



**REQUEST FOR PROPOSALS
RFP #: RFP-2344**

For: Ready, Set, Rhody Vulnerability Assessments

The Rhode Island Commerce Corporation (“Corporation”) seeks proposals from qualified firms to assist in the development of vulnerability assessments and high-level remediation plans for up to 12 historically small business districts (“Main Street districts”) in Rhode Island that have been most vulnerable to storm-caused flooding.

This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified proposers (“Proposers”). This request is an offer by the Corporation to underwrite, in accordance with the terms and conditions of this RFP, the services proposed by the successful firm(s), by contract.

Project Overview

This project, “Ready, Set, Rhody,” is a statewide, two-pronged effort to ensure the state’s most vulnerable Main Street districts are prepared for and able to mitigate threat that will be caused by future climate-related disasters.

Rhode Island’s infrastructure is old and underprepared for the levels of stormwater that pass through now—leaving businesses susceptible to business interruption outside their control. This project will help the state clearly understand where infrastructure weaknesses are located and provide high-level recommendations for remediation of those weaknesses to better plan for resilience. Outside the scope of this RFP, the project will also offer programming and implementation supports for small businesses to build both infrastructure and economic resilience.

This solicitation will allow the Corporation and the Rhode Island Division of Statewide Planning (“RIDSP”) to provide a targeted infrastructure vulnerability assessment for up to twelve Main Street districts identified for the Proposers by the Corporation in Exhibit A. Once complete, these infrastructure vulnerability assessments will provide high-level information to the municipalities, as well as groups supportive of the targeted Main Street districts (like chambers of commerce), on specific “hot spots” of vulnerability and ways to increase resilience for those areas.

This project supports both economic development planning as well as implementation and can help to build economic resilience against flooding—which has been increasingly experienced by businesses in Rhode Island due to storms experienced over the past four years with larger rainfall totals.

Background

The Corporation is Rhode Island's lead entity for economic development and is issuing this solicitation in collaboration with the RIDSP. This project is being funded in part by the Economic Development Administration's ("EDA") FY23 Disaster Supplemental Grant Program.

This project will work to improve the economic conditions of the business populations within the target areas by helping to identify ways to increase resilience to extreme weather events, power outages, as well as disaster preparedness, and address insurance issues and risk reduction. The overall goal of the project is to help small business owners located in "Main Street" type areas learn how they can mitigate risk from extreme weather events as well as provide information on the targeted infrastructure improvements that need to be made to structurally mitigate those risks as well.

Research released in 2023 by the First Street Foundation indicates that Rhode Island is among the states that would see the largest increase in annualized economic loss over the next three decades (rising 53%). Average annual cost of damage due to extreme winds, for example, is projected to rise from \$10.2B today to \$15.6B in 2053 (<https://report.firststreet.org/8th-National-Risk-Assessment-The-Precipitation-Problem.pdf>). Planning for infrastructure improvements and ensuring that our small businesses are prepared for the increased risks they will face will be critical to the economic stability of our region.

Rhode Island has two economic vulnerabilities that this project seeks to address: First, the topography of the state (flat, coastal, and full of rivers) means our businesses are prone to flooding. Second, most of our businesses are small or micro-enterprises. Ninety-two percent of RI businesses employ fewer than twenty people, representing 27% of the state's workforce. These businesses are especially susceptible to failure after a disaster: According to the Small Business Administration, ninety percent of small businesses fail within two years of being impacted by a disaster. The Ready Set Rhody project will help ensure resilience against climate events to avoid economic downturn in targeted Main Streets districts, support the retention of jobs by our Main Street businesses, and grow a supportive relationship between business owners and business districts, associations, and collaborations.

The state completed a [small business resiliency project](#) in 2019, which identified several business cluster areas that are vulnerable to extreme weather events and flooding; this resiliency project is updating that information and has provided to Proposers twelve business districts that are most susceptible to coastal and inland flooding for analysis and recommendation, as listed in Exhibit A.

For the purpose of this analysis, Main Street districts are characterized by dense small business/commercial development in proximity to residential development, schools, medical facilities, churches, and other community anchor institutions. The selected districts have also experienced either coastal or inland flooding in recent years.

Vulnerability assessments consider community assets and infrastructure, and the likelihood that they will be impacted during severe weather events, tidal flooding, or other threats. These include roads and bridges, water and sanitary sewer

facilities/distribution systems, or critical structures such as hospitals, police and fire stations, and schools.

This RPF seeks Proposers who will build off earlier work such as the small business resiliency project to develop vulnerability assessments and provide targeted structural mitigation recommendations for each Main Street district identified. It is not anticipated that Proposers will provide detailed vulnerability assessments but provide top line recommendations for district resilience improvement efforts.

Eligible Proposers

Eligible Proposers include businesses, institutions of higher education, and nonprofits that are registered with the Rhode Island Secretary of State. Eligible proposers that are not located in Rhode Island, but that are registered with the Rhode Island Secretary of State, are eligible to apply.

SCOPE OF WORK

The Proposers' Scope of Work should include sufficient detail to determine how each task shall be accomplished; it must include descriptions of the anticipated deliverables and a project timeline in Gantt chart format. It will describe how the Proposer intends to complete the project, including the allocation of resources to accomplish each task. The Scope of Work must be sufficiently detailed for the Corporation to determine the effectiveness of the proposal and should clearly describe how this work can be performed in a cost-efficient and timely manner. **Proposers must provide response for all three tasks to be considered responsive.**

The following is not intended to be a comprehensive checklist of topics to be included in the plan development; rather, it should form the basis and background to shape the components of the Proposer's Scope of Work. It is anticipated (and highly desired) for the Proposer to have other thoughts and ideas to include in the plan development.

The Proposer shall include the following items in their proposal:

- Project Purpose
- Project Goals and Objectives
- Organization Chart
- Project Participants (team members working on this project) and their Roles/Responsibilities
- Meetings
 - Proposed Project Management Plan, including Cadence of Team Meetings
- Overview of Proposer's Proposed Approach
- Strategies for Execution of Work
- Opportunities and Constraints
- Overall Project Schedule
 - Overview of Tasks and schedule of updates to the Corporation
 - Identification of Project milestones and interim deliverables
- Major Activities, Deliverables and Milestones
- Data Needs, Availability and Resources

Task 1: Project Initiation

The Proposer shall coordinate with Corporation staff to schedule and facilitate a kickoff meeting, led by the Proposer, to establish a work program for the Ready Set Rhody project, clarify roles, and to refine the project schedule and scope. The emphasis of this meeting will be on the Proposer's planned management, administrative, and technical approach. The kickoff meeting will provide the Proposer with a forum to introduce the project manager and project team members and solicit input from Corporation and RIDSP on the individual elements of the project approach.

The Proposer shall present their project approach to the scope of work and schedule, and propose a detailed flow of data and analysis between the Corporation and the Proposer, including responsibilities for data collection, mapping, and analysis.

Deliverables:

- Finalized work plan with timeline, benchmarks, and deliverables.
- Schedule of bi-weekly or monthly check-in meetings

Task 2: Data-gathering, plan review, existing conditions

The consultant shall review existing plans, studies, programs, and datasets relevant to this project, including, but not limited to those listed below:

Datasets:

- Rhode Island STORMTOOLS
- SLAMM (Sea Level Affecting Marsh Migration) Maps
- RI Travel Demand Model data
- eSTIP viewer for town projects

To keep costs down, and to assist the chosen Proposer, RIDSP will provide data mapping related to existing conditions and vulnerabilities analyses in Geographic Information Systems ("GIS") format, including the following GIS layers:

- Building footprints base map
- Parks and open space base map
- Annual Average Daily Traffic Data (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: public, private, and charter
- Senior housing and day facilities
- Neighborhood names and boundaries
- Existing and Future land uses
- Municipal-owned parcels
- Topographic contours

Deliverables:

- Statewide GIS map of up to twelve vulnerable business districts, searchable and easily updatable with the following layers overlaid: business address, flood plain, seawater rise projections, sewer, and, as available, culverts.

Task 3: Vulnerability analysis

Proposers shall identify and assess vulnerability and risk to infrastructure and perform risk assessment for impacts to roadways and utilities. The Selected Proposers shall leverage a framework for scoring infrastructure that has been developed by the Corporation and RIDSP based on flood risk and related climate change impacts. The Proposer shall assess vulnerability for each Main Street district, including:

- Built environment (buildings, roads, bridges, water, utilities, energy, etc.)
- Business/economic environments (size and type of business, density of businesses, historic resources)
- Social and cultural environments (Native American tribal areas, Justice40/environmental justice areas, areas with higher percentages of vulnerable populations, required emergency response movements)

Sensitivity, impact, adaptive capacity analyses: The Proposer shall identify key road segments, infrastructure systems, and businesses affected. Analyze how identified climate change scenarios will affect those systems, and determine which impacts are new or worsened compared to present day. In collaboration with the Corporation and RIDSP, identify actions currently being done to address known or future impacts and identify the capacity of people, infrastructure and natural resources to respond to the impacts. The Proposer shall document a summary of these analyses.

Risk and onset analysis: The Proposer Shall identify the likelihood of impacts and how quickly they will occur. Determine variability of impacts that happen now versus in the future. The Proposer shall document a summary of this analysis.

Deliverables:

- Targeted infrastructure vulnerability assessment for the Main Street districts identified that provides detailed information to the municipalities and the relevant organizations supportive of Rhode Island’s Main Street districts on specific “hot spots” of vulnerability.
- Summary Report of Vulnerability Analysis including:
 - Climate change exposure analysis

- Sensitivity, impact, adaptive capacity analyses
- Risk and onset analysis

Task 4: Identify and assess strategies to improve resilience

The Proposer shall identify and assess resilience strategies that address the vulnerabilities identified in Task 3. These strategies will specifically include infrastructure-based recommendations (roadway improvements, stormwater/culvert improvements or expansions, bridge or retaining wall heights, etc.) that can be deployed by municipalities to lessen the potential of destruction or damage due to storms.

Deliverables:

- A specific list of recommended strategies to improve resilience for each of the identified Main Street districts, categorized by the following audiences:
 - Commercial enterprises and developers/landlords
 - Municipal leaders and staff
 - State and Quasi-State Agencies, such as the Corporation, RI Emergency Management Agency, RI Department of Transportation, RIDSP and others
 - Relevant nonprofit and philanthropic organizations
- Identification of vulnerability/risk reduction options for each Main Street district:
- Estimated cost range for each vulnerability/risk reduction option
- Identification of options likely to trigger jurisdictional, state, or federal permitting requirements
- Recommendations for how to implement strategies, including prioritization of recommendations, at a high-level implementation level (e.g., culvert on X Street should be made x feet wider).

All work must be completed by November 1, 2025.

Product Specifications

Electronic products submitted to the Corporation must include editable files of reports and studies. All GIS products must be submitted as topologically corrected ArcGIS file geodatabases with metadata meeting Federal Geographic Data Committee (“FGDC”) standards and shall be made available to the RIGIS database for inclusion therein. All interim and final products (reports, maps, data, etc.) supported by this agreement shall be public documents, pursuant to R.I. General Law.

Proposers’ Qualifications

Proposers should have strong abilities in the following areas:

- Strategic analysis and planning; and
- Presenting complex data findings in a simple to understand and visually compelling manner and through clear and jargon-free written materials.

Project Timeline

The Corporation expects work to begin relating to this RFP in December 2024, with the vulnerability analyses completed in collaboration with selected municipalities by the end of October 2025. The project must then be completed no later than November 2025.

The successful Proposer(s) will enter into a contract for services with the Corporation.

The duration of the initial contract between the Corporation and the successful Proposer is expected to begin upon the date of contract approval.

Budget

The Corporation has \$475,000 in federal funding to complete this project.

Proposers to this RFP shall provide a proposed fee structure for providing services necessary to complete the proposed scope items. Proposers shall include a total, maximum price to accomplish the scope of work incorporated in the proposal. Fee structure proposals shall include 1) costs for specific task items from the Scope of Work and 2) an estimate regarding the duration and number of hours to complete each task. Additionally, proposers shall provide a personnel schedule which includes job title and billing rate for personnel that will complete any work which may be undertaken under this contract. Proposers shall also provide job titles and rates for any subcontractors that the respondent is including in this response. If the Proposer contemplates any purchases or pass-through charges during the engagement, any mark-up rate above actual cost shall be identified as a separate line item in the budget. Travel costs, as applicable, shall be provided as a separate line item. The Corporation reserves the right to adjust both the budget and related services.

Product Specifications

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Proposal Requirements

In order to be considered responsive, proposals must at a minimum contain the following:

Technical Proposal Elements

1. Description of the proposed approach and work plan. Activities and timelines should be specific, measurable, achievable, realistic, and time oriented. Include a timeline of major tasks and milestones.
2. Explanation of any/all analytic tools or services that Proposer has access to and how they will be utilized in support of the proposed approach and work plan. Include notation on whether the tools or services will require additional purchase or licensure.
3. Person who will be the primary point of contact with the Corporation.
4. Qualifications of the Proposer to provide the requested services including capability, capacity, similarly complex projects and related experience and client references. Certification of availability of individuals in proposal.

5. A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on engagements of this scope including resumes, and their role in those past engagements.
6. A description of the outcome monitoring and evaluation plan including a list of tools to track process, output and outcome measures for each component of the application.
7. A description of Proposer determines and tracks success of effort, inclusive of the type of information Proposer will be reporting back to the Corporation as it relates to meeting the objectives outlined in the RFP.
8. A cost estimate for work done, inclusive of travel costs expected to incur during contract period. Travel and per diem expenses shall not exceed rates authorized by the Corporation's Travel and Expense Policy.

Criteria for Selection

Responsive proposals for this RFP will be evaluated according to the Evaluation Criteria outlined below.

EVALUATION CRITERIA

	Points
<p>OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.</p>	30
<p>QUALIFICATIONS OF PERSONNEL Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.</p>	15
<p>FAMILIARITY WITH RHODE ISLAND'S ECONOMIC DRIVERS Our evaluation will include our assessment of your understanding of our organization and Rhode Island's economic drivers and how you integrated this knowledge into your proposal.</p>	5
<p>STRATEGIC THINKING/PLANNING APPROACH Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines will be factored in here)</p>	10
<p>ABILITY TO EXECUTE PROPOSED APPROACH Our evaluation will include an assessment of the Proposer capacity to perform the engagement within the specified timeframe (prior experience of the Proposer in meeting timelines will be factored in here), as well as the Proposer's experience working on federally funded programs and capacity to execute efforts within both federal compliance and state reporting guidelines. This will include a review of the implementation plan of the Proposer</p>	20

BUDGET APPROACH/COST EFFECTIVENESS	20
Our evaluation will include an assessment of the Proposal’s demonstration of effective and efficient delivery of quality services is demonstrated in relation to the budget allocation, as well as an assessment that the allocation is reasonable and appropriate.	
Total	100
MBE/WBE/DisBE Participation (additional potential points)	6 pts

***NOTE:** Designated Corporation staff or selected advisors will evaluate the written proposals. The Corporation may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each respondent will reflect a consensus of the evaluations. Any attempt by a Proposer to contact a member of Corporation staff or selected advisors outside the RFP process, in an attempt to gain knowledge or an advantage, may result in disqualification of Proposer.*

1. ISBE Participation Evaluation (see below for scoring)

- a. The Rhode Island Commerce Corporation encourages MBE/WBE/DisBE participation in this Request. In accordance with Title 37, Chapter 14.1, and Title 37, Chapter 2.2 of the Rhode Island General laws, the Corporation reserves the right to apply additional consideration to MBE/WBE/DisBE up to six (6) additional points in the scoring evaluation as provided below:
- b. Calculation of ISBE Participation Rate
 - i. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for nonISBE 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%.
 - ii. 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%.
- c. Points for ISBE Participation Rate:
 - i. 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:

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate X Maximum ISBE participation points)

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

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

Federal Compliance

The funding for services outlined in this RFP comes from a federal grant from the U.S. Economic Development Administration ("EDA"). Additionally, successful proposers are responsible for the following:

A. Reporting:

- a. Providing the Corporation with any and all information to satisfy its reporting requirements to the EDA, including, but not limited to, information required for performance progress reports and a final project report, or any other performance-based reporting, including, but not limited to information pertaining to performance measures.

B. Audits:

- a. Providing the Corporation with any and all information to satisfy its audit requirements pursuant to 2 C.F.R. §§ 200.317-200.327.

C. Proposers should also be familiar with the requirements under the Uniform Guidance with respect to federal grants (2 C.F.R. Part 200) inclusive of the procurement requirements applicable to subrecipients of federal grants:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part200?toc=1>.

Instructions and Notifications to Proposers

1. Potential proposers are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the proposer. The Corporation assumes no responsibility for such costs.

4. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of proposals.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals that are submitted late, misdirected or sent to the wrong email address will not be accepted.
7. All proposals should identify the proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Proposer should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.
8. All proposals should include the proposer's FEIN or Social Security number as evidenced by a W9, downloadable from <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
9. All proposals should include a completed RFP Response Certification Cover Form, included in this document.
10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of the Corporation.
11. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by the Corporation, which may use any such materials and ideas.
12. Interested parties are instructed to peruse the Corporation's website (www.commerceri.com) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Addenda will also be posted to the Rhode Island State Division of Purchases' website at www.purchasing.ri.gov.
13. Equal Employment Opportunity (R.I. Gen. Laws § 28-5.1-1, et seq.) – § 28- 5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non- classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no corporation organized under the laws of another state or country shall have the right to transact business in Rhode Island until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful bidder.

15. . Proposers should be aware of the State’s Minority Business Enterprise (MBE) requirements, which address the State’s goal of ten percent (15%) participation by MBEs in all procurements, including at a minimum of 7.5% participation by minority business enterprises owned and controlled by a minority owner, as defined in Section 37-14.1-3, and a minimum of 7.5% participation by minority business enterprises owned and controlled by a woman. For further information, visit the website www.mbe.ri.gov.

16. The Corporation reserves the right to award to one or more Proposers.

Proposal Submission

One (1) electronic (PDF) version must be provided by email to RFP@commerceri.com by January 6, 2025, 11:59 pm. Note: No phone calls and late responses will be accepted.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to RFP@commerceri.com no later than 2:00 pm on December 16, 2024.

Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.commerceri.com and www.ridop.ri.gov on December 20, 2024 to ensure equal awareness of important facts and details.

The Rhode Island Commerce Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.

Rhode Island Commerce Corporation reserves the right to reject any or all proposals for not complying with the terms of this RFP.

Exhibit A: Main Street Districts

1. Newport (Thames Street)
2. Westerly (Downtown)
3. Warren (Water St)
4. North Kingstown (Wickford)
5. Providence (Olneyville & Valley)
6. Bristol (Thames Street)
7. Warwick (Apponaug)
8. Block Island/ New Shoreham (Downtown)
9. West Warwick (Arctic)
10. South Kingstown (Peacedale)
11. Portsmouth (Island Park)
12. Smithfield (Esmond/Smith)

Note: A web app of the below screenshots delineating Main Street District borders will be shared with the selected Proposer.

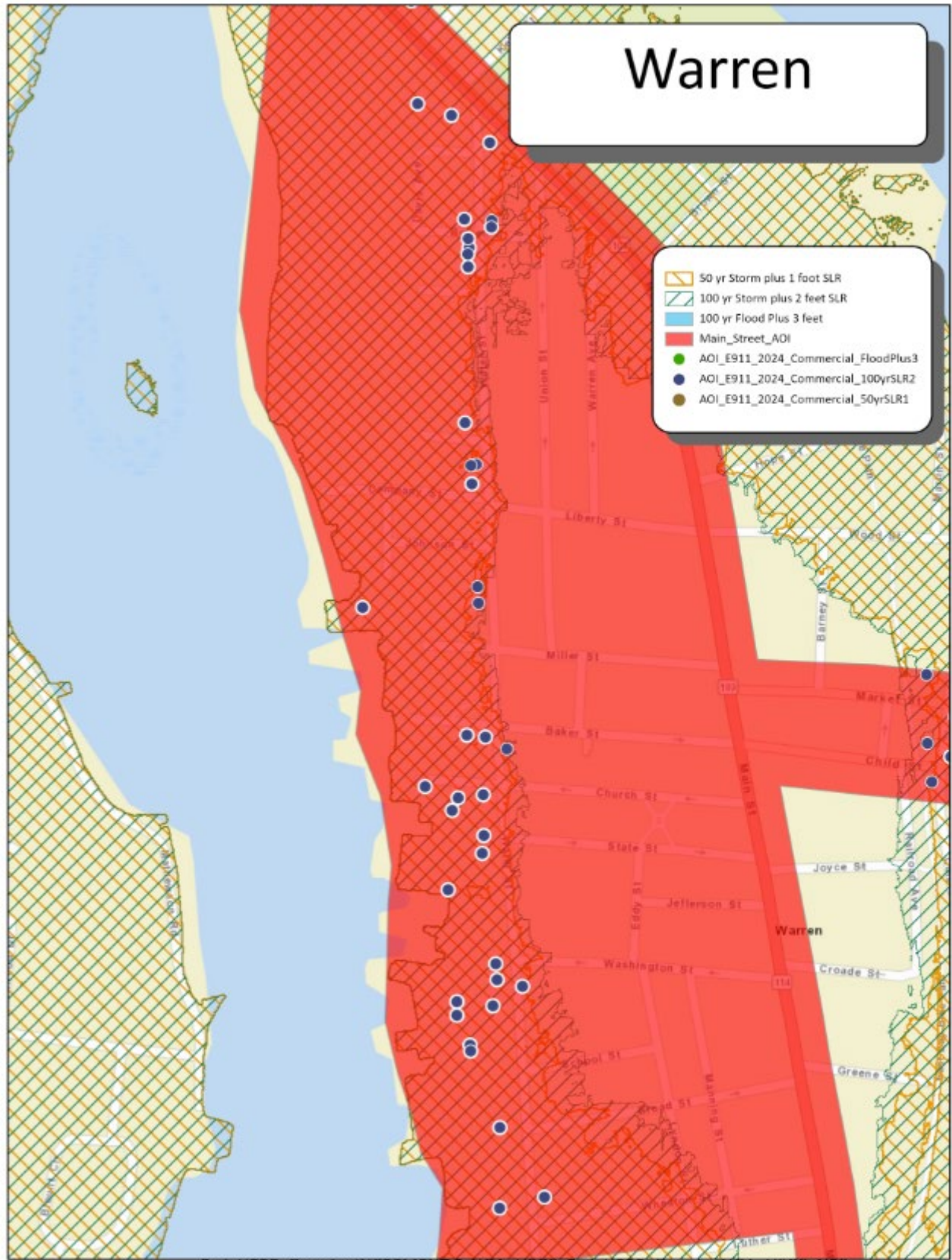
In each screenshot, the blue and black dots represent commercial sites within the flood zone (for 3 feet of sea level rise and a 50 year storm, respectively). The pink outline represents the Main Street district borders. The yellow areas are coastal flooding projects and the blue areas are inland flooding projections.

Newport (Thames Street)

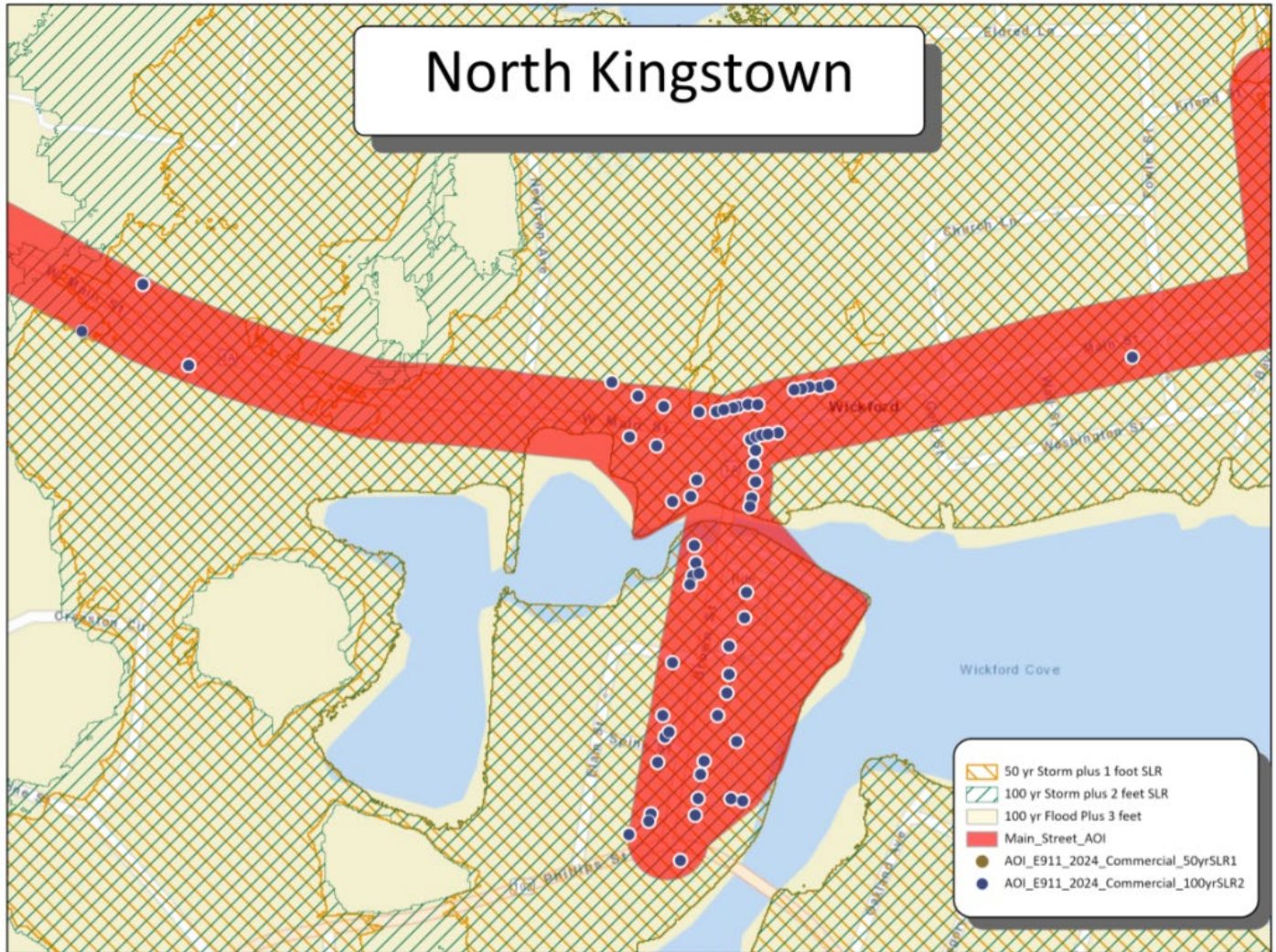


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Warren (Water St)

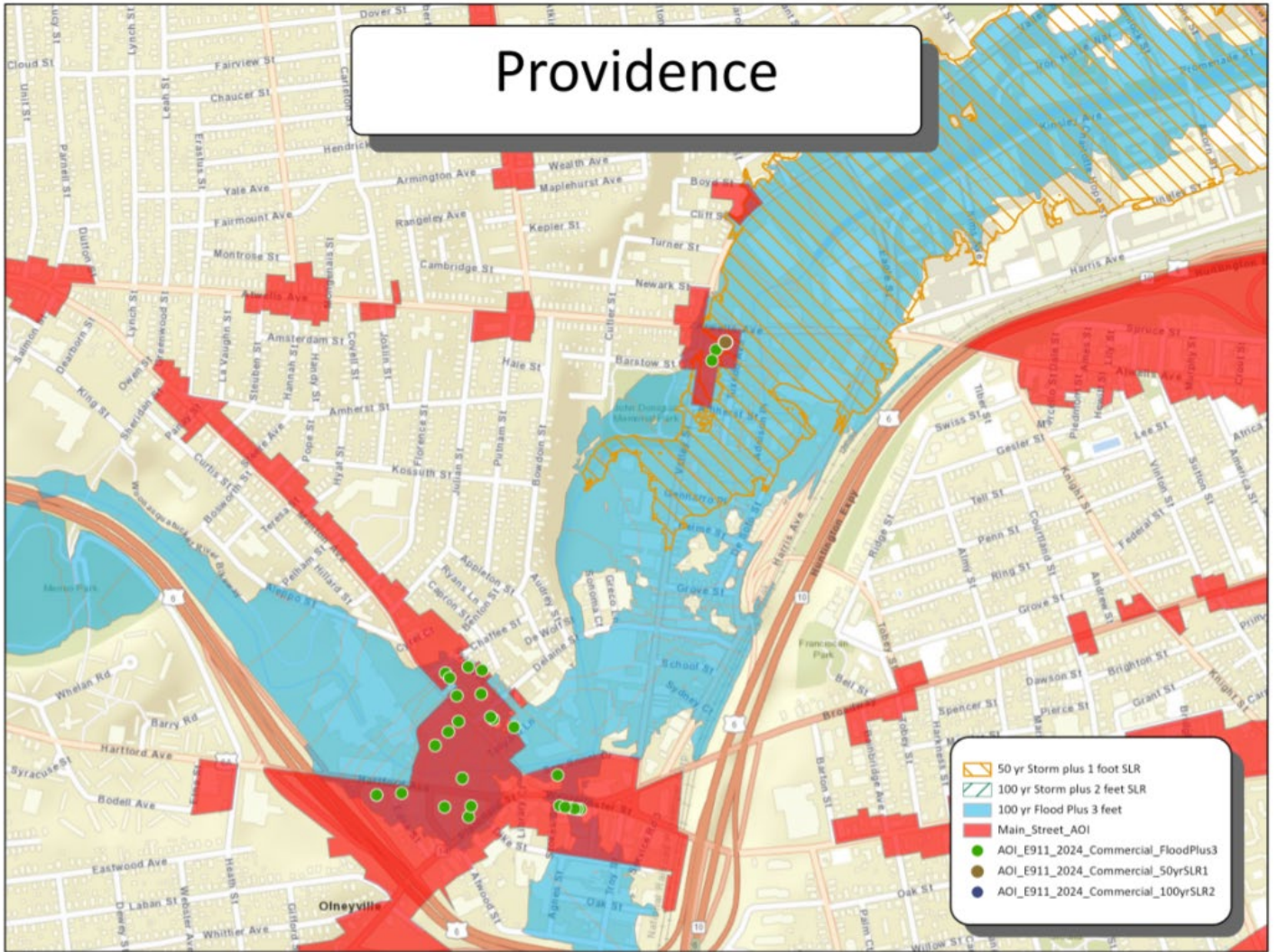


North Kingstown (Wickford)



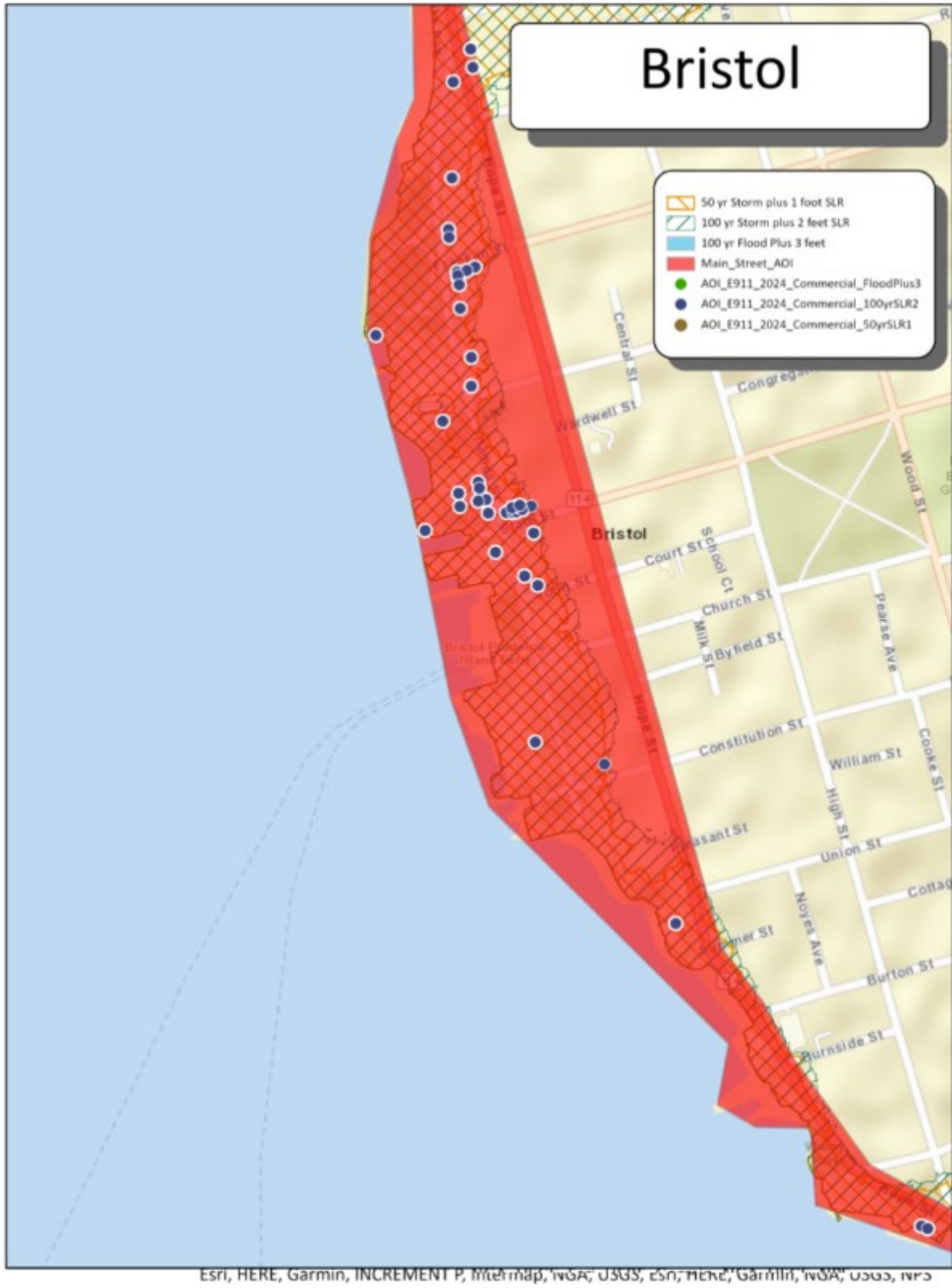
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Providence (Olneyville & Valley)

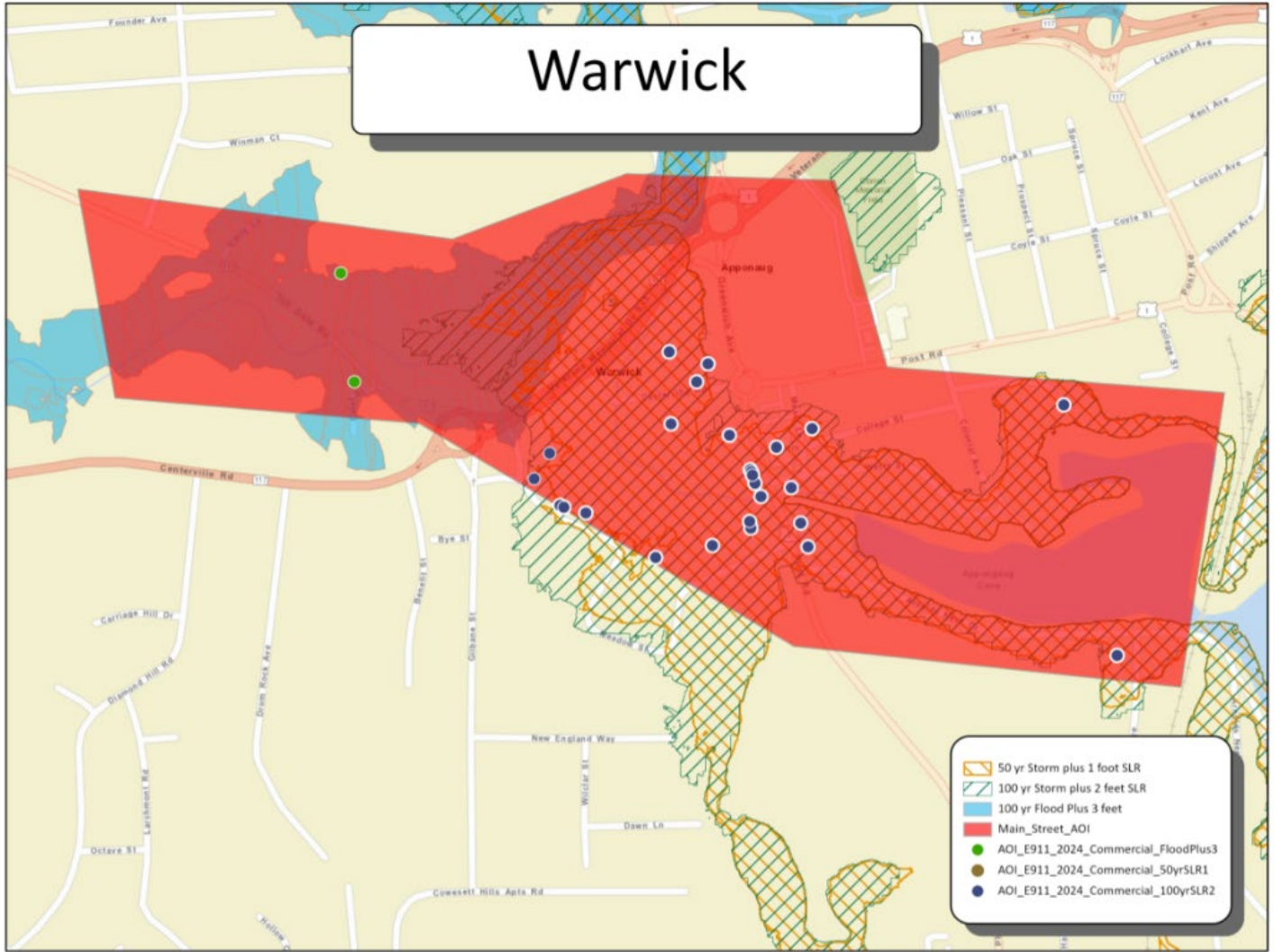


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Bristol (Thames Street)

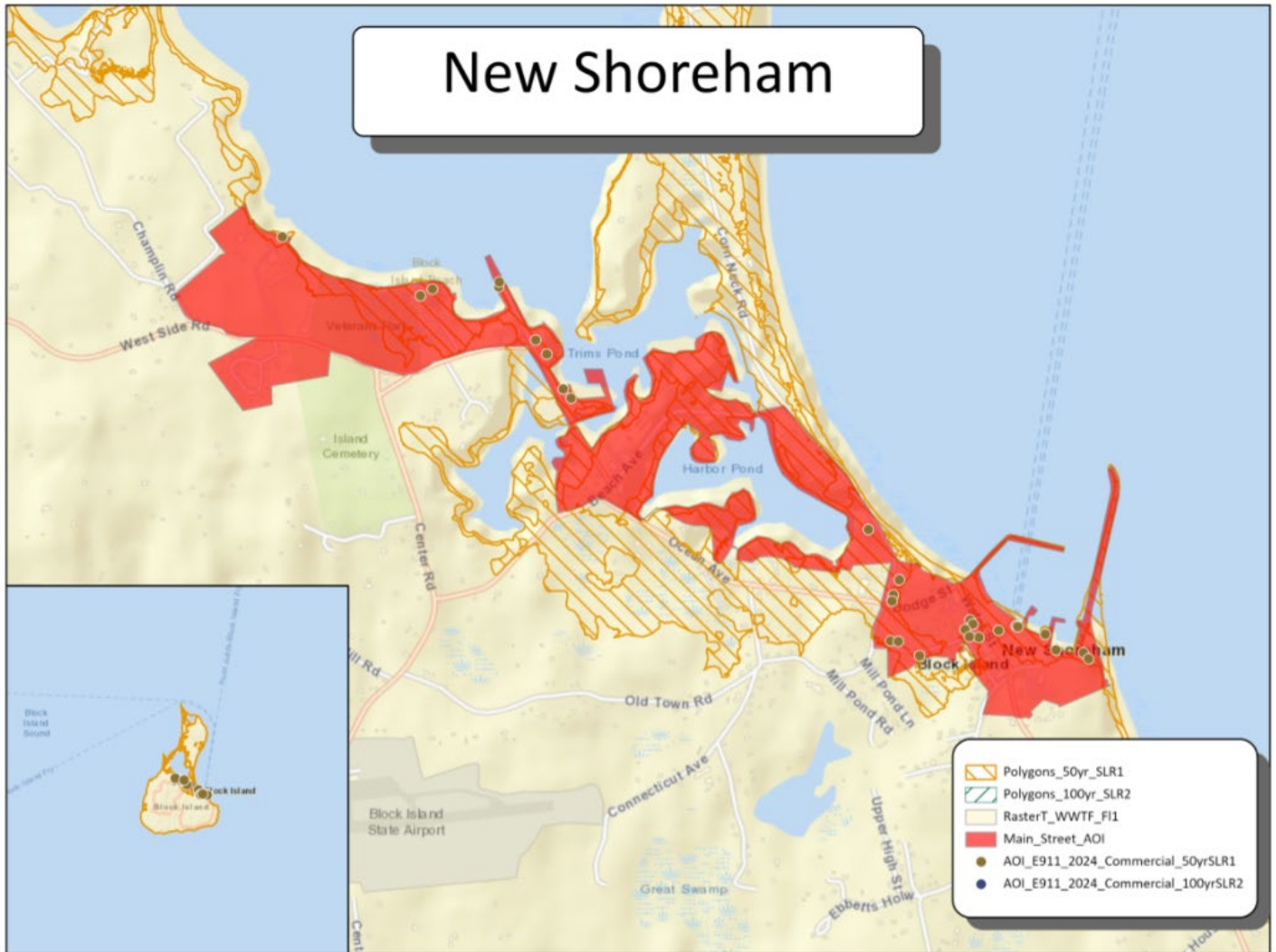


Warwick (Apponaug)



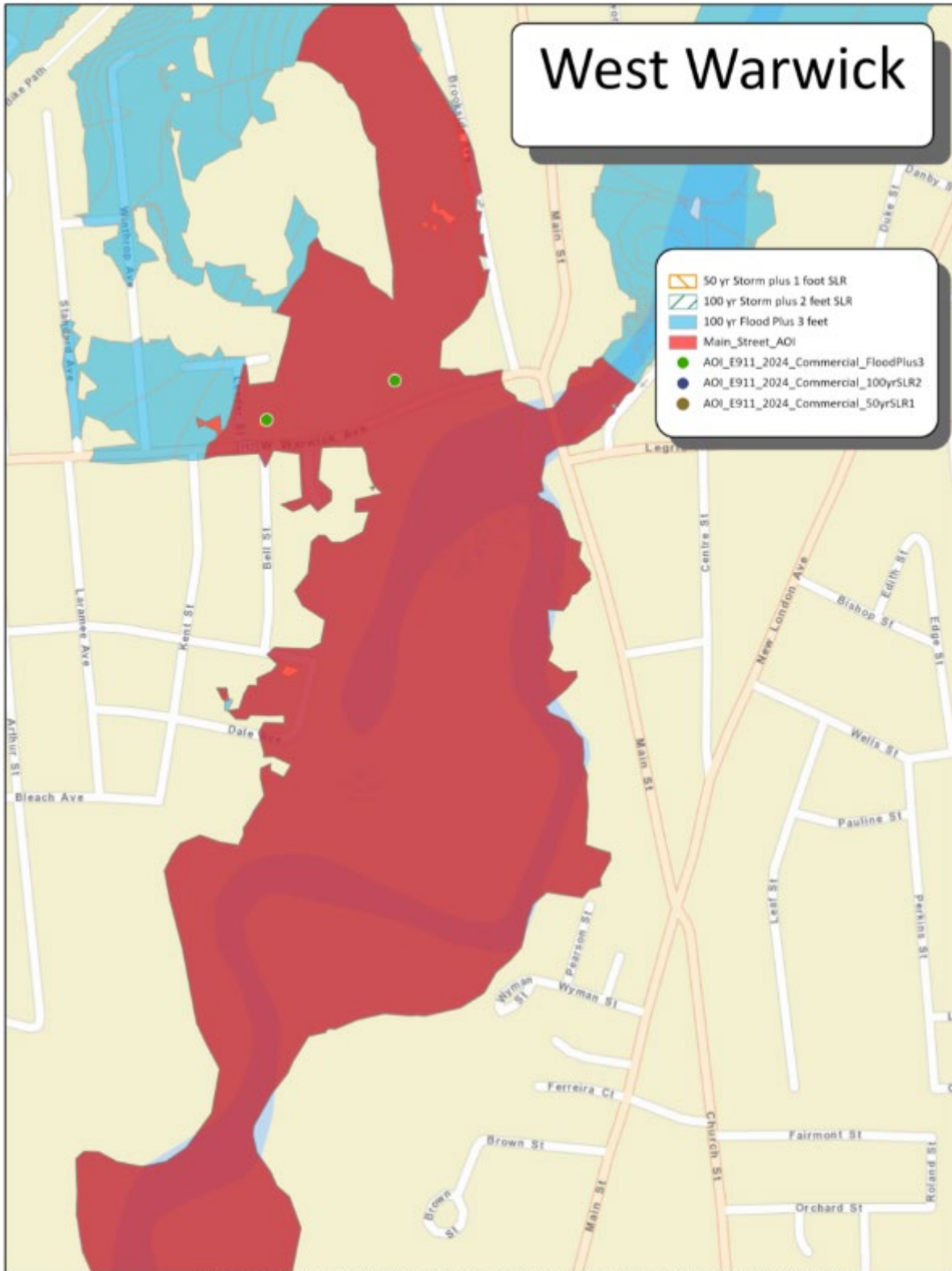
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Block Island/ New Shoreham (Downtown)



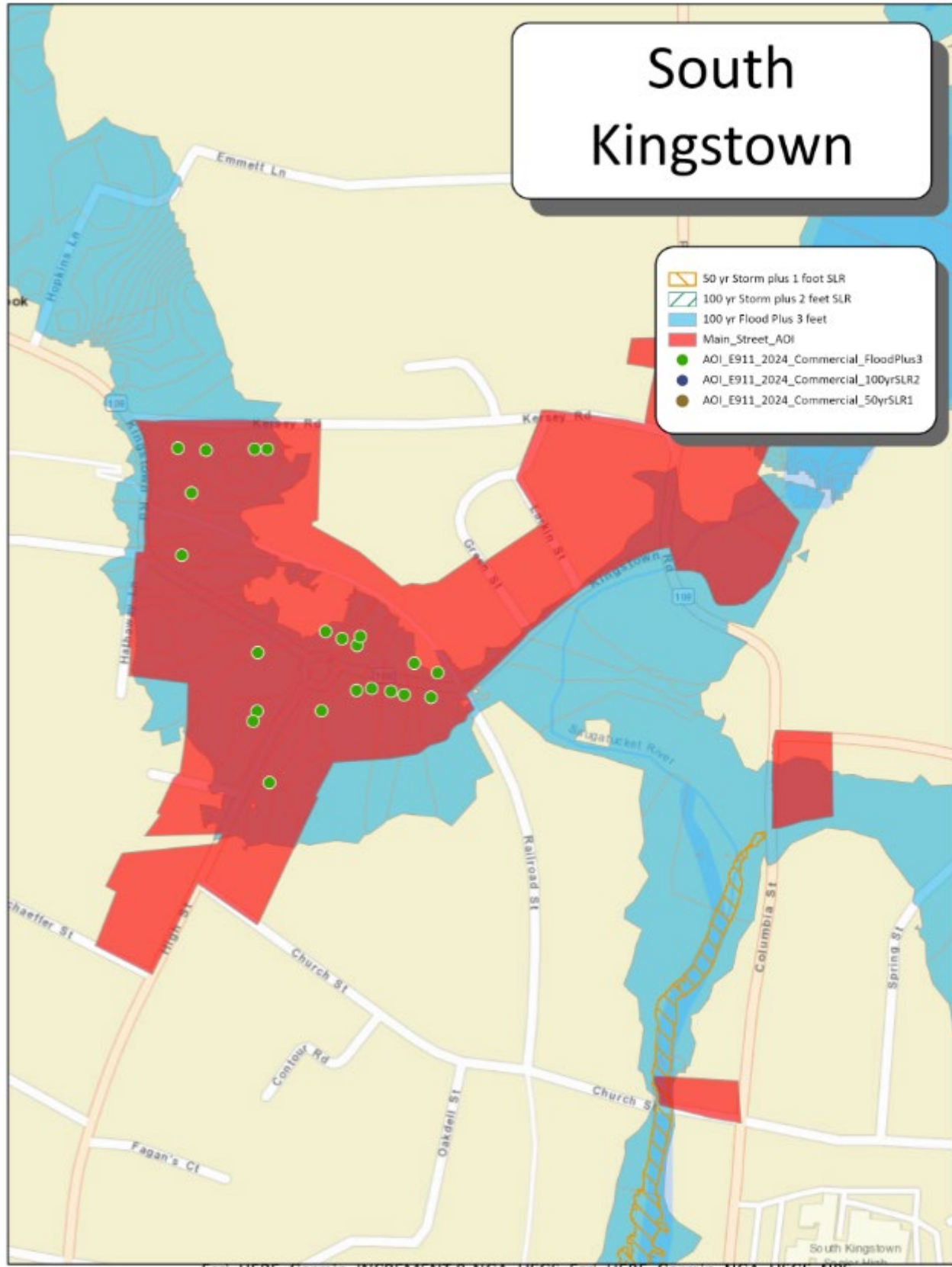
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West Warwick (Arctic)



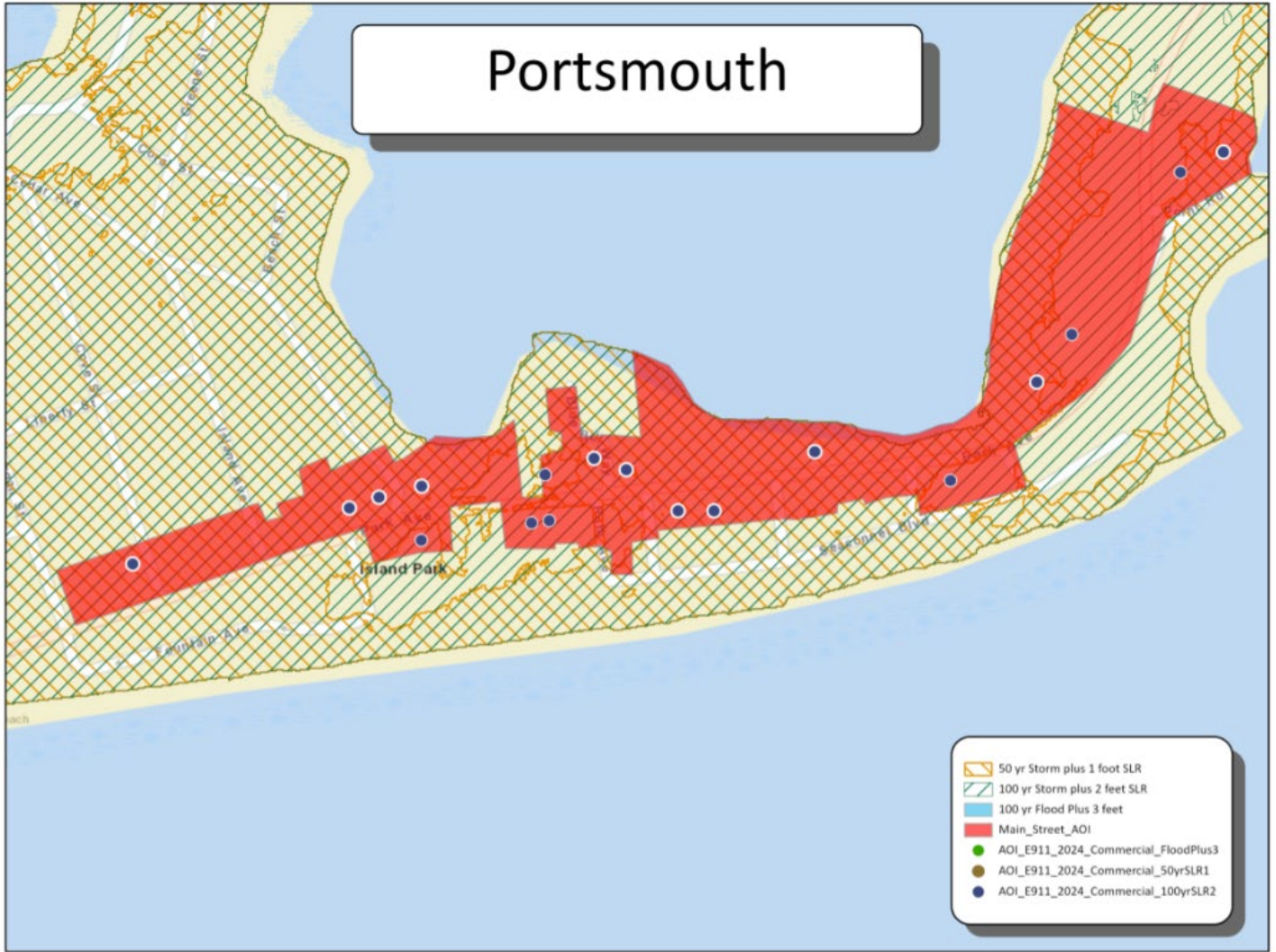
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South Kingstown (Peacedale)



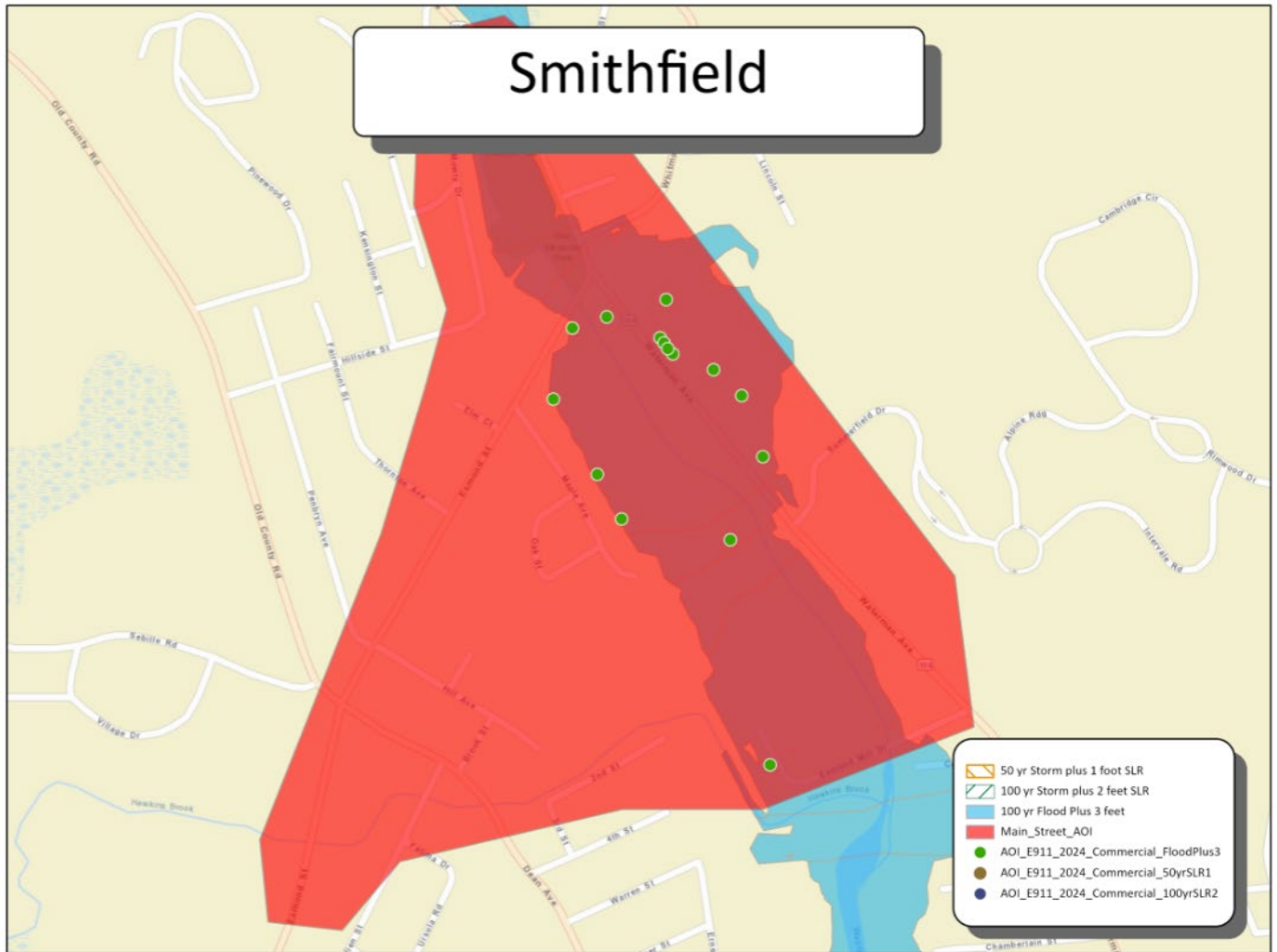
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Portsmouth (Island Park)



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Smithfield (Esmond/Smith)



Esri, HERE, Garmin, INCREMENT P, NGA, USGS, Esri, HERE, Garmin, NGA, USGS, NPS

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. Please complete separate

forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: MBE WBE Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date



RFP/RFQ RESPONSE CERTIFICATION COVER FORM

Instruction: To fulfill your RFP/RFQ response, this form must be completed, printed, signed and included with your submission.

SECTION 1 - RESPONDENT INFORMATION

RFP/RFQ Number:

RFP/RFQ Title:

RFP/RFQ Respondent Name:

Address:

Telephone:

Fax:

Contact Name: Contact Title:

Contact Email:

SECTION 2 —DISCLOSURES

RFP/RFQ Respondents must respond to every statement. RFP/RFQ Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below

___ 1. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

___ 2. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.

___ 3. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

___ 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.

Disclosure details (continue on additional sheets if necessary):

SECTION 3 —OWNERSHIP DISCLOSURE

Respondents must provide all relevant information. Respondent proposals submitted without a complete response may be deemed nonresponsive.

If the Respondent is publicly held, the Respondent may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Respondent; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent. For each individual, provide his or her name, business address, principal occupation, position with the Respondent, and the percentage of ownership, if any, he or she holds in the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent.

SECTION 4 —CERTIFICATIONS

Respondents must respond to every statement. Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE RESPONDENT CERTIFIES THAT:

___1. The Respondent will immediately disclose, in writing, to the Rhode Island Commerce Corporation any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

___2. The Respondent possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Respondent shall immediately notify the Rhode Island Commerce Corporation in writing.

___3. The Respondent will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Respondent will immediately notify the Rhode Island Commerce Corporation in writing.

___4. The Respondent understands that falsification of any information in its RFP/RFQ response or failure to notify the Rhode Island Commerce Corporation of any changes in any disclosures or certifications in this Respondent Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

___5. The Respondent has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the Rhode Island Commerce Corporation or the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Respondent further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.

___6. This RFP/RFQ response is not a collusive RFP/RFQ response. Neither the Respondent, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other Respondent or person to submit a collusive response to the solicitation or to refrain from submitting response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other Respondent or person to fix the price or prices in the response or the response of any other Respondent, or to fix any overhead, profit, or cost component of the price in the response or the response of any other Respondent, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the Rhode Island Commerce Corporation or the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The price in the response is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Respondent, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

___7. The Respondent: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___8. The Respondent will comply with all of the laws that are incorporated into and/or applicable to any contract with the Rhode Island Commerce Corporation.

Certification details (continue on additional sheet if necessary):

Submission by the Respondent of a response pursuant to this solicitation constitutes an offer to contract with the Rhode Island Commerce Corporation on the terms and conditions contained in this solicitation and the response. The Respondent certifies that: (1) the Respondent has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the response is based on this solicitation; and (3) the information submitted in the response (including this Respondent Certification Cover Form) is accurate and complete. The Respondent acknowledges that the terms and conditions of this solicitation and the response will be incorporated into any contract awarded to the Respondent pursuant to this solicitation and the response. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this response and has been duly authorized to execute and submit this response on behalf of the Respondent.

RESPONDENT

Date: _____

Name of Respondent

Signature in ink

Printed name and title of person signing on behalf of Respondent