

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

REQUEST FOR LETTERS OF INTEREST/ TECHNICAL PROPOSALS

Letters of Interest / Technical Proposals (LOI/TECH) are hereby solicited by the State of Rhode Island's Department of Administration's Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire professional services for:

LOI/TECH B06385 5- YEAR Strategic Highway Safety Plan (SHSP)

DBE GOAL: 0%

RIDOT is seeking to acquire consultant services to draft a living document for the purpose of: 1) identifying highway hazards quantitatively, particularly those causing fatalities and personal injury; 2) adopting mitigating methods by which vehicular crashes, caused by the identified hazards, can be reduced; and 3) adopting a set of performance measures to determine whether the mitigating methods succeed in reducing the number and severity of vehicular crashes. Coordination and interaction with law enforcement officials, emergency medical services and the State's Office of Highway Safety will be required under this Contract.

RIDOT anticipates the award of one contract with a 5-YEAR contract term for preparation, monitoring and evaluation of the SHSP.

LOI/TECH submittals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program*, or "RIVIP" as it is known, @

<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 is a Request for Letters of Interest combined with Technical Proposals, not an Invitation for Bid. Evaluation will be on the basis of the merits of the proposal submitted. 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.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- All respondents **MUST** register online at the RIVIP's Internet website @ <http://www.purchasing.ri.gov>.
- A fully completed signed *RIVIP Bidder Certification Cover Sheet* – All three pages **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three-page document may **RESULT IN DISQUALIFICATION**.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 222-2142, ext. 134 for RIVIP HELP DESK technical assistance.
Office Hours: 8:30 AM – 4:00 PM.

- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than ninety (90) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Respondents must possess a working familiarity with the guidelines outlined in the AASHTO Strategic Highway Safety Plan which is currently available on-line at www.transportation.org.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Persons or firms practicing engineering services in the State of Rhode Island must possess a proper registration and/ or Certificate of Authorization in accordance with Rhode Island General Laws. A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM *and* current Rhode Island registrations(s), FOR THE INDIVIDUAL(S) who would perform the specified scope of services required MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.

Any Respondent who does **NOT** have a current Certificate of Authorization for the firm and **any or all** of the applicable Rhode Island registration(s) **MUST** acknowledge non-compliance with this requirement and confirm *in writing* that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization **prior to award**. The letter of acknowledgement MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.

The State Board for Design Professionals can be contacted as follows:

Board for Design Professionals
One Capitol Hill
3rd Floor
Providence, RI 02908
Telephone: (401) 222-2565
Fax: (401) 222-5744
Website: www.bdp.state.ri.us

- 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/TECH LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL. FAILURE TO DO SO MAY RESULT IN AUTOMATIC DISQUALIFICATION.
- All information requested below must be organized in the exact order in which the following RFP requirements are presented with page numbers in consecutive order. LETTER OF INTEREST/ TECHNICAL PROPOSAL packages should contain a Table of Contents that cross-references each RFP requirement with specific page cited.

INSTRUCTIONS FOR PROPOSALS:

Upon review of the Scope of Work (SOW), LOI/TECH submissions must include at a minimum the following information for RIDOT review and subsequent final selection recommendation:

- **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:** Respondents are to include a complete description of the firm and other relevant information documenting organizational structure and engineering expertise.
- **Project Approach:** Respondents must provide a detailed technical synopsis of their proposed services as outlined in the SOW provided herein.
- **Staff Qualifications:** Respondents are to include:
 - 1) a listing of experienced personnel currently on staff,
 - 2) resumes of proposed key personnel to be assigned to this project, and
 - 3) the approximate percentage of each employee's time to be expended on this project.

Standard Federal Form 330 (effective 6/8/04) must be completed by the Prime Consultant and included in LOI/TECH. Access to this current form may be obtained through the following website: www.gsa.gov

The **RIDOT Traffic Management Division** must be informed of any changes in personnel *at any time* during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate this agreement.

- **Firm Experience:** Respondents are to include a listing of the firm's projects similar in concept to the projects being proposed.
- **Existing Workload:** Respondents should include a current listing of all projects contracted to perform.
- **Sub-Consultant(s):** The Respondent must disclose the identity and work arrangements established between the Prime and proposed Sub-Consultant firm(s) to be assigned this project. Full disclosure of the proposed design team to be assigned this project requires:
 - 1) a listing of experienced personnel currently on staff,
 - 2) resumes of proposed key personnel to be assigned to this project, and
 - 3) the approximate percentage of each employee's time to be expended on this project.
- **Although not required for this project, Disadvantaged Business Enterprise (DBE) participation is encouraged on all RIDOT projects.** Disclosure of DBE firm(s) proposed MUST be documented in response to this LOI/TECH. Include copy(s) of current Rhode Island State certification(s). A list of current Rhode Island State certified DBE firms may be obtained through the RIDOT website @ www.dot.state.ri.us. Any questions should be directed to:

Office of Business and Community Resources
Room 106, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

- **Proposal Format:** Individual proposal submissions must be bound or contained in a single volume. All documentation submitted with the proposal should be contained in that single volume. Technical Proposals must be organized in the exact order in which the RFP requirements are presented with page numbers in consecutive order. The proposal should contain a Table of Contents that cross-references each RFP requirement with specific page in the Technical Proposal.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDOT with sufficient information to evaluate the firm's qualifications.

PRE-PROPOSAL MEETING

A Pre-Proposal Meeting will be held on Thursday, June 1, 2006 at the RI Department of Transportation, Two Capitol Hill, Room 126, Providence, RI 02903 @ 9:00 AM.

At this time any technical questions relative to the SOW 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.

PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS

A summary of the 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.

Any pertinent questions subsequent to this solicitation may be posted at RIDOT's "Bidding Opportunities" web page accessible at: <http://www.dot.state.ri.us/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.

Questions regarding B0XXXX- 5-YEAR Strategic Highway Safety Plan (SHSP) will not be accepted on the RIDOT website after Midnight on June 15, 2006.

LOI/TECH Technical Proposals ("original" plus five (5) hard copies and two (2) CD ROMS) are to be submitted; labeled CD ROMS (2) should be included in a separate envelope and submitted along with proposal package. RIDOT recommends that the electronic version of said Proposal be submitted in **Adobe PDF format**.

Requested documentation is to be either mailed or hand-delivered in a sealed envelope marked:

LOI/TECH B06385 - 5-YEAR Strategic Highway Safety Plan (SHSP) by Wednesday, June 21, 2006 no later than 2:30PM.

By Courier Or Mail:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. SEE GENERAL NOTIFICATIONS.

EVALUATION AND SELECTION:

Detailed LOI/TECH submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Review Committee will be convened comprised of members of the RIDOT Division responsible for the project under consideration. A written evaluation and ranking of each proposal will be prepared by this Committee incorporating factors based on the following:

SELECTION CRITERIA:

- | | |
|--|---------------------------|
| 1. PROJECT APPROACH | 0-35 POINTS |
| 2. FIRMS' EXPERIENCE relevant to the services requested | 0-30 POINTS |
| 3. STAFF QUALIFICATIONS including professional resumes and related services experience of proposed staff assigned to project – both Prime and any proposed Sub-Consultants | 0-20 POINTS |
| 4. EXISTING WORKLOAD include current listing of projects contracted to perform; evaluation will take into consideration past performance in terms of quality of work and timeliness of accomplishment | <u>0-15 POINTS</u> |
| MAXIMUM SCORE | 100 POINTS |

Evaluation will also consider commitment to Affirmative Action and DBE participation. Upon completion of the written evaluation of all LOI/TECH submissions, the Technical Review Committee may, at its discretion, contact the top-ranked candidate firm(s) to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

The Technical Review Committee's final selection recommendation will then submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final RIDOT selection recommendation will be presented to the State's Architectural / Engineering Consultant Services Selection Committee for consideration. Upon final selection approval from the Director of Administration, all respondents will be notified that a final selection has been made.

NEGOTIATION / AUDIT STATUS

The selected Consultant will be directed to submit a formal financial proposal to the RIDOT, and negotiations will be completed on a cost plus fixed fee basis. The selected Consultant and/or Sub-consultant(s) may be required to undergo a pre-negotiation audit conducted by the RIDOT Audit Division. Pre-negotiation audits may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal agency or an audit performed by another local governmental agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by RIDOT Audit Division prior to contract award.

CONTRACT AWARD

Contractual arrangements will be established on a cost plus fixed fee basis. The successful Respondent must be prepared to provide necessary data to support all costs associated with project expenditures.

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.

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

The State may, at its sole option, elect to require presentation(s) by Respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

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

Scope of Work

5-YEAR RI Department of Transportation Strategic Highway Safety Plan

Project Background and Concept:

With the enactment of the latest Transportation funding bill (SAFETEA-LU), the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) have required all States to prepare a Strategic Highway Safety Plan (SHSP). Through a comprehensive process, each State is required to draft a living document for the purpose of: 1) identifying highway hazards quantitatively, particularly those causing fatalities and personal injury; 2) adopting mitigating methods by which vehicular crashes, caused by the identified hazards, can be reduced; and 3) adopting a set of performance measures to determine whether the mitigating methods succeed in reducing the number and severity of vehicular crashes.

The Rhode Island Department of Transportation (RIDOT) had, until this point, used crash records to identify particular locations having more than a certain threshold number of vehicular crashes. These locations (generally intersections) were considered to be hazardous and were targeted for safety enhancements through engineering solutions funded under the Federal-aid Hazard Elimination Program. Now, under SAFETEA-LU, such programs must be conducted in a more comprehensive way, by employing the "Four E's" known as Engineering, Enforcement, Education, and Emergency Medical Services and by involving a broad range of stakeholders.

RIDOT is seeking to solicit proposals from multi-disciplined firms experienced in creating a systems approach to creating and monitoring a safety plan to effectively reduce the motor vehicle mortality rate in Rhode Island.

Contract Term:

RIDOT anticipates the award of one contract for duration of five (5) years. It is proposed that YEAR 1 will be used in preparation of the SHSP. YEARS 2 and 3 (in part) will be used in preparation of a program of projects designed to reduce the number and severity of vehicular crashes in the selected Emphasis Areas (as defined in the AASHTO SHSP), and YEARS 3 (in part), 4 and 5 will be used to begin the evaluation process to determine whether the program is successful.

Project Requirements:

TASK 1 - Bring Together the Critical Stakeholders

RIDOT will have begun this process by identifying a central core of stakeholders and conducting one or more introductory workshops. The selected Consultant (CONSULTANT) must be familiar with SAFETEA-LU requirements, and other guidance documents from participating Federal and State agencies. Specifically, the Self-Assessment Tool developed by AASHTO will be used to evaluate the State's current safety efforts. This document is available at www.safety.transportation.org. The tool is structured by a set of questions that help frame the discussion with stakeholders involved in developing the SHSP. The

CONSULTANT shall interview and complete the Self-Assessment Tool with each identified stakeholder prior to the first workshop. Any additional stakeholders identified during the Self-Assessment process but not contacted are to be invited to the workshop. The CONSULTANT will prepare a report summarizing the results of the self-assessments. The CONSULTANT will then be responsible for contacting all designated stakeholders and arranging for their participation in the workshop.

RIDOT will assemble crash data from its Electronic Accident Reporting System (EARS) for the 22 Emphasis Areas prescribed in the AASHTO SHSP. The data, where available and covering the latest three complete years of crash records, will be compiled and sent to the stakeholders for a preliminary evaluation.

The CONSULTANT will assist RIDOT in organizing the workshop. The purpose of the workshop will be: to present an overview of the SHSP process to be followed by RIDOT to comply with SAFETEA-LU requirements; to discuss the AASHTO SHSP Emphasis Areas; to evaluate Emphasis Areas with respect to the available data; to discuss the comprehensive process by which the “Four E’s” will guide the preparation of the Rhode Island SHSP; to share experiences of a selected number of states who have successfully drafted an SHSP; and to develop a long term vision and strategies to establish objectives for the state and move toward defining a strategic goal. With this task, the CONSULTANT’s responsibility includes:

- Prepare an agenda for a one day workshop
- Discuss the results of the Self-Assessments
- Provide overview of lessons learned from other states with completed SHSPs
- Become familiar with available crash data
- Facilitate stakeholder discussions
- Prepare a summary of the meeting proceedings

The CONSULTANT will document work done during this task in Technical Memorandum Number 1 (TM-1). The CONSULTANT will provide one electronic copy of TM-1 in PDF format for review and comment by RIDOT. If comments are offered, the CONSULTANT will revise and submit a final copy of TM-1 in PDF format and in hard copy.

Deliverables under TASK 1 include: Completed Self-Assessment forms for each stakeholder identified; The Task 1 Workshop; Draft TM-1; and Final TM-1.

TASK 2 - Identification of the Emphasis Areas

The CONSULTANT will review RIDOT’s crash data and similar records that may be in the possession of other stakeholders. The CONSULTANT will, as a result of the data review, prioritize the Emphasis Areas, from the most to the least critical. The CONSULTANT will document severity (fatal, injury, and number of crashes) in terms of safety priorities and costs for all of the Emphasis Areas. The CONSULTANT will document this work through preparation of Technical Memorandum Number 2 (TM-2). TM-2 will describe the crash data analysis and will also include a preliminary ranking of the Emphasis Areas based on crash severity and cost. TM-2 will be submitted to RIDOT and to the stakeholders, in hard copy, for review.

The CONSULTANT will assist RIDOT in organizing two meetings of the stakeholders to review work done in Task 2. At these meetings, the ranking of the Emphasis Areas will be discussed and those selected for inclusion in the SHSP will be formally adopted. Under this task, the CONSULTANT’s responsibilities include:

- Develop an agenda for each meeting
- Present study information and relevant findings
- Facilitate the meeting discussion

The CONSULTANT will document the results of this task in Technical Memorandum 3 (TM-3). The CONSULTANT will provide one electronic copy of TM-3 in PDF format for review and comment by RIDOT. If comments are offered, the CONSULTANT will revise and resubmit a final copy of TM-3 in PDF format and in hard copy.

Deliverables under TASK 2 include: TM-2, the stakeholders meeting, Draft TM-3, and Final TM-3.

TASK 3 - Create Task Teams and Develop Critical Strategies

By this point, the stakeholders have been assembled and the Emphasis Areas have been identified. The CONSULTANT will assist RIDOT in identifying Task Team Leaders and forming the Task Teams. Task Teams will be assigned one or more Emphasis Areas for study. Task Teams shall be multi-disciplined to ensure each stakeholder has input into the strategies developed to meet the reduction goals in each Emphasis Area.

The CONSULTANT will research previously documented strategies that have been developed to reduce the number and severity of crashes in each Emphasis Area. These strategies, which should be available from work done by AASHTO Lead States and other states where a SHSP has been completed, must be comprehensive in terms of the “Four E’s” approach. The CONSULTANT will provide these strategies to each Task Team.

The CONSULTANT will assist RIDOT in setting up a two-day workshop. The purpose of the workshop will be for the Task Teams to meet for development, evaluation and selection of critical strategies for each Emphasis Area. With this task, the CONSULTANT’s responsibilities include:

- Developing the workshop agenda
- Directing the Task Teams into break out groups
- Provide a facilitator/record keeper for each Task Team
- Facilitate workshop summary presentations of selected strategies

The CONSULTANT will document the results of this task in Technical Memorandum 4 (TM-4). The CONSULTANT will provide one electronic copy of TM-4 in PDF format for review and comment by RIDOT. If comments are offered, the CONSULTANT will revise and resubmit a final copy of TM4 in PDF format and in hard copy.

Deliverables under TASK 3 include: Previously documented strategies, Task 3 workshop including facilitators, Draft TM-4, and Final TM-4.

TASK 4 - Preparation of the SHSP

The CONSULTANT will prioritize the Emphasis Areas (identified in TM-3), and the Critical Strategies (identified in TM-4) under each Emphasis Area. Prioritization will be according to the potential of each Emphasis Area (and Critical Strategies therein) to reduce the number and incidence of fatal and injury crashes on the State and local highway network in the State of Rhode Island. To do this the CONSULTANT shall:

- Estimate the reduction of fatal crashes, injury crashes, and non-injury crashes that could be expected for each Emphasis Area/Critical Strategy
- Estimate the implementation cost of each Emphasis Area/Critical Strategy
- Assess the feasibility of each Emphasis Area/Critical Strategy
- Meet with Task Leaders/stakeholders to review crash reduction estimates, injury reduction estimates, implementation costs and feasibility assessments for each Emphasis Area/Critical Strategy

- Compare implementation costs against estimated implementation benefits (based on crash reduction), for each Emphasis Area/Critical Strategy

The CONSULTANT will now have a prioritized list of Emphasis Areas and Critical Strategies. Using this data the CONSULTANT will prepare the Draft SHSP. The Draft SHSP will include:

- A Strategic Safety Goal for Rhode Island
- The data driven screening process that produced the Emphasis Areas and related Critical Strategies selected to be included in the SHSP
- The process to prioritize the Emphasis Areas of the SHSP
- The process to prioritize the Critical Strategies under each Emphasis Area of the SHSP
- An evaluation plan for measuring the effectiveness of each Critical Strategy after implementation based on before and after studies.

The Draft of the entire SHSP will be submitted to RIDOT electronically in PDF format for review. In addition, each of the Task Leaders/Stakeholders will be provided with a hard copy of the Draft SHSP, Emphasis Areas/Critical Strategies that fell under their authorship for review.

The CONSULTANT will follow up with RIDOT and the individual Task Leaders to obtain comments on the Draft SHSP. The CONSULTANT will then revise the Draft version and prepare the final SHSP that will be submitted electronically in PDF format, and in ten photo ready copies.

Deliverables under TASK 4 include: Data evaluation, reports and meeting agenda for Task Groups. The Draft and Final SHSP.

TASK 5 - Identification of Mainstream and Stand Alone Projects

Upon completion of the SHSP, the CONSULTANT will review Rhode Island's Transportation Improvement Program (TIP) in an attempt to identify projects where Critical Strategies may easily be mainstreamed. Where Critical Strategies cannot be implemented through mainstreaming, the CONSULTANT will assist RIDOT in developing stand-alone projects for implementing those strategies. In this case, the CONSULTANT would be required to prepare scopes of work (under supplemental agreement), for consultant or procurement solicitation. The level of available Safety Funding will determine the number of mainstreamed and/or stand-alone projects.

Deliverables under TASK 5 include: List of projects where Critical Strategies can be mainstreamed into the TIP.

TASK 6 - Annual Reporting

The SHSP will be a living document and will be evaluated and changed continually. The effectiveness of the SHSP will be documented using "before and after" studies. The Plan will be adapted or changed as periodic evaluations indicate Emphasis Areas have been effectively addressed, or that applied Critical Strategies have been less effective than anticipated.

Deliverables under TASK 6 include: The CONSULTANT will prepare and submit five (5) copies of an annual report of completed work and associated results.

RELEVANT PROJECT GUIDANCE

The following documents, as applicable, are to be utilized in the development of the Strategic Highway Safety Plan:

1. AASHTO Strategic Highway Safety Plan, 2005; available at www.transportation.org.
2. Integrated Safety Management Plan (NCHRP Report 501); available at www.transportation.org.
3. Guidance for Implementation of the AASHTO Strategic Highway Safety Plan (NCHRP Report 500 series); available at www.transportation.org.
4. Strategic Highway Safety Plan Self Assessment Tool; available at www.transportation.org.
5. Strategic Highway Safety Plan: A Champion's Guide To Saving Lives, October 14, 2005; Prepared by FHWA.
6. A Policy on Geometric Design of Highways and Streets, 2001, 4th Ed.
7. Highway Capacity Manual, 2000.
8. Manual On uniform Traffic Control Devices, 2003.
9. Rhode Island Standard Specifications for Road and Bridge Construction 2004 and all latest revisions.
10. Rhode Island Standard Details, 1998, with the latest revisions.
11. Design Policy Memos, with latest revisions, and "To All Consultants" letters.
12. AASHTO Standard Specifications for Highway Bridges, 2002, including latest interim specifications.
13. AASHTO Roadside Design Guide, 2002, 3rd Ed.