads towards any of the certifications required under this RFP. RIDOT will reimburse the successful Respondent **TEN DOLLARS (\$10.00 US) per apprentice work hour.**

SECTION B – REQUIRED FORMS

Besides the ***RIVIP Bidder Certification Cover Sheet*** -as required at the State level and obtained through the RIVIP website, RIDOT also requires that the following **FOUR (4) FORMS** be completed and included in your submission package in line with federal regulations and departmental policy. These FORMS will be reviewed for completeness and at the point of award will be made part of contract document.

- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION** - Signature sheet only must be completed by an authorized agent of your Firm and a copy must be submitted along with EACH response.
- **CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES** (SFF-LLL) - Enter known project information on PAGE 1 (DESCRIPTION etc.); Agency must complete FORM and submit signed by an authorized agent of your Firm and a copy must be submitted along with EACH response.
- **CONFLICTS DISCLOSURE STATEMENT** In line with directions stated, completed FORM(s) must be signed and submitted accordingly. A copy must be submitted along with EACH response.
- **W-9 FORM:** Must be completed and signed by authorized agent of your Firm. Form may be downloaded @ www.purchasing.ri.gov

ALL FORMS (Except W-9) ARE ATTACHED TO SOLICITATION AND MUST BE COMPLETED AND COPIES SUBMITTED ALONG WITH EACH TECHNICAL PROPOSAL SUBMISSION. ("ORIGINAL" & COPIES). PLEASE NOTE, FOR W-9 FORM ONLY, ONE (1) UNBOUND "ORIGINAL" COPY ONLY IS REQUIRED AT TIME OF SUBMISSION. COPIES OF W-9 NEED **NOT BE INCLUDED** IN INDIVIDUAL PROPOSAL SUBMISSIONS.

SECTION C - CONTRACT TERMS AND CONDITIONS

The Master Price Agreement that will be established as a result of this solicitation will be for **THREE (3) YEARS**. At RIDOT'S discretion, the Price Agreement may be extended annually for an additional two (2) years. **Should at the option of the State, the MPA be extended, the hourly rates for the additional years will be increased by three percent (3%) over the documented rates from the previous year.**

The State intends to establish a qualified vendor list with multiple service providers. The selected AGENCY or AGENCIES will provide qualified personnel to assist RIDOT with inspection services related to all active transportation-related activities. The AGENCY will be required to provide the requested services on an on-call basis at all times during the assigned contract term. **Hours and assignments will be determined by RIDOT.** The AGENCY must demonstrate the capacity to provide the required personnel to staff multiple projects concurrently. RIDOT reserves the right to refuse to accept the services of any individual personnel member assigned under the Master Price Agreement. In addition, RIDOT reserves the right to request the services for any individual personnel member as deemed appropriate.

Successful Respondents' prices for **fully inclusive hourly rates** to compensate for the productive hours actually worked will form the basis of this Price Agreement. **NO OTHER FORM OF COMPENSATION WILL BE PROVIDED.**

No commitment to a specific level of spending or hours is made by this request. Services will be authorized using individual requests against the Master Price Agreement and will be subject to the State's General Conditions of Purchase which is available through the RIVIP website and any other specific conditions set forth in the Master Price Agreement.

It is anticipated that payment for services rendered will be monthly for periods when the Master Price Agreement is in active use. Monthly invoices are to be fully itemized for hourly inspection charges, -i.e., productive hours only and submitted to the responsible RIDOT unit for review, acceptance and processing for payment.

SECTION D - INSTRUCTIONS:

Upon review of the Scope of Work, **"Original" and six (6) copies** of a completed **LETTER OF INTEREST** inclusive of all requested information must be submitted to the Division of Purchases by the deadline specified per the detailed instructions to follow.

To be considered responsive - at a minimum – Proposal submission must include the following administrative, technical and price information for RIDOT review and subsequent selection recommendation(s):

BACKGROUND AND PREVIOUS EXPERIENCE:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **Company Introduction:** Qualified Respondents must provide evidence of expertise relative to the services requested. Respondents are also required to include a complete description and other relevant information documenting organizational structure, business background and specific office locations.
- **Relevant Experience:** Respondents are to include a comprehensive listing of similar current and past projects and/or clients served providing services related to this Scope of Work.
- **Certification(s):** Certification(s) in the specific area of sampling, testing and/or inspection is required for submitted personnel.

- **Client References:** Respondents must provide at a minimum THREE (3) references detailing client name/address, complete contact information, type of project and description of services provided and timeframe completed. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performance of services provided.
- **Proof of Insurance:** Respondents are to provide official certification (ACORD 25-S FORM) from their insurance source(s), licensed to do business in Rhode Island, detailing policy information relative to current Liability and Worker’s Compensation insurance. **Proof of required insurance coverage MUST be included as part of proposal submission.**

ORGANIZATION AND STAFFING:

- **Staff Qualifications:** Respondents are to include an overview of available **personnel** with minimum experience levels as detailed in the Scope of Work including resumes and required certifications as applicable.
Full disclosure of available personnel will include:
 1. A **listing** of available personnel including **NAME and CATEGORY** assignment
 2. **Resumes** and **required certifications** (as applicable) of individuals to be assigned
- **Sub-Consultant(s):** If applicable, the Respondent must disclose a company introduction for the sub-consultant firm(s); this must include each sub-consultant’s organizational structure, business background, office location and the type of work they will perform in response to this solicitation. **Proof of professional certifications must also be provided.**

A summary of the minimum qualifications required for each inspector category is provided below:

Inspection Category	Required Minimum Qualifications
CONSTRUCTION AND MAINTENANCE INSPECTOR - LEVEL 1	<ul style="list-style-type: none"> • Minimum 1 YEAR experience involving construction operations and/or inspection, landscape inspection, surveying and drafting.
CONSTRUCTION AND MAINTENANCE INSPECTOR - LEVEL 2*	<ul style="list-style-type: none"> • Same as LEVEL 1 except minimum 3 YEARS experience required. • Proof of current Northeast Transportation Training and Certification Program (NETTCP) certification • Proof of Hot Mix Asphalt (HMA) and/or American Concrete Institute (ACI) certification.
CONSTRUCTION RECORD-KEEPER	<ul style="list-style-type: none"> • Employment involving office work requiring application of basic accounting principles, business software applications and report preparation.
MATERIALS INSPECTOR - LEVEL 1	<ul style="list-style-type: none"> • Ability to maneuver around a construction site and to lift and carry up to 50 POUNDS of material test samples such as soil, concrete and asphalt. • Ability to write daily reports in the area of work specified.
MATERIALS INSPECTOR - LEVEL 2*	<ul style="list-style-type: none"> • Same as Material Inspector LEVEL 1 except minimum 3 YEARS experience required. • Proof of NETTCP certification • Proof of HMA and/or ACI certification as applicable.

MATERIALS INSPECTOR – LEVEL 3*	<ul style="list-style-type: none"> • Minimum 5 YEARS of direct experience in materials sampling and testing <p><i>And Proof of at least one of the following:</i></p> <ul style="list-style-type: none"> • Proof of NETTCP certification in Quality Assurance Technologist • National Institute for Certification of Engineering Technologists (NICET) certification at Level IV for concrete as applicable
---	---

*** Proof of Required Certifications for LEVEL 2 Inspectors and LEVEL 3 Inspector as cited above MUST be included in each Proposal submission.**

It is not essential that each Respondent have extensive experience in all fields of inspection services noted above. In any response to this RFP, each Respondent shall make clear *which types of inspection services your firm is seeking to perform* for RIDOT and *which types of inspection services your firm is qualified to perform*. Your experience and qualifications should be outlined in terms of addressing these areas.

- **Hourly Rates:** For each proposed category of inspection available to RIDOT, provide detailed profile of their certifications, as applicable, and itemized hourly rates for inspection services in the format provided. Rates are requested for straight time and overtime hours. Overtime hours are defined as productive eligible hours worked consecutively beyond a base eight-hour shift excluding lunch. Authorized overtime hours will be granted at the discretion of RIDOT with prior approval from the Department. These hourly rates are to be **fully inclusive** of all direct charges including wages and fringe benefits, and any and all indirect charges including preparation of reports and administrative expenses. Prices are requested to be fully disclosed for each of the **THREE (3) years** in the required format. If one price is offered, that price will remain firm and fixed for the maximum 3-YEAR contract term.

NOTE: Should at the option of the State, the MPA be extended, the hourly rates for the additional years will be increased by three percent (3%) over the documented rates from the previous year.

SECTION E - DOCUMENT FORMAT:

- **Proposal Format:** Completed Proposal submissions must be bound or contained in one single document. The contents must be organized in the exact order defined per the RFP instruction with page numbers in consecutive order. The proposal should contain a Table of Contents that cross-references each RFP requirement with a specific page in the Proposal.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDOT with sufficient relevant information to evaluate the AGENCY’S qualifications and approach to the project.
- **PRICING Format:** Fully inclusive pricing for the applicable inspection categories proposed by your AGENCY for each of the THREE (3) contract years must be submitted in the FORMAT provided below. Acknowledgement of required certifications must also be listed accordingly. Individual proof of applicable certifications must be included along with personnel resume and qualifications as part of Proposal submission.

PRICING: Fully Inclusive as Described Below in the Required Format:

Hourly Rates: (as applicable)	YEAR 1	YEAR 2	YEAR 3	Applicable Certification(s)
	4/1/09 – 12/31/09	1/1/10 – 12/31/10	1/1/11– 12/31/11	
1. CONSTRUCTION & MAINTENANCE INSPECTOR – LEVEL 1 <u>Straight Time</u> <u>Overtime (>8 hrs. per day, weekends, holidays)</u>	_____	_____	_____	
2. CONSTRUCTION AND MAINTENANCE INSPECTOR – LEVEL 2 <u>Straight Time</u> <u>Overtime (>8 hrs. per day, weekends, holidays)</u>	_____	_____	_____	
3. CONSTRUCTION RECORD-KEEPER <u>Straight Time</u> <u>Overtime (>8 hrs. per day, weekends, holidays)</u>	_____	_____	_____	
4. MATERIALS INSPECTOR–LEVEL 1 <u>Straight Time</u> <u>Overtime (>8 hrs. per day, weekends, holidays)</u>	_____	_____	_____	
5. MATERIALS INSPECTOR-LEVEL 2 <u>Straight Time</u> <u>Overtime (>8 hrs. per day, weekends, holidays)</u>	_____	_____	_____	
6. MATERIALS INSPECTOR-LEVEL 3				

Straight Time	_____	_____	_____	
Overtime (>8 hrs. per day, weekends, holidays)	_____	_____	_____	
7. Apprentice	_____	_____	_____	

SECTION F – PRE-PROPOSAL MEETING:

Although not mandatory, Respondents are strongly encouraged to attend a Pre-Proposal Meeting to be held on FEBRUARY 24, 2009 at the RI Department of Transportation, Two Capitol Hill, Room 126, Providence, RI 02903 at 10:00 A.M.

At this time any questions relative to the Scope of Work as well as any questions regarding RIDOT procedures and proposal format will be addressed. Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty-eight (48) hours in advance of the Conference.

A summary of then Pre-Proposal Meeting will be posted on the Internet as an Addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SECTION G - PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS

Any pertinent questions subsequent to this solicitation may be posted at RIDOT's "Bidding Opportunities" web page accessible at: <http://www.dot.ri.gov/contracting/bids/> and follow the link to "?" to submit questions for this solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu.

A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. The Q & A Forum will disable 5 FULL CALENDAR DAYS prior to the due date for this project. **Therefore, questions will not be accepted after midnight on FEBRUARY 28, 2009.**

Upon review of the Scope of Work (SOW), an "Original" and **SIX (6) copies** of Proposal submissions should be sent to the Division of Purchases by the specified deadline to the address listed below. RIDOT requires that the Proposal submission also be submitted on CD-ROM. Clearly labeled CD ROM should be attached to the **inside cover of each Proposal submission.** RIDOT recommends that the electronic version of said Proposals be submitted in Adobe PDF format.

Requested documentation is to be either mailed or hand delivered in a sealed envelope marked: **RFP XXXXXXX – 3-YEAR MASTER PRICE AGREEMENT FOR TRANSPORTATION INSPECTION SERVICES** by MARCH 6, 2009 no later than 11:30A.M. to:

BY COURIER OR MAIL:

**RI Department of Administration
Division of Purchases (2nd fl)
One Capitol Hill
Providence, RI 02908**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

EVALUATION AND SELECTION:

Proposals received will be evaluated through a Technical Evaluation Committee comprised of RIDOT personnel responsible for the project under consideration. Proposals received will be evaluated and ranked using the criteria listed below. It is anticipated there will be multiple awards; PRICING must be fully disclosed in the required format. The resulting Price Agreement will reflect accepted prices; RIDOT utilization of any given firm will be dependent upon expertise and price.

SELECTION CRITERIA:

- **Capability and Qualifications of the AGENCY** as evidenced by firm's apparent ability to supply qualified staff and demonstrate accuracy in reporting documentation for a range of different assignments performed simultaneously **30 Points**

 - **Qualifications of Available Staff** as evidenced by resumes/certifications of staff members- as applicable, each with minimum required qualifications offered to perform inspection services **25 Points**

 - **PRICE** **25 Points**

 - **Staffing Capacity of AGENCY** As evidenced by the AGENCY'S capacity to provide multiple staffing assignments upon short notice **20 Points**
-
- TOTAL: 100 Points**

ALL PROPOSALS receiving a minimum 70 of the 100 eligible points will be placed on the approved Master Price Agreement list to provide the requested services. Proposals receiving scores of less than 70 POINTS will also be notified by RIDOT that they did not qualify under this project.

Placement on the approved MPA list is no guarantee of annual income under this project.

RIDOT reserves the right to schedule interviews with qualified Respondents if it is deemed in the best interest of the selection process. The results of such interviews will be factored into the final evaluation and ranking of respondents. Other submissions, certifications, or affirmations may also be required if deemed necessary.

Final Selection recommendations will be presented to RIDOT's Advisory Consultant Selection Panel for Departmental approval. With the approval of the Director of Transportation, the final RIDOT selection recommendations will then be is presented to the State's Architectural/Engineering

Consultant Services Selection Committee for consideration. Upon receipt of the final selection approval from the Director of Administration, all Respondents will be formally notified by the RIDOT that a final selection has been made.

Approved Final Selection recommendations will be submitted to Purchases in order to establish the Master Price Agreement. The resulting Price Agreement will reflect accepted prices; RIDOT utilization of any given AGENCY will be dependent upon expertise and price.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

During the life of this MPA contract, the State reserves the right to solicit separately for selected initiatives within this Scope of Work.

The State reserves the right to make an award or multiple awards or to reject any or all offers based on what it considers to be in its best interest.

SCOPE OF WORK FOR ON-CALL TRANSPORTATION INSPECTION SERVICES

INTRODUCTION

The intent of this project is to provide inspection services for assigned transportation-related activities - including but not limited to- all active **construction, maintenance, and materials** projects. RIDOT anticipates a potential need of a maximum of SIXTY (60) workers PER DAY during the peak construction season, typically between April 15th and December 15th annually. Inspection services will be performed under the direction of the assigned RIDOT Managing Section. The selected AGENCY must fulfill all RFP requirements as detailed herein. The selected AGENCY'S services must be made available to RIDOT at all times during the assigned contract term.

*

DESCRIPTION OF SERVICES AND TASKS

RIDOT is seeking the services of an experienced employment Agency (AGENCY) to provide the following services:

1. To provide a suitable pool of inspectors who will be made available to provide the requested services as required.
2. To screen personnel to ensure compliance with the requirements as described later in this request. Screening is to include a check with the State of Rhode Island Department of Attorney General's Bureau of Criminal Identification. In the event the candidate has a criminal record, RIDOT will determine their suitability to provide the services requested.
3. To administer a brief written test of language and mathematical skills, which will require a minimum passing score to be determined by RIDOT. This series of tests will be developed by RIDOT and provided to the AGENCY. Personnel will be required to complete a FORM (to be provided by RIDOT) disclosing their education, related skills and work experience in line with the specified requirements outlined for each inspection category. This information will be reviewed by the AGENCY for compliance and to establish qualified listings for each of the assigned inspection categories.

4. To administer and process payroll and other ancillary requirements including insurance, taxes, Worker's Compensation, FICA and benefits.
5. To provide technical training to the qualified pool of personnel with regard to the following :
 - a. To provide a working familiarity in reading Plans, Specifications and Standard Details
 - b. To provide a working familiarity with the RI Standard Specification for Road and Bridge Construction ("Blue Book")
 - c. To provide a working familiarity with the RI Procedures of Uniformed Record Keeping ("PURK" Manual)

RIDOT reserves the right to refuse the services of any personnel at any time during the contract term. RIDOT will utilize inspection services **as needed**; there will be NO MINIMUM HIRING OF PERSONNEL DETERMINED. Placement on the approved Price Agreement is no guarantee of annual income.

Inspection services may be required at night and on weekends. Overtime hours are defined as productive eligible hours worked consecutively beyond a base eight-hour shift excluding lunch. Authorized overtime hours will be granted at the discretion of RIDOT with prior approval from RIDOT.

A minimum of FOUR (4) HOURS is guaranteed each inspection assignment commencing upon arrival and reporting to the applicable RIDOT Supervisor at the inspection site.

TIME OF PERFORMANCE

RIDOT anticipates a potential need of a maximum of **SIXTY (60) WORKERS PER DAY** during the peak construction season, considered to be between April 15th and December 15th annually.

EMPLOYEE REQUIREMENTS

Duties:

Under RIDOT supervision, personnel will be required to perform civil engineering work, at the beginning level, and to do related work as required.

Supervision Received:

The appropriate level of RIDOT Personnel from Construction, Materials , Maintenance and Finals will supervise personnel as applicable.

Personnel will work under the immediate supervision of a Civil Engineer or Engineering Technician in accordance with specific instructions; work will be reviewed while in process and upon completion for results obtained.

Transportation:

Personnel must maintain a valid driver's licenses at the time of employment and throughout service.

Personnel will be required to provide their own transportation to the job site, around the job site, and if necessary, to other job sites to provide inspection services. **THERE WILL BE NO REIMBURSEMENT FOR MILEAGE UNDER THIS CONTRACT.** RIDOT will make every effort to minimize drive time during the course of inspection services.

EXAMPLES OF INSPECTION SERVICES TO BE PERFORMED:

Personnel will assist a Civil Engineer or an Engineering Technician in the following inspection activities:

CONSTRUCTION AND MAINTENANCE

- To assist in the inspection of all materials going into a bridge or road construction or maintenance project;
- To assemble data for weekly estimates of work accomplished under contract item;
- To assist in the preparation of work progress reports.
- To enforce plans, special provision contracts and specifications during the construction and/or repair of a building or other project.
- In accordance with specific instructions, to inspect the workmanship and practices of the CONTRACTOR performing road construction or maintenance work
- To check road construction maintenance work in process and to report immediately any finding contrary to plans and specifications for such work.

MATERIALS –

- To assist in materials testing activities;
- To assist in the taking and testing of samples, e.g. aggregates, concrete mixes, asphalt, steel and other materials used in highway or bridge construction;
- To assist in the preparation of materials reports;
- To assist in materials research.

CONSTRUCTION RECORDS –

- To utilize standardized computer software applications in order to set up, input and maintain all record-keeping documentation for road and/or bridge construction projects;
- To ensure that computerized records are maintained consistent with the *Procedures of Uniform Record Keeping (PURK)*;
- To ensure entry into a personal computer daily item slips and required back-up for work performed by CONTRACTORS;
- To consolidate vital specific project data as it relates to the appropriate category;
- To assist in the preparation of Reports of Change, contract addenda, bi-weekly progress payments, correspondence, updates and other information related to the project
- To maintain accountability of all phases of construction activity through the utilization of a computerized construction record keeping system
- To utilize established practices and procedures resulting in finalization of the record- keeping process for the project upon project completion.

EDUCATION AND EXPERIENCE:

Knowledge and Skills: A familiarity with, and the ability to apply the basic principles and practices of civil engineering; a familiarity with the kinds of basic materials, elements or products of highway and bridge construction. Good mathematical skills and knowledge of basic computer operation such as word processing and data entry.

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses such as accounting, mathematics, horticulture, science and mechanical drawing.

Experience: Respondents are to include an overview of **key personnel** with the following minimum qualifications:

Inspection Category	Required Minimum Qualifications
CONSTRUCTION AND MAINTENANCE INSPECTOR - LEVEL 1	<ul style="list-style-type: none"> • Minimum 1 YEAR experience involving construction operations and/or inspection, landscape inspection, surveying and drafting.
CONSTRUCTION AND MAINTENANCE INSPECTOR - LEVEL 2*	<ul style="list-style-type: none"> • Same as LEVEL 1 except minimum 3 YEARS experience required. • Proof of current Northeast Transportation Training and Certification Program (NETTCP) certification • Proof of Hot Mix Asphalt (HMA) and/or American Concrete Institute (ACI) certification, as applicable..
CONSTRUCTION RECORD-KEEPER	<ul style="list-style-type: none"> • Employment involving office work requiring application of basic accounting principles, business software applications and report preparation.
MATERIALS INSPECTOR - LEVEL 1	<ul style="list-style-type: none"> • Ability to maneuver around a construction site and to lift and carry up to 50 POUNDS of material test samples such as soil, concrete and asphalt. • Ability to write daily reports in the area of work specified.
MATERIALS INSPECTOR - LEVEL 2*	<ul style="list-style-type: none"> • Same as Material Inspector LEVEL 1 except minimum 3 YEARS experience required • Proof of NETTCP certification • Proof of HMA and/or ACI certification
MATERIALS INSPECTOR – LEVEL 3*	<ul style="list-style-type: none"> • Minimum 5 YEARS of direct experience in materials sampling and testing • <i>And Proof of at least ONE of the following:</i> <ul style="list-style-type: none"> • Proof of NETTCP certification in Quality Assurance Technologist • National Institute for Certification of Engineering Technologists (NICET) certification at Level IV for concrete as applicable.

***Proof of Required Certifications for LEVEL 2 Inspectors and LEVEL 3 Inspector as cited above MUST be submitted in each Proposal submission.**

All key personnel must have a minimum of ONE (1) YEAR experience year gained through; employment involving the performance of construction inspection, landscape inspection, materials testing, surveying, drafting or office work which requires the application of some accounting principles, and the presentation of accurate reports. Alternatively, a combination of education and experience that shall be substantially equivalent to the above education and experience may be submitted to the Department for approval.

REFERENCE MATERIALS:

1. *The Rhode Island Department of Transportation Standard Specifications for Road and Bridge Construction*, 2004 Edition and subsequent revisions
2. *Procedures of Uniform Record Keeping (PURK) Manual*

CONSULTANTS

CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS FOR PRIME CONSULTANTS
AND LOWER TIER PARTICIPANTS (SUBCONSULTANTS ETC.)

Appendix B--Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower

Tier Covered Transaction, "without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

In accordance with the code of Federal Regulations, Part 49 CFR Section 29. 510, the prospective primary participant _____ (name of Authorized Agent), _____ (Title), being duly sworn (or under penalty of perjury under the laws of the United States), certifies to the best of his/her knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification;
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall list exceptions below.

Exceptions will not necessarily result in denial of award, but, will be considered in determining contractor responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and the dates of the action. Providing false information may result in criminal prosecution or administrative sanctions. If an exception is noted the contractor must contact the Department to discuss the exception prior to award of the contract.

Signature of Authorized Agent

Date

Certification for Federal-Aid Construction/Consultant Contracts

IN ACCORDANCE WITH PUBLIC LAW 101-1210 SECTION 319 (DEPARTMENT OF THE INTERIOR AND RELATED AGENCIES) THE PROSPECTIVE PARTICIPANT CERTIFIES, BY SIGNING AND SUBMITTING THIS BID OR PROPOSAL, TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, THAT:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

(R.I.D.O.T. APPENDIX C)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee (e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants).
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the data(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: _____ Page ____ of ____

CONFLICTS DISCLOSURE POLICY

To ensure that the Rhode Island Department of Transportation (RIDOT) maintains the continued confidence and trust of the people of Rhode Island in carrying out its mission, prospective vendors must disclose any family (or other personal) relationships, associations or connections that the vendor, its affiliates, or employees, may currently have with any RIDOT employee. A Conflicts Disclosure Statement shall be submitted to RIDOT from the following:

- ❖ Owners;
- ❖ Directors;
- ❖ Principals;
- ❖ Officers, board members, or individuals with corporate authority;
- ❖ If the vendor is a partnership, the applicant's partners;
- ❖ If the vendor is a limited liability company, its members and managers;
- ❖ Employees with decision-making authority, including executive directors, managers or individuals in a similar position with corporate authority; and
- ❖ Shareholders with a controlling interest.

CONFLICTS DISCLOSURE STATEMENT

RE: _____

I, _____ hereby certify as follows:

I am employed as a _____ of _____
[TITLE] [COMPANY]
and to the best of my knowledge:

PLEASE CHECK THE APPROPRIATE BOX:

- I have no family or personal relations currently employed either on a full-time or part-time basis at the Rhode Island Department of Transportation.**
- I do have family or personal relations currently employed at the Rhode Island Department of Transportation. Please list their name(s), title(s), and RIDOT Division(s) (if known):**

NAME	TITLE	RIDOT DIVISION

If necessary, please add any additional names as attachments hereto.

FOR ILLUSTRATIVE PURPOSES, FAMILY RELATIONS SHALL INCLUDE, WHETHER BY BLOOD, ADOPTION OR MARRIAGE, ANY OF THE FOLLOWING RELATIONSHIPS:

Father, Mother, Son, Daughter, Brother, Sister, Grandfather, Grandmother, Grandson, Granddaughter, Father-In-Law, Mother-In-Law, Brother-In-Law, Sister-In-Law, Son-In-Law, Daughter-In-Law, Stepfather, Stepmother, Stepson, Stepdaughter, Stepbrother, Stepsister, Half-Brother Or Half-Sister, Niece, Nephew, And Cousin

❖ *If you are unsure whether a relationship, association, or connection you have may need to be disclosed, please consult with RIDOT's Legal Office at (401) 222-6510.*

SIGNATURE

DATE

By signing this form you: (1) certify that the information contained in this form is complete and accurate to the best of your knowledge; and (2) acknowledge your continuing obligation to complete and submit a new Disclosure form when there is any change in your family or personal relations during the course of this Contract.

This document is used for internal RIDOT purposes only in order to address and avoid any potential conflicts at the inception of the contract process and to avoid any impropriety or the appearance of impropriety during the contract process. Any disclosures made hereto will not prejudice prospective vendors from selection.