



**Solicitation Information**  
**24 May 10**

RFP# 7353679

TITLE: Active Transportation Community Projects

Submission Deadline: 23 June 10 @ 11:00 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **7 June 10 at 12:00 Noon (EDT)**. 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 Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

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

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

Note to Applicants:

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

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

## **SECTION 1 - INTRODUCTION**

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Health (HEALTH), Division of Community, Family Health & Equity, Health Promotion and Wellness Team, The Initiative for a Healthy Weight (IHW) Program in partnership with Rhode Island Department of Transportation (RIDOT) is soliciting proposals from community-based, public or not-for-profit organizations to change the social, political, and physical environment to active living an easier choice for all residents, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

The Scope of Work is described in Section 3 of this RFP. Successful proposals will demonstrate an understanding of policy and environmental change and a willingness to mobilize the community to address obesity prevention from a built environment perspective. Successful proposals will seek to coordinate and leverage existing resources to have a greater impact in the community.

Funding for this project is available to HEALTH through cooperative agreements with the RI Department of Transportation. The initial project period is expected to begin approximately October 1, 2010 and continue through June 29, 2011. Up to \$40,000 is available to fund four (4) selected organizations at \$10,000 each. The project may be renewed for two additional 12-month periods at \$40,000 each year at the exclusive option of the Department of Health based upon agency performance and the availability of funding. A ten percent (10%) verifiable match will be required by the funded agency for each year of funding.

Proposals will be evaluated based on the relative merits of the proposal and an appropriate, realistic budget.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in

the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [cnewton@gw.doa.state.ri.us](mailto:cnewton@gw.doa.state.ri.us) Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- Equal Employment Opportunity (RIGL 28-5.1)  
§ 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) for more information.

## **SECTION 2 - BACKGROUND AND PURPOSE**

### **BACKGROUND:**

Research has shown that aspects of the built environment or the man made physical structures are important determinants of physical activity for both children and adults. Individual health is inextricably linked closely to social and physical environments, which act to determine individual and group health behaviors. Walking and bicycling are easy and inexpensive sources of physical activity for adults and children. Built environment aspects such as the presence and condition of sidewalks, bike paths/lanes and walking trails all provide free or low cost opportunities for communities to be active. To create lasting behavior change the environment must support the healthy choice being the easy choice.

Recent *2008 Physical Activity Guidelines for Americans* by the U. S. Department of Healthy and Human Services suggests that children and adolescents should do 1 or more hours of physical activity daily. Three of these days should include muscle-strength trainings. For substantial health benefits, adults should do at least 150 minute (2 hours and 30 minutes of moderate intensity activity weekly. RI's most recent Behavior risk factor surveillance data however reports that only 43.5% of adults are highly active and 24.1% of high school students report being active. The *Safe and Active Commuting Program*

supports comprehensive approaches that can have an impact on physical activity in communities.

IHW is part of the Health Promotion and Wellness (HPW) Team that is committed to promoting the health and well being of all Rhode Islanders by changing social, political and physical environments to support healthy lifestyles. IHW recognizes that in order to promote active living for Rhode Islanders, addressing the environmental barriers is critical.

**GENERAL PURPOSE:**

The goal of this project is to encourage walking and bicycling for transportation and recreation through integrated changes in policies, norms, practices, social supports and physical environments.

**Active Living**

- a. Implement Complete Streets policies or other policies that support walking and biking
- b. Implement zoning policies that improve community walkability (such as mixed use zoning, village zoning, transit oriented development, or live-work development)
- c. Implement policies that keep sidewalks, parks, and trails safe, free of litter, free of graffiti, and in good repair.
- d. Improve street lighting to improve safety and enhance economic development
- e. Implement traffic calming measures to slow down cars and reduce traffic injuries
- f. Provide incentives to encourage commuters to use active transportation

The grantee will work in close partnership with HEALTH on this project, attending routine oversight meetings. It is expected that staff of HEALTH and the Contractor will share the responsibilities under the overall guidance of senior Department personnel. As a result of this project, communities will be positioned to make policy, systems, and environmental changes that will decrease the prevalence of obesity and reduce health disparities.

**SECTION 3 - SCOPE OF WORK**

The priorities of the *Safe and Active Commuting Program* are below. Under each priority area are recommended activities. The awards are to be used to conduct some of the suggested activities. While applicants may propose activities other than those listed below, preference may be given to organizations that propose to implement the activities below:

**Built Environment Priorities:**

- I. By December 30, 2015, 6 core city neighborhoods will make at least two documented improvements for safe community walkability and bikeability.
- II. Develop an infrastructure to support active transportation for children and adults.

**Activities:**

- Mobilize community members and key stakeholders to advocate and/or develop local bike and pedestrian master plans
- Educate policy makers and residents on the connection between the environment and support for physical activity as part of everyday life through forums using the PBS Unnatural Causes DVD <http://www.unnaturalcauses.org/> and/or Photovoice projects <http://www.photovoice.org/>
- Train residents as spokespeople on the connection between their community's built environment (walkable, bikeable and safe street design) & make them available for community education and advocacy efforts and events

- ❑ Complete walkability assessments or inventory of sidewalk walks and pedestrian facilities develop a report and action plan and disseminate results to key stakeholders and community members.
- ❑ Utilize GIS (or another data analyzing system) to gather and analyze data related to pedestrian and cycling accidents and injuries and hold community forums utilizing the results from GIS data to mobilize change.

**School Priorities:**

- I. By December 30, 2015, RI communities will make documented policy, program, and environmental changes to promote safe walking and biking to school.

*Activities:*

- ❑ Promote the Safe Routes to School Program (SRTS) and develop a Task Force of key partners to assess the walking/biking environment and prepare to apply for the next round of SRTS funding.
- ❑ Implement and promote ongoing walk/bike to school initiatives (walking and cycling to school buses); school biking walking route maps
- ❑ Implement youth-led action research, such as surveys, forums, community mapping, photovoice projects (technical assistance provided by HEALTH)
- ❑ Implement youth-led advocacy, such as letter writing, postcard collection contests, or viral marketing, ensure support for routine access for physical activity via walking or cycling

**Worksite Priorities:**

- I. Increase the number of worksites that have policies, programs, or facilities that support physical activity via walking, bicycling or public transportation for commuting.

*Activities:*

- ❑ Develop and implement walk/bike commuter incentive program

**REQUIREMENTS:**

Eligible applicants must be community-based, public or non-profit agencies located in and serving Rhode Island. Applicants must be in good standing with the federal government. HEALTH's Health Promotion and Wellness Team staff will provide support services to the agency that is awarded a contract resulting from this solicitation. These services include, but are not limited to: data collection tools, training, and technical and support services. Applicants must be able to demonstrate the stability of their organization, as well as effective management and administrative performance.

Applicants must have the following capabilities:

- Technical (computer and electronic communication) capacity, including email and direct access to the Internet.
- Demonstrated experience working with the community, including other organizations, policy makers, and residents.
- Demonstrated experience in policy change or community advocacy.
- Demonstrated ability to reach low-income racial and ethnic minority groups.
- Ability to organize and lead a team to implement projects.
- Written agreement to participate in all trainings required by IHW as well as regular meetings with contract officer.

**Key Staff and Related Experience**

The Contractor must have a designated staff person to oversee all activities described in the Required Tasks. This person(s) must have experience in the community, leading and facilitating groups, and managing projects.

The Contractor must clearly indicate the person(s) who will be responsible for

each task and the number of hours they are budgeted for on the project.

The Contractor may subcontract limited components of the work as may be appropriate. All subcontractors considered for use in performing the basic scope of work must be clearly identified, including a list of all subcontractor staff, task(s) they will perform, hourly wage(s), and the number of hours they will be budgeted to the project. The subcontractors' budget must be in the same detail as that of the Contractor.

**DELIVERABLES:**

1. Submit invoices and appropriate backup documentation by the 10<sup>th</sup> of each month following delivery of services
2. Submit monthly reports
3. Submit a mid-point progress report and final report showing the results of the project
4. Submit assessment results, community reports and data needed to produce community maps
5. Submit community forum minutes and action plans to coordinate the efforts of partners
6. Submit listing of earned and paid media

**CONTRACTOR RESPONSIBILITIES:**

1. Computer support
2. Office space, office equipment, office support
3. Indemnification, insurance, performance bonds
4. Supervision of subcontractors

**SECTION 4 - PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than the date and time indicated on page one of this solicitation. Please reference RFP # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request 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 will not be considered.

Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP# 7353679: Active Transportation Community Projects" to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

**RESPONSE CONTENTS**

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. A *separate* Technical Proposal 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 six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. A *separate*, signed and sealed Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. The Cost Proposal form is attached and should consist of a 12-month budget and budget narrative.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, diskette, or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

The proposal must contain the following sections in the order listed below:

➤ Executive Summary

The Executive Summary should be no more than one (1) page. It is intended to highlight the contents of the proposal and to provide evaluators with a broad understanding of the applicant's technical approach and ability, including prior experience with similar projects.

➤ Organization and Staffing

Provide the following information:

- Agency type
- Mission & Vision
- Current initiatives
- Population served
- Major accomplishments
- Current partners (including state agency partners)

Provide a brief summary of why you feel your organization is prepared to take on this project. Detail your previous experience working in the field of policy, systems, or environmental change, advocacy, physical activity, nutrition, tobacco control, safety, and/or obesity prevention. Include a statement regarding your understanding of the social determinants of health; policy, systems, and environmental change at the community level; and the role of advocacy. Discuss any efforts you have been involved in to mobilize your community. Indicate if you have experience facilitating or leading groups or coalitions.

Identify all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort that apply to each, as well as resumes, curricula vitae, or statement of prior experience and qualifications. If you plan to hire staff for this project, include position descriptions and plans to recruit the employee.

➤ Community Description

Define the target community. For the purposes of this RFP, "community" is defined as:

- A RI city or town or,
- A RI neighborhood with distinct geographical borders or,
- Multiple adjoining RI neighborhoods with distinct geographical borders

Describe the community, including demographics of residents. Describe the community's assets, challenges, and needs related to a safe walking and biking environment.

Please include a map in the appendix with the borders of the area(s) you will address.

➤ Community Readiness

Describe your key partners, their commitments to this project, and their roles in this project. Identify additional partners you anticipate will be needed for this initiative and how you plan to engage them. Partners should include local leaders, city planners and transportation officials, law enforcement, neighborhood groups, community development corporations, businesses, parks and recreation, faith based groups, advocacy organizations, schools, residents, among others.

Describe any previous work to make improvements to the walking and biking environment in this community. Provide any information from previous assessments or public input regarding the walking and biking conditions in the community, and/or areas for improvement. This work can also include projects whose main focus might not be pedestrians and cyclists, but have impact them nonetheless (such as economic development initiatives that enhance attractiveness, street planting programs for environmental benefits, traffic initiatives for air quality improvements, etc).

Describe the political and economic climate in the community and how that may positively or negatively affect this project.

Describe how other funding will be leveraged to strengthen, expand, or continue the work of this project.

➤ Project Description

Clearly state the goals and objectives of your project, making sure that the objectives are measurable and attainable in the timeframe of this project. Describe your proposed project, indicating which recommended activities (provided above) you have selected. Describe who you plan to target with this project (children, adults, seniors, residents of a specific area, all residents, etc). Describe how this project will impact walking and biking conditions in the community, and ultimately increase physical activity and decrease pedestrian and bicycle injuries. Describe how this project will be sustained after the funding period has ended.

Provide a workplan for each activity that clearly shows the action steps needed and the timeframe for each.

If you are proposing an activity not listed recommended above, shown that the proposed activity is evidence-based, sustainable, and cost effective.

➤ Required Attachments (not counted towards page limitation)

- Proof of tax-exempt status
- Community map outlining the project area
- Letter of commitment from city government indicating the city's commitment to improving walking and biking conditions in the community
- Letter of commitment from at least two (2) organizations indicating level of support and willingness to participate in planning and implementation
- Job descriptions and resumes

**SECTION 5 - EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies that have experience working with community-based programs. The maximum possible score is 100 points and applications scoring below 60 points in the technical review will not be considered. The Department of Health reserves the right not to fund any proposal(s). Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal. Proposals will be reviewed and scored based upon the following criteria.

\_\_\_\_\_ Organization and Staffing  
0-25 points

- Applicant demonstrates the capacity to take on this project
- Applicant has experience with and/or understanding of policy, systems, and environmental change in the community
- Applicant has an understanding of the social determinants of health
- Applicant has related experience in community mobilization and/or advocacy
- Applicant has experience in group management
- Applicant has experience reaching residents and community leaders population
- Applicant has/has plans to hire qualified staff

\_\_\_\_\_ Community Description  
0-10 points

- Applicant has defined the target area clearly and the target area's size is appropriate for the work being proposed
- Applicant has included a map in the appendix of the project area
- Demographics of the community's residents are presented
- The community has a high proportion of low income and/or racial ethnic minority residents
- Community needs, assets, and challenges are described
- Barriers and facilitators to this project are noted

\_\_\_\_\_ Community Readiness  
0-25 points

- Key partners are named, described, and have clear commitments as indicated in the application and/or letters of commitment
- Additional partners needed for the project are identified and the applicant has plans to engage them

- Partners (current and proposed) represent a mix of city government (including parks and recreation, transportation, law enforcement, planning, education) community organizations, advocacy organizations, and residents.
- Applicant has plans to leverage funding to strengthen, expand, or continue the work of this project
- Previous efforts in the community have been described and show that the community is ready to take on this project.
- Describe the political and economic climate in the community and how that may positively or negatively affect this project.
- Describe how other funding will be leveraged to strengthen, expand, or continue the work of this project.

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Project Description

0-20 points

- The applicant has described a project with significant reach in the community
- The applicant has proposed activities from the list provided in this RFP
- If the applicant is proposing an activity not listed in the RFP, the applicant has successfully shown that the proposed activity is evidence-based, sustainable, and cost effective
- The applicant has workplan that describes action steps and time frames
- The applicant describes how this project will impact walking and biking conditions in the community, and ultimately increase physical activity and decrease pedestrian and bicycle injuries.

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Cost Proposal

0-20 points

- Applicant has submitted a budget and budget narrative that reflect appropriate expenses to accomplish the scope of work.
- Applicant has provided evidence of 10% cost sharing.
- Cost (calculated as lowest responsive cost proposal divided by this cost proposal x 20 points).

**CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its 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.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for this award.

The Technical review Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Committee that will recommend three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

When a vendor has been selected, all bidders will be notified by mail. Please do not call the Division of Purchases for an update.

**COST PROPOSAL SUMMARY**

OFFEROR \_\_\_\_\_

COMPONENT / YEAR \_\_\_\_\_

**STAFF AND CONSULTANTS**

NAME	TITLE	HOURS	HOURLY RATE	TOTAL
				\$
				\$
				\$
				\$
				\$
				\$

**TOTAL STAFF:** \$ \_\_\_\_\_

**OPERATING EXPENSES**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**OTHER REIMBURSIBLE COSTS**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL DIRECT COSTS: \$ \_\_\_\_\_  
 TOTAL INDIRECT COSTS: \$ \_\_\_\_\_  
 TOTAL BUDGET REQUEST: \$ \_\_\_\_\_

**NOTE:**

1. Provide components of the fully absorbed hourly rates in the budget justification, where required.
2. If including indirect charges in your budget, a copy of your federally approved indirect rate must be attached