



**Solicitation Information  
August 6, 2020**

**RFP#7607801**

**TITLE: NEWPORT TRANSPORTATION MASTER PLAN**

**Submission Deadline: September 09, 2020 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

**BID SURETY BOND REQUIRED: NO**

**PAYMENT AND PERFORMANCE BOND REQUIRED: NO**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than **August 18, 2020 by 5:00 PM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**Gary P. Mosca, Chief Buyer**

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.ridop.ri.gov](http://www.ridop.ri.gov)
- Proposals received without a completed RIVIPBidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

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## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration/Division of Statewide Planning (“Division of Statewide Planning”), is soliciting qualifications from firms to provide technical planning services involving the creation of a Transportation Master Plan (the “Plan”) for the City of Newport (the “City”), Rhode Island (the “State”) in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.ridop.ri.gov](http://www.ridop.ri.gov).

The initial contract period will begin approximately **November 1, 2020 for two years. Contracts may be renewed for up to one additional 6-month period** based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Subsequent to the selection of a vendor, the terms of the engagement, including cost, shall be negotiated between City and State staff and the selected vendor.

### **Instructions and Notifications to Offerors**

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

consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

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

8. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
9. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222 -3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov) .

10. In accordance with R. I. Gen. Laws § 7 -1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
11. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

12. This proposed project contract has been assigned a 10 % Disadvantaged Business Enterprise Goal. In order to comply with this requirement, a detailed disclosure of RI certified firm(s) and proposed task assignment(s) to be performed must be included in the proposal submission along with a copy of current state certification letter. DBE certification must be approved at the time of technical proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed 10 % of the TOTAL contracted costs. Be advised that this requirement will apply for the lifetime of the contract; Prime consultants will be responsible to submit a monthly DBE Utilization Report documenting aggregated total contract costs and total DBE participation to date via PRISM Compliance Software as well as a copy included with the pertinent monthly report and invoicing package to Statewide Planning.
13. Title VI – The Rhode Island Department of Administration, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation –

Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for an award.

## **SECTION 2. BACKGROUND**

The City of Newport, founded in 1639 through a purchase from the Narragansett Tribe, is New England's "City by the Sea," the oceanside playground at the mouth of Narragansett Bay. In addition to its unparalleled stock of colonial buildings, Newport features prominent Gilded Age summer "cottages," America's oldest synagogue, tavern, and community library, New England's largest bridge, the International Tennis and National Sailing Halls of Fame, prominent golf and polo events, internationally-recognized jazz and folk festivals, and prominent US Naval operations and education and healthcare centers. Newport's John Clarke secured Rhode Island's Royal Charter in 1663, establishing several governmental firsts, including freedom of religion. In the latter half of the twentieth century, Newport became a major summertime tourist destination, now experiencing more than 3.5 million visitors per year. The City of Newport is overseen by an elected part-time Council, who guide decisions for the community. City officials work closely with all peoples, including businesses and community organizations with diverse interests, to ensure that Newport is a vibrant, forward-looking, and welcoming community built upon a strong sense of place and cultural heritage. Newport is a cultural destination in a layered historic city enhanced and stressed by summer tourism, with attractions throughout the year. Additional populations include defense, higher education, healthcare, and residents. Despite its small size, Newport features urban, suburban, and rural areas. Its issues are reflective of cities much larger than its population and area.

The State of Rhode Island and Providence Plantations ("Rhode Island" or "The State"), is the smallest state in the United States. Centered around Narragansett Bay, its status confirmed through Royal Charter by the King of England in 1663, Rhode Island has long had an outsize impact. Early religious freedom and maritime trade made Rhode Island an economic powerhouse in the colonies prior to the Revolutionary War. Subsequently, Rhode Island was an early innovator in the industrial revolution. Following the loss of manufacturing in the twentieth century, Rhode Island has reimagined itself as an innovation and cultural center and tourism destination. The State understands the prominence of Newport in its cultural identity and economic activity. This is particularly affected by Newport's unique traffic patterns.

The City is pursuing the creation of a Transportation Master Plan ("the Plan") with support from the State Department of Administration Division of Statewide Planning. With direction from city leadership, the Plan will establish a vision for transportation infrastructure and services based on an objective assessment of existing conditions and a projection of future demand. The City will use the process to establish short- and long-term improvements to its transportation planning, policies, management, capital improvements, and maintenance activities. This will be supported by regional transportation improvements to support Newport. The Plan will support the City's Comprehensive Plan (and be incorporated into the Comprehensive Plan through reference), as well as other City goals for preservation, green and complete streets (including sufficient pedestrian accommodation on every right-of-way), sustainability, resiliency, equity, and community and economic development. The project area encompasses the entirety of Newport (11 square miles, 7 land, 4 water) population ~25,000) as well as critical transportation nodes approaching Newport (e.g. West and East Main Roads, TF Green Airport, Wickford Junction, Kingston Station, North

Kingstown, Providence Station, Route 1A Park and Ride, Tiverton Park and Ride, Rhode Island Turnpike and Bridge Authority, Kennedy Plaza, Fall River Bus Terminal, and Providence and Fall River ferry terminals). Data for transportation nodes outside of Newport will be provided from existing and ongoing studies of the Division of Statewide Planning, RIDOT, and RIPTA.

Creating an equitable transportation system access within Rhode Island's urban core and tourism destinations is a goal that many in local and state government share, and experience has shown that a collaborative and coordinated effort is the surest way to achieve it. The City recently partnered with the Rhode Island Department of Transportation to transform Broadway, one of Newport's main thoroughfares, into a green and complete street. The City is also partnering with the Rhode Island Department of Transportation to redevelop the North End through the removal of an expressway and the creation of a compact street grid. The Division of Statewide Planning has been involved in both these efforts. This Transportation Master Plan will build upon these collaborative experiences as the Division of Statewide Planning supports the City in creating its first-ever Transportation Master Plan.

Relevant planning efforts include Newport's 2000 Circulation Study, the Aquidneck Island Planning Commission's 2005 West Side Master Plan, the 2011 Aquidneck Island Transportation Study, and Newport's Open Space Partnership 2017 Tree and Open Space Plan, the State's 2016 State Freight and Goods Movement Plan, Newport's 2017 Comprehensive Plan, Newport's North End Urban Plan and the soon to be completed State Long-Range Transportation Plan.

Prior to issuing this RFP, the City of Newport Planning Board led a community engagement exercise, tabling at the annual Broadway street fair (15,000 visitors), hosting an online survey (over 500 respondents), and hosting a public forum (over 50 attendees). During the outreach period, over 100 participants signed up to assist with public engagement as ambassadors for the development of the city's Transportation Master Plan. These ambassadors should be utilized in the development of the Plan. A report of this community engagement exercise is available at <http://www.cityofnewport.com/keepnewportmoving>. These efforts identified the desire to reduce traffic congestion and improve the quality of streets, pedestrian walkways and safety, and parking as priorities. Due to the City's irregular pattern of small colonial streets (an integral part of its identity) traffic is not easily accommodated. This Plan will not investigate substantial alteration to the right-of-way network but may identify small acquisitions to ease bottlenecks. Newport's extreme transportation needs must be met largely through the use of transportation other than private automobiles. Additional investigations should be made to explore the reduction of trip generation during peak times, especially peak-hour toll increases on the Newport Pell Bridge.

The City acknowledges that, in an environment of dense development and narrow rights-of-way, implementing new transportation infrastructure will create certain practical and fiscal impacts, both for state and local government and residents. A strategic implementation plan is essential for the State and City to minimize these impacts and maximize the value of the investments. It is important that identified improvements are eligible for external funding, to the greatest extent practicable.

The City has undertaken small improvement projects that have removed parking. The City does, however, have experience with one-way conversions, such as Broadway south of Marlborough Street. A temporary closing of a block Courthouse Street last summer was doomed by a lack of comprehensive transportation planning. The ability of the Transportation Master Plan to be enshrined as law in local ordinance is dependent on strong community buy-in of the plan. To this end, the selected consultant team must dedicate substantial time working with the community to fully understand the feasibility of proposed roadway modifications and educate the community

about the benefits of modifications proposed by the plan. This outreach effort will be coordinated by the City's Planning Department

Additionally, many of Newport's thoroughfares are State-owned and maintained. None of the aforementioned transportation facilities outside of Newport are owned by the City. The Plan must be successfully coordinated with the Rhode Island Department of Transportation, Division of Statewide Planning, and other entities to ensure successful implementation.

## **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

### **INTENT**

The purpose of this project is to create a plan for a network of safe, multi-modal, and accessible transportation facilities in and to Newport, as well as guidance for implementing said plan. The planned facilities are expected to contribute to economic activity in the city without severely impacting neighboring communities, improve connectivity, public health and quality of life, reduce congestion, build resiliency to climate change, and increase the safety for all, particularly those foregoing driving for other modes of transportation. The Plan should advance mobility for all transportation users. The City and State anticipate this Transportation Master Plan will advance these goals and included the following plan elements and information as follows:

- Improving transportation, recognizing all users
- Identifying one-way and two-way traffic conversions and road diets, as well as the potential to close certain streets to motor vehicle traffic at certain times
- Proposing truck routes and loading areas and times in Newport
- Solving gaps and barriers, both perceived and actual, in the existing active transportation (e.g. pedestrian and bicycle) and transit network.
- Identify improvements in all aspects of the transportation system to support pedestrians and cyclists
- Match parking demand and supply for all type of vehicles
- Encouraging the use of walking and biking as viable modes of transportation.
- Incorporating design guidance into standards that can be applied to a typology of different streets and provide for a sustainable community
- Geo-locating and streamlining signage and transportation barriers/hazards
- Developing a metric and methodology (with feedback from the community) for prioritizing projects to implement the Plan, including identifying the needs of economy, culture, disadvantaged communities, family-friendly routes, and a tiered network that serves users of all experience levels.
- Identifying funding opportunities for Plan implementation
- An understanding of cultural sensitivity as articulated in the Newport Comprehensive Plan, North End Urban Plan, and Green and Complete Streets ordinance.

### **SERVICES NEEDED – SPECIFIC ACTIVITIES AND TASKS**

#### **Existing Conditions Analysis**

The selected consultant will work with the City and partner agencies, both local and regional, to develop an assessment of existing conditions, based on referenced, identified and organized available data, as well as the development of any additional data needed. The existing conditions assessment should consider not only the study area within city limits, but also regional connections to major destinations and transportation hubs. This assessment shall be conducted through the City's priorities of historic preservation (structures, streetscapes, and views), resiliency, sustainability (environmental, social, and economic), and equity.

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

- Transportation-generated pollution
- Travel modes and availability (auto, transit, active [i.e. bicycle and pedestrian], school transport, water-borne, on-demand, etc.)
- Travel/commuter habits (origin/destination; travel choice & factors)
- Identification of major traffic demand generators
- Emergency response time
- Circulation (high & low seasons)
- Regional connections
- Streets and ways topography, design, capacity & utilization, ownership, conditions & maintenance
  - Popular scenic routes and those used for parades, races, and other events
- Parking supply and demand and related ITS strategies
- Freight (focused on through-freight & last mile deliveries)
- Safety (including location and severity of crashes) & Accessibility
- Administration & enforcement
- Use of technology (signalization, enforcement, revenue collection, data collection, and parking demand)
- Resiliency
- Existing State and City plans & policies

### **Public Engagement Services**

Creation of Stakeholder Engagement and Public Involvement Plan and collaboration with City staff to identify key groups to include:

- Design of exercises to engage stakeholders at public meetings
- Representative attendance at public outreach/stakeholder events
- Staff should have a bilingual community engagement specialist for this project
- Subsequent engagement plan for concerned stakeholders such as the existing pool of “Transportation Master Plan Ambassadors” who have signed up with the City of Newport to volunteer to spread the news about the Master Plan and help gather community input and assist with community meetings. (please see [https://www.cityofnewport.com/city-hall/city-initiatives-\(1\)/keepnewportmoving#ambassador](https://www.cityofnewport.com/city-hall/city-initiatives-(1)/keepnewportmoving#ambassador) for more information)
- Incorporation of public comments and concerns into decision-making processes
- The contractor will also need to provide a public facing project specific website for the Newport Transportation Master Plan. This website will be the repository for draft materials for the Plan that the public can comment on as well a place for the public to provide general comments. The website should provide details of the contractor’s workforce as well as Newport planners who will be contacts for the project. The website and related technologies must also provide for a way to survey citizens in an interactive way throughout the life of this project.
- This project website, or the contractor through another available platform (e.g. Zoom, Microsoft Teams, GoToMeetings, etc..), must also provide a way to host virtual/online public meetings in the event that COVID 19 social distancing mandates from the Rhode Island Department of Health preclude large public gatherings at any time during this two (2) year Transportation Master Plan project. Contractor must also provide for virtual meetings with the staff of the Division of Statewide Planning and the City of Newport when needed.

### **Deliverables**

- No less than four (4) public workshops
- At least 20 stakeholder interviews
- Minimum bi-weekly phone calls or virtual conference calls with Division of Statewide Planning and Newport staff

- A Project specific website
- A way to host virtual meetings and workshops in the event that COVID 19 social distancing mandates preclude large public meetings
- No less than 10% of total project costs should be devoted to Public Engagement

## Technical Services

- Analysis of the study area's existing transportation elements in line with international best practices
- Identifying parking, tolling, transit, signage, emergency response time, construction, management, and maintenance strategies to achieve the Plan's goals that are high quality and cost-effective
- Develop a Level of Traffic Stress (LTS) index for the roadway network based on seasonal peaks and define a range of acceptable multimodal accommodations to be applied to the various LTS tiers
- Utilize the State traffic demand model (<http://www.planning.ri.gov/planning-areas/transportation/travel-demand-model.php>) and the Aquidneck Island model (<http://newportdataport.org/>) in developing and analyzing interventions to achieve the goals of the Plan
- Enhancements and/or treatments for specific roadways
- Establishment of criteria for the implementation of different facilities
- Creation and application of a project prioritization matrix. Matrix shall be designed to be dynamic, and produced using commonly held or easily-acquired and trusted software (e.g. Microsoft Excel, ArcGIS, etc.), the intent of which is to provide the City with a tool that can be continuously updated as conditions change.
- Implementation plan for high-leverage projects based on the City's and State's projected and enhanced capital budgets, existing capital improvement plans, and other available resources
- Assessment of various funding strategies for implementing the recommendations
- **Estimate of probable design and construction costs based on Rhode Island Department of Transportation (RIDOT) construction cost estimates and/or other sources, as appropriate. \*Note – This Service is an Add Alternative**
  - In order to keep costs down, and to assist the chosen contractor, the City of Newport and the Division of Statewide Planning can provide the following data for mapping and existing conditions analysis:
    - Parks and Open Space base map
    - Building Footprints base map
    - AADT
    - Functional Classification
    - On-Street Parking
    - Pavement Quality
    - Repaving Schedule
    - Trails, Bike Paths, and Bike Facilities
    - Transit Routes and Transit Stops
    - Pavement width
    - Historic pavement materials
    - Intersection controls, including signals, stop and yield
    - Zoning Boundaries
    - Parcel Boundaries
    - National Register of Historic Places properties

- Regional attractors
- Water bodies and access points to the water
- Universities and Institutions
- K – 12 schools: City, private, and charter
- Senior housing and day facilities
- Railroad
- Neighborhood names and boundaries
- Existing and Future land uses
- City-owned parcels
- Planning documents (North End Urban Plan, Tree and Open Space Plan, Comprehensive Plan, Hazard Mitigation Plan)
- Topographic Contours

### **Deliverables**

- One (1) Stakeholder Engagement Plan, prepared as a memorandum and distributed as a PDF file, and associated presentation materials, e.g. public meeting notice, presentation visual aids, public participation exercise aids, project website, etc.
- Representative attendance at publicly accessible meetings (quantity to be determined by Stakeholder Engagement Plan but should be no less than four (4) meetings) and corresponding quantity of memoranda documenting the minutes of each meeting.
- One (1) Master Plan Project Prioritization Matrix file, e.g. Microsoft Excel spreadsheet (.xlsx)
- One (1) Geodatabase, e.g. ArcGIS shapefile for all Master Plan maps (.shp)
- One (1) Final Report in (editable original digital format, twenty hard copies and PDF file) including all concept plans, figures, cost estimates, meeting minutes, implementation plan that prescribes regular review by an appropriate body, and other supporting documents developed during the project as appendices

### **Anticipated Schedule**

Months 1-2

- Review existing plans/studies/guides/data
- Prepare stakeholder engagement plan

Months 3-6

- Develop additional data
- Meet with stakeholder groups to determine perceived needs
- Develop detailed base map

Months 7-8

- Work with City and State staff to develop recommendations
- Develop future conditions map

Months 9-10

- Review recommendations with stakeholder groups

Months 11-13

- Refine recommendations and future conditions map according to stakeholder feedback
- Create draft prioritization matrix
- Prioritize improvements
- Create lifecycle cost estimates for improvements

Months 14-15

- Assess funding and other resource opportunities
- Create draft implementation sequence
- Draft final report

Months 16-17

- Finalize cost estimates
- Finalize implementation sequence
- Revise final report based on staff feedback

Months 18-21

- Revise final report and complete dependent on stakeholder feedback

## SECTION 4: PROPOSAL

### A. Technical Response

Narrative and format: The response should address specifically each of the following elements:

- 1. Staff Qualifications** – Provide staff resumes/CV and describe ability, qualifications, experience (success and challenges identified as such) and approach of key staff (junior as well as senior) who will be involved in this project, including their experience in the fields of street design, traffic and parking management, transit planning, stormwater management, bicycle and pedestrian transportation network planning and design, freight logistics, and roadway construction, maintenance, and operations management, budgeting, and grant writing. Newport's is a diverse population; the selected vendor should be reflective of the city's diversity and shall have a team member or have access to a translator fluent in Spanish. Members of the consultant team must have demonstrated experience and interest in working in urban environments dominated by pedestrians. Describe the respondent's general experience as well as its experience and qualifications with projects of a similar size, scope and use specific to the project elements described in this RFP's scope of work.
- 2. Capability and Capacity of the Offeror and Subcontractors** - Please provide a detailed description of the offeror and subcontractor(s)'s (if any) structure and major projects in the next two years. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. References will be checked (inquiries will be focused on performance of individual vendor staff) as part of the review process.
- 3. Work Plan** – Please describe in detail, the framework within which the requested planning services will be performed. The following elements shall be included:
  - Review of existing plans/studies/guides
  - Community Engagement and Public Participation Plan
  - Existing Conditions Analysis
  - Technical Services
  - Plan elements and information including one way and two-way traffic conversions and road diets, proposed truck routes and loading areas and loading times, parking demand and supply, street design guidance, signage standards and locations, and metrics and

methodology for prioritizing projects for implementation

#### **4 Project Approach -**

This section shall include the following information:

- Description of the consultant's understanding of the state's requirements, including the result(s) intended and desired. The approach and/or methodology to be employed for each element and a work plan for accomplishing the results proposed.
- A discussion and justification of the methods proposed and the technical issues that will or may be confronted at each stage of the project.
- The work plan description shall include a list of project deliverables, table of contents, and a detailed monthly proposed project schedule with milestones that will be employed to administer the project and the task assignments of staff members and level of effort for each linked to the cost proposal and project deliverables.

#### **B. ISBE Response**

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign, and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

### **SECTION 5: EVALUATION AND SELECTION**

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from both State agencies and the City of Newport. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	10 Points
Capability and Capacity of the Offeror and Subcontractor(s) (if any)	10 Points
Work Plan	15 Points
Approach Proposed	35 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
<b>Cost Proposal*</b>	<b>30 Points</b>
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example, if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

**General Evaluation:**

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

## SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at **doa.purquestions3@purchasing.ri.gov** no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFQ # 7607801** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.ridop.ri.gov](http://www.ridop.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*

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

3. Technical Proposals - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to twenty (20) pages.
  - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
  - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
  - c. Seven (7) printed paper copies
4. Cost Proposal – A separate, signed, and sealed cost proposal reflecting the lump sum and hourly rate breakdown proposed to complete all of the requirements of this project.

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

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
- a. Vendor’s name
  - b. RFP #
  - c. RFP Title
  - d. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt, or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted shall not be returned.

- B. Formatting of written documents and printed copies:
- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with at 1” margins on white 8.5”x 11” paper using a font of 12-point Calibri or 12-point Times New Roman.
  - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
  - c. The cost proposal shall be typed using the formatting provided on the provided template.
  - d. Paper copies are to be only bound with removable binder clips.

## **SECTION 8. PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFQ on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked

**“RFP# 7607801”**

to: RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases

by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## **SECTION 9. CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations, and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

### **B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign, and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



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

<b>MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN</b>					
Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Solicitation No.:					
Project Name:					
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. <b>Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.</b></p>					
Name of Subcontractor/Supplier:					
Type of RI Certification: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise					
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):	
Anticipated Date of Performance:					
I certify under penalty of perjury that the forgoing statements are true and correct.					
<b>Prime Contractor/Vendor Signature</b>			<b>Title</b>		<b>Date</b>
<b>Subcontractor/Supplier Signature</b>			<b>Title</b>		<b>Date</b>