



Department of Administration / Division of Purchases  
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Web Site: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

Date: 3 March 09

Addendum # 7203899A1

RFP # 7203899

Title: On-Call Transportation Inspection Services

Responses to questions asked and Minutes of Pre-Proposal Meeting held at RIDOT on February 24, 2009. Courtesy Copy of Attendance Sheet also included for review.

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan".

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

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RIDOT Addendum Notification

**7203899 – On-Call Transportation Inspection Services  
3-YEAR MASTER PRICE AGREEMENT**

Per the issuance of Department of Transportation ADDENDUM # 7203899A1 the following changes are noted:

- **ADDITION**

Due to the potential need for materials testing and inspection services on several RIDOT priority projects, it may be necessary for materials inspection services under this MPA to include **out of state pre-cast and/or pre-stress concrete testing services**. When required, services will be billed for productive hours only at the accepted hourly rate for the current contract year. Reimbursable *pre-authorized* travel expenses must conform to departmental policy and applicable federal cost guidelines as outlined herein.

For this work plants may be located throughout the Northeast USA, along the Eastern coast of the USA or in Canada. Firms can bid on just this portion and/or for the in-state work. Pre-stress/pre-cast plants that have previously performed work for RIDOT projects are located all over New England, Pennsylvania, Virginia, and Florida and near Montreal, Canada.

Rhode Island Standard Specifications for Road and Bridge Construction requires all pre-cast and pre-stress suppliers to furnish a plant laboratory for acceptance testing. Coordination with RIDOT will be necessary for testing of rebar and concrete test cylinders.

- **DELETION**

On Page 10 under "DESCRIPTION OF SERVICES AND SERVICES" the following language as cited under Paragraph #3 has been **DELETED** from RFP. The AGENCY will still be required to **distribute and review** the required FORM (to be supplied by RIDOT) to determine a candidate's education, work experience and required skills for each assigned inspection category.

- ~~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.~~

- **CLARIFICATION**

Attached responses 1 through 6 will clarify questions and comments discussed at the Pre-Proposal Meeting held February 24, 2009.

- **ATTENDANCE SHEET**

Courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on February 24, 2009.

**ADDENDUM 7203899A1**  
RI Department of Transportation  
February 27, 2009

**TO ALL RESPONDENTS:**

RIDOT seeks to establish a **3-YEAR MASTER PRICE AGREEMENT** with qualified firms to provide On-Call Transportation Inspection Services. Pending availability of funding and the State's satisfaction with the work performed, RIDOT may elect to extend the MPA annually for an additional two (2) years ***Should this MPA be extended, additional YEARS 4 and 5 hourly rates will be increased by a maximum of 3% over the previous YEARS'S documented rates.*** Inspection services defined will include but not be limited to all active **Construction, Maintenance and Materials** RIDOT projects and must be readily available at all times throughout each contract term.

As cited in RFP requirements, the only pricing to be submitted at this time will be **fully inclusive hourly rates** for the various proposed categories cited. **These hourly rates are to include all direct charges including wages and fringe benefits, and any and all indirect charges including preparation of reports and administrative expenses** Respondents are instructed to fully disclose pricing for **each of the THREE (3) YEARS** in the required format provided. These prices will form the basis of the Price Agreement. If one price is offered that price will remain firm and fixed for the maximum three-year contract term. **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.** It is NOT necessary that Respondents submit personnel for ALL fields of inspection listed in RFP. Firms should make clear *which types of services you are seeking to perform and which types of inspection services your firm is qualified to perform.* ***if applicable, please "cross-out" any inspection category your firm is NOT interested in responding to in this RFP.***

Respondents are directed to submit a **LETTER OF INTEREST ("Original" + Six (6))** in response to this solicitation. RIDOT requires that **LETTER OF INTEREST** be submitted in hard copy and on CD ROM. One (1) clearly labeled CD should be included in each proposal submission.

Respondents must also include a separate section for **RIDOT SCOPE OF WORK** along with any supplemental **ADDENDA**

All materials submitted should be no larger than **8-1/2" x 11" in size** and should be clearly labeled **7203899 – On-Call Transportation Inspection Services - 3-YEAR Master Price Agreement** and submitted to the RIDOA/Division of Purchases by **Friday, MARCH 6, 2009 no later than 11:30 A.M.**

Each Respondent **must** include the **RIVIP BIDDER CERTIFICATION COVER FORM -all 3-Pages-** signed, completed and submitted along with each submission. **"ORIGINAL" RIVIP FORM should be presented separately -unbound for Purchases review.** Failure to do so may result in disqualification. Respondents must register on-line at the RIVIP'S Internet website [www.purchasing.ri.gov](http://www.purchasing.ri.gov) to access RIVIP Form. For assistance in registering or downloading any document, please contact the RIVIP HELP DESK @ (401) 574-8100

Additionally, the following required documents must be completed and signed by each Respondent to this RFP and **MUST** be incorporated in each submission. **FOR W-9 FORM ONLY, only ONE (1) unbound "ORIGINAL" copy is required at time of submission.**

- **CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES (SFF-LLL)**
- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION**
- **CONFLICTS DISCLOSURE FORM**
- **W-9 FORM**
- **CERTIFICATION OF NON-DISCRIMINATION IN EQUAL EMPLOYMENT OPPORTUNITY**

Any pertinent questions subsequent to today's Pre-Proposal Meeting, must be e-mailed to the RIDOT @ [www.dot.state.ri.us](http://www.dot.state.ri.us) by accessing the **questions menu (?)** included along side each project listing. Follow the **"Contracting/Bidding Opportunities"** link to locate questions menu and submit your query. Responses to questions will 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.**

ADDENDUM 7203899A1  
RI Department of Transportation  
February 27, 2009

## ADDITION

For authorized out of state inspection services, the following travel guidelines will be utilized:

### TRAVEL EXPENSES:

- **Travel Expenses** will be paid only for expenses incurred in conjunction with the performance of RIDOT-authorized requirements and must be *pre-approved by RIDOT* and must conform to departmental policy and applicable federal cost guidelines. Expenses incurred solely for the convenience of the AGENCY will not be allowed.

In line with RIDOT policy, acceptable travel per diem costs will be limited to meals, mileage and miscellaneous expenses (e.g. parking, tolls). **Meal allowance will only be paid if work assignments include an overnight stay**

In those instances where long distance travel is warranted only the following types of economical travel arrangements will be acceptable:

<b>Air Travel:</b>	<b>Coach Class</b>						
<b>Hotel Accommodations:</b>	<b>Government Rates</b>						
<b>Car Rental:</b>	<b>Economy</b>						
<b>Travel Per Diem:</b>	<b><i>Requires Overnight Stay</i></b> – Effective 7/1/06 meal allowance is stated as follows: <table border="1" data-bbox="650 911 1318 1178"><thead><tr><th><b>TRAVEL SCHEDULED</b></th><th><b>MEAL ALLOWANCE</b></th></tr></thead><tbody><tr><td><b><i>If Departure is BEFORE NOON</i></b> <b><i>If Departure is AFTER NOON</i></b></td><td><b>\$30.00</b> <b>\$15.00</b></td></tr><tr><td><b><i>If Return is BEFORE NOON</i></b> <b><i>If Return is AFTER NOON</i></b></td><td><b>\$30.00</b> <b>\$15.00</b></td></tr></tbody></table>	<b>TRAVEL SCHEDULED</b>	<b>MEAL ALLOWANCE</b>	<b><i>If Departure is BEFORE NOON</i></b> <b><i>If Departure is AFTER NOON</i></b>	<b>\$30.00</b> <b>\$15.00</b>	<b><i>If Return is BEFORE NOON</i></b> <b><i>If Return is AFTER NOON</i></b>	<b>\$30.00</b> <b>\$15.00</b>
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<b>Miscellaneous:</b>	<b><i>Eligible miscellaneous expenses will be reimbursed as long as receipts for transactions are provided</i></b>						
<b>Mileage:</b>	<b>\$0.55/ per mile</b>						

*In all cases, the least expensive means of transportation that is in the best interest of the State's economy should be used*

Access to currently approved government travel rates may be obtained through the following website: [www.qsa.gov](http://www.qsa.gov)

Transportation costs are reimbursable as follows:

- a) *Air transportation* requires pre-approval from RIDOT, the cost of which is reimbursable at the lowest rates
- b) *Vehicle rental and parking fees* are reimbursable when air transportation is approved

Once approval is given, travel expenses will be paid as follows:

- a) *Travel by public service transportation:* Copies of tickets, receipts, etc shall be submitted.
- b) *Travel by private automobile:* Paid at a rate set by the State, currently **\$0.55**/per mile; reimbursement of expenses will be allowed for the actual miles for travel over the shortest and most convenient routes.
- c) *Travel by company owned vehicle:* Reimbursement for travel using a company vehicle shall be paid at the same rate as stated in (b) above. The AGENCY shall include a written statement certifying that he/she has been assigned a company owned or leased vehicle.

Vouchers shall contain descriptions of the work and a breakdown of the productive hours actually worked, travel, and other transportation costs. Receipts of all transactions should be attached to individual monthly invoice

Other than the fully-inclusive hourly rates and authorized travel costs described above, **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

### **CLARIFICATION**

The following responses 1 through 6 will clarify questions and comments discussed at the Pre-Proposal Meeting held February 24, 2009.

1. **Q – Is NICET certification interchangeable for NETTCP certification cited in RFP for Levels 2 and 3 Inspector categories?**

***A – For **LEVEL 2 Construction and Materials Inspection Services, RIDOT will accept certification for either the NICET Level II or NETTCP in the area needed; for LEVEL 3 Materials Inspection Services either the NETTCP certification for Quality Assurance Technologist or the NICET Certification for LEVEL IV for concrete will be accepted by RIDOT.*****

2. **Q – RFP cites the selected AGENCY will be required to perform a BCI check on all personnel hired under this MPA. If the AGENCY'S personnel have already been "pre-screened" when hired will this automatically fulfill this requirement?**

***A - YES. The AGENCY must clearly disclose this information in the proposal submission; please identify by employee name and original date of BCI screening. Your AGENCY must screen only newly hired staff for criminal background activity prior to working for RIDOT under this MPA. If applicable, this will apply to any proposed sub-contracted inspection services also.***

3. **Q – Will RIDOT provide the written test referenced in the RFP? Will RIDOT also administer the written test or will the selected AGENCY be required to do so??**

***A – RIDOT has decided to DELETE all referencing to the competency testing requirement as cited on Page 10 under "DESCRIPTION OF SERVICES AND SERVICES" Paragraph #3. The AGENCY will still be required to distribute and review the required FORM (to be supplied by RIDOT) to determine a candidate's education, work experience and required skills for each assigned inspection category.***

4. Q – Are there any qualifications for the “Apprentice” category?

***A – Candidates for apprenticeship under this MPA must currently be enrolled in a program or curriculum leading to any of the certifications required under this RFP.***

5. Q- RFP cites \$10 00 reimbursement for Apprentice hours. Is this the amount the AGENCY must pay the Apprentice?

***A – RIDOT will reimburse the AGENCY a maximum \$10.00 per apprentice hour. It is at the AGENCY'S discretion if they want to increase this hourly rate at their own expense.***

6. Q –Will there be two (2) AGENCIES hired by RIDOT under this MPA?

***A – At RIDOT'S discretion, there will be one or more AGENCIES hired under this MPA based on the qualifications evaluated and recommendations made.***

**+++PRE-PROPOSAL MEETING+++  
SIGN-IN SHEET**

DATE: February 24, 2009

TIME: 10:00 A.M.

LOCATION: RIDOT TMC - RM 126

SUBJECT:

7203899 - On-Call Transportation Inspection Services

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