

TOWN OF COVENTRY, RHODE ISLAND



Request for Proposal

Coventry Police and Human Services Complex Architectural Services

RFP Issue Date: May 15, 2017

RFP Due Date: June 9, 2017

Coventry Police and Department of Human Services Complex

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1. INTRODUCTION

1.1. PROJECT SCOPE SUMMARY

The Town of Coventry is seeking bids for design and construction administration services for an approved and funded new Public Safety Building and Human Services building at a cost not to exceed \$12,000,000.00. The building at 50 Wood Street will house the Coventry Police Department (all functions), dispatch services for police, the town Emergency Operation Center, the town Community Room and administrative facilities for Human Services Department. Based on preliminary planning, the building is anticipated to be approximately 35,000 square feet in size which would include the renovation of the 23,000 square foot existing building. The amount and type of renovation to be done to this building and the type of construction is left up to the bidder.

1.2. PROJECT BACKGROUND

The Town of Coventry Police Department is currently located in a building at 1075 Main Street (Rt.117) in Coventry. The Police Department is currently housed in a 10,000 square foot building originally constructed as a town hall in 1941 with a minor renovation undertaken in the 1980's. The facilities located within the building are too small for the size of the Department, which numbers 57 officers and 21 support staff. The building has limited handicapped accessibility and limited secure parking.

The Town of Coventry Department of Human Services is currently located at 50 Wood Street which is a one story 23,000 square foot, "U" shaped structure built in 1950 as an elementary school. The Department of Human Services employs 15 full-time staff members and 22 part-time staff who provide service and resources to approximately 200 individuals daily. The Coventry Department of Human Services provides comprehensive services to all residents of this community. The Senior Center provides programs and activities to persons over the age of 60 or Adults with Disabilities. The department operates a unique program for 26 adults with Developmental disabilities who receive support to include personal care, vocational, financial, educational, social, enhancing independence and advocacy daily. A congregate lunch program serves 50 individuals at the site daily and another 35 individuals receive home delivered meals through the Meals on Wheels Programs. Various classes and resources are offered throughout the day and evenings.

Both the Police and Human Service Departments are active members of the Town of Coventry Emergency Management Team. We desire to seek federal funding to assist in the emplacement of a new Emergency Operation Center inside the Police Department side of the building. We also desire to upgrade the community room to better serve as the main emergency shelter for the Town. Our relationships with community partners, local, state and federal allow us to be effective in assisting residents in a myriad of emergency situations.

The new project location is at the current location of the Coventry Human Services department which a building at 50 Wood Street in Coventry. A recent roof renovation was undertaken in 2014 to this building. While a few upgrades have been completed over the years, additional changes will need to be made to serve the Police Department effectively. Construction of a new facility adjacent to the existing structure will house the Coventry Department of Human Services allowing more space and opportunity for expansion and improvement of services and resources. The Wood Street is adjacent to an existing

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Little League baseball field. This will require special attention during the design and construction phases to allow for the potential continued use of this building and the ball field which is desirable to the Town. Design of the facility and surrounding spaces (parking, pedestrian areas, etc.) must take existing activities at both venues into consideration. Additionally, the location is surrounded by a residential community. All elements of the design shall consider the location of the complex in relationship to the adjacent neighbors. For these reasons, it is desired to create an exit/entrance for the police department from this site directly to Sandy Bottom Road for official use only as a part of the scope of this project.

2. RFP SCOPE OF WORK

As part of this contract, the scope of work shall include, but not limited to the items listed below. It is the Town of Coventry Building Committee expectations for the selected firm to provide all of the services necessary to result in a fully operational police and department of human services complex during and at the conclusion of the project.

The Town will be responsible for the costs associated with the site survey and required site borings. The selected firm shall be required to assist the Town of Coventry Building Committee in obtaining site borings and site surveys. All civil engineering and structural engineering related to this project are the responsibility of the selected firm.

2.1. PRELIMINARY AND DESIGN PHASE

- Prepare schematic design documents based on existing conceptual drawings and floor plans.
- Provide a detailed cost estimates to construct/renovate the facility based on the proposed design. The detailed cost estimates shall include an outline of key items, recommendations for construction/renovation, and layout of work phases.
- Secure approvals for all utilities including, but not limited to, sanitary wastewater disposal, potable water, electrical, telephone, gas, smoke detectors, fire alarm, communications, fire protection, etc.
- Prepare design development documents based on the approved schematic design documents, a multi-phased construction build-out/renovation process, and updated construction budget for the project.
- Provide and delineate all building and roadway setback dimensions to conform to all zoning regulations and requirements. Prepare, file, and obtain any application(s) for variances, if necessary.
- Prepare, file and obtain a wetlands, RIDOT, and other necessary permit applications and complete necessary documentation as part of the permitting process.
- Conduct required drainage and soil erosion analysis. Complete all necessary filing and reporting requirements as part of the process.
- Prepare a site plan which incorporates the items listed above.

2.2 BIDDING ASSISTANCE AND CONSTRUCTION DOCUMENTS

- Design and prepare bid specifications for all site work preparation and construction.
- Assist the Town of Coventry Building Committee in the review and recommendation of the site work preparation and construction bid award (Including interviewing potential contractors, if necessary).
- Design and prepare bid specifications for the construction and renovation of the exterior and interior facilities including, but not limited to: power, lighting, HVAC, bathroom facilities, interior walls, telemetry and communications, office design, foundation, and any other component that is necessary for a 100% turn-key facility.

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(This is to include all necessary plans and documentation).

- Assist the Town of Coventry Building Committee in the review and recommendation of the construction and renovation bid award (including interviewing potential contractors).

2.3 CONSTRUCTION ADMINISTRATION AND CONSTRUCTION DOCUMENTS

- Review and approval of material shop drawings.
- Develop and maintain a bonding and insurance log identifying all parties that must provide bonds and/or insurance, including certificates received, expiration dates and status of renewals.
- Provide all necessary construction administrative and project management services during construction, including but not limited to attendance at all job meetings as the owner's representative, periodic visits to the construction site to observe the progress and quality of the executed work, and to determine if the work is proceeding in accordance with the Contract Documents.
- Certify propriety of contractor payment requests under the construction contracts. The Town of Coventry Building Committee shall approve the format of payment forms, which must show material on-site and category breakdown. Prepare/review supporting documentation required by State and Federal regulations and/or statutes.
- Prepare and maintain a master project change log that incorporates all change orders, change requests, and change proposals, noting who initiated and the status of each, and the final agreed upon change amount.
- Prepare supplementary sketches and drawings required to resolve actual field conflicts that may be encountered.
- Review, evaluate, resolve, and document all claims, including, but not limited to, claims for additional time, additional cost, unknown conditions, and for error and omissions in the construction plans and specifications, subject, when necessary or appropriate to approval by the Town of Coventry Building Committee and Town Council.
- Prepare and submit monthly written progress reports to the Town of Coventry Building Committee.
- Provide all necessary construction inspection services for the project.
- Prepare and monitor a punch list(s) upon the contractor achieving substantial completion for the project.
- Document the receipt of all warranties and guarantees from the project.

2.4 PROJECT CLOSEOUT

- Conduct a final technical inspection of the project for compliance with the requirements of the Contract Documents. The final inspection will be conducted with the Town of Coventry Building Committee representatives. Provide any necessary specialists for closeout and final testing of equipment and other items in the project.
- Complete and submit all necessary project closeout paperwork and site visit(s) with the Town's Building Official, including, but not limited to the State of Rhode Island
- Project Certification Form 128 (R.I.G.L. §23-27.3-128.2.2).
- Provide two (2) sets of "as built" drawings and one (1) electronic CAD version to the Town.
- Produce and provide all necessary closeout documentation and filings.

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2.5 BUILDING CODE AND COMPLIANCE WITH OTHER DESIGN STANDARDS

The design shall be in accordance with the latest officially adopted version of the Rhode Island State family of codes, and other building standards and guidelines published by professional policing and corrections organizations including but not limited to:

- The Rhode Island State Building Code (SBC) Series.
- The Rhode Island Fire Safety Code and Elevator Safety Code.
- Chapter 20 - Town of Coventry Code of Ordinances; Land Disturbing Activity.
- Chapter 30 - Town of Coventry Code of Ordinances; Planning and Development.
- Rhode Island Storm water Design and Installation Standards.
- "Police Facility Planning Guidelines"; published by the International Association of Police Chiefs (latest version).
- Commission on Accreditation of Law Enforcement Agencies (CALEA) for general guidelines/standards concerning holding facilities, property areas and communication centers.

The building should be designed structurally and architecturally to meet essential facility requirements in accordance with applicable building codes and ordinances.

3. RFP TERMS AND CONDITIONS

3.1. SUBMISSION OF BIDS – DEADLINE

1. BIDS/PROPOSALS:

Instruction forms and specifications may be obtained in person or by mail at the Coventry Town Offices, 1670 Flat River Road, Coventry RI 02816. Sealed bids or proposals will only be accepted by the Town of Coventry Building Committee, if submitted in accordance with these instructions, the General Conditions and any other attached specifications.

QUALIFICATIONS:

The Town of Coventry Building Committee may make such investigation as it deems necessary to determine the ability of the Bidder to furnish the services and the Bidder shall furnish to the Town of Coventry Building Committee all such information and data for this purpose that the Town of Coventry Building Committee may request. We reserve the right to reject any bid if the evidence submitted by the Bidder or an investigation of such Bidder fails to satisfy that such Bidder is properly qualified to carry out the obligations of the contract.

The deadline for the submission of proposals is 2:00 PM Eastern Time on Monday, June 9, 2017. Failure to comply with this deadline can lead to the immediate rejection of the bidder's proposal. The schedule of bid activities is as follows:

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Event	Due Date
Base RFP Issued	May 15, 2017
Mandatory Pre-Bid Meeting	May 24, 2017
Last Day to Submit Questions	June 1, 2017
Proposal Due Date	June 9, 2017
Target Date for Review of Proposals	June 19, 2017
Target Final Interviews	June 26, 2017
Anticipated Award Date	July 17, 2017

All information prepared by the bidder and proposal content shall be the property of the Town of Coventry.

3.2. MANDATORY PRE-BID MEETING

A mandatory pre-bid meeting will be held on Wednesday May 24th at 2:00 PM at the job site location, 50 Wood Street, Coventry, RI.

3.3. POTENTIAL MODIFICATIONS TO RFP PROCESS & DISCRETIONARY SELECTION

The Town of Coventry Building Committee, in its sole discretion, reserves the right to amend, supplement, terminate, negotiate or otherwise change all or part of this RFP, the process used for evaluation of the bids, and/or of the expected schedule information. The Town of Coventry also reserves the right to:

- Reject any or all bidder's proposals.
- Establish any and all evaluation criteria of the bidder's proposal submitted in response to this RFP as it may deem appropriate.
- Take any other actions it deems appropriate or necessary in relation to this RFP process.

ADDENDA:

Any addenda, including response(s) to bidder's questions, issued after the request for bids are distributed shall be covered in the bid, and in closing the contract they shall become a part thereof.

SPECIFICATIONS:

Bidders must examine the specifications carefully. In case doubt shall arise as to the meaning or intent of anything shown in the specifications, inquiry shall be made in writing to the Town of Coventry Building Committee before the bid is submitted. The submission of a bid shall indicate that the bidder thoroughly understands the terms of the RFP and specifications.

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3.4. NO IMPLIED OFFER

The issuance of this RFP does not imply that the Town of Coventry is extending an offer to enter into a contract with any of the recipients or respondents. No agreement or other binding obligation on the Town of Coventry is implied or will occur until an Agreement (Contract) is executed by both the Town of Coventry and the Architect/Engineer.

3.5. INCURRED COSTS

The bidders remains solely responsible for all costs of preparing, submitting and resubmitting its proposal and any other prior or subsequent activity associated with the RFP process, including the evaluation of the proposal, bidders presentations, meeting attendance, due diligence, and/or contract negotiations, regardless of whether or not the Town of Coventry enters into an Agreement with the bidders.

3.6 TERMS & REQUIREMENTS FOR BIDDING

Item Description: **ARCHITECTURAL / ENGINEERING SERVICES PROPOSAL FOR THE DESIGN & CONSTRUCTION OF THE COVENTRY POLICE AND DEPARTMENT OF HUMAN SERVICES COMPLEX.**

Proposal Due Date: **June 9, 2017**

Bids must be submitted up to 2:00PM, on the above meeting date to the Coventry Town Clerk, Town Hall, 1670 Flat River Road, Coventry, RI 02816. Failure to comply with the deadline can lead to the immediate rejection of the bidder's proposal.

INSTRUCTIONS

1. Vendors must submit sealed bids in an envelope, clearly labeled with the above captioned item or work. The bid envelope and information related to the bid must be addressed to the Town of Coventry, Town Clerk, 1670 Flat River Road Coventry, RI 02816.
2. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
4. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected.
5. Bids **SHOULD BE TOTALED**. Do not group items: price each item individually. Awards may be made on the basis of *total bid* or by *individual items*.
6. Each bidder is required to state in his or her proposal a full name and address; and must state the names of all persons or firms with whom may be submitting a joint bid. All bids **SHOULD BE SIGNED IN INK**

NOTICE TO VENDORS:

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1. The recommendation by the Town of Coventry Building Committee to the Coventry Town Council for award will be made following the review and evaluation of sections 4.5 & 4.6 of this document.
2. No proposal will be accepted if made in collusion with any other bidder.
3. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Laws (as amended). Sections 7-1-1.1-105. 7-1.1-106.
4. The Town of Coventry reserves the right to reject any and all bids(s).
5. Where prices are the same, the Town of Coventry reserves the right to award to one bidder, or to split the award.
6. Competitive prices may be obtained by all bidders attending formal bid opening. After a reasonable amount of time, tabulation bids may be seen by applying in person at the Town Clerks office, Coventry Town Hall. Telephone or written request for the above will not be honored.
7. As the Town of Coventry is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Taxes, prices quoted are not to include these taxes.
8. In case of error in the extension of prices quoted, the unit price will govern.
9. The contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of The Town of Coventry Building Committee Chairperson.
10. Delivery dates must be shown in bids. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
11. A certificate of insurance will be required of a successful vendor.
12. Bids may be submitted on an "equal" in quality basis. The Town of Coventry reserves the right to decide equally. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
13. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (see R.I. General Laws, Sec. 37-13-1, as amended).
14. No goods should be delivered or work started without obtaining a purchase order.
15. Subject to the terms set forth in preceding paragraphs, the Town of Coventry Building Committee shall recommend the award of a bid to the Coventry Town Council and the Town Council shall then either reject, accept or modify the bid in accordance with its ordinances and federal and state law.

CONSTRUCTION & SERVICE BID TERMS

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1. It is hereby mutually understood and agreed that no payment for extra work shall be claimed or made unless ordered in writing by the Town of Coventry Building Committee.
2. Awards will be made within sixty (60) days of the bid opening. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. The successful bidder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act Title 28, Chapter 29, Section 1. If the successful bidder is exempt from compliance under the Worker's Compensation Act, an officer of the successful bidder shall so state by way of sworn Affidavit, which shall accompany the signed contract.
5. The successful bidder shall prior to commencing performance under the contract attach and submit a certificate of Insurance, in a form and in the amount satisfactory to the Town of Coventry Building Committee by which the successful bidder will indemnify and hold harmless the Town of Coventry during the term of the contract from and against all loss or damages arising from performance under the contract including all claims for personal injury or damages to property sustained by third persons, or their agents, servants and/or those claimed under them.

3.7 GENERAL CONDITIONS

1. RESERVATIONS:

a. The Town of Coventry Building Committee reserves the right to waive formalities or technicalities in bids as the interests of the Town may require.

b. The Town of Coventry Building Committee may waive minor differences in specifications provided these differences do not violate the intent of the specification or materially affect the operation for which the item is being acquired.

c. Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.

d. The Town of Coventry Building Committee reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the Town may require.

e. If in the Town of Coventry Building Committee's judgment, the Town's best interest will be served by doing so, the Town of Coventry Building Committee reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

2. DISPUTES:

In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the Town shall be final and binding on both parties.

3. FAILURE TO DELIVER:

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In the event the Contractor fails to deliver the services and materials covered by the contract and in accordance with the delivery terms stipulated in the contract, then the Town will have the right to purchase on the open market the services and/or materials covered in the Bid Proposal and shall have as damages the cost of obtaining such services and/or materials and any additional costs incurred by the Town as a result thereof.

4. INSURANCE:

The Contractor shall maintain such commercial general liability and broad form property damage insurance and Workers' Compensation Insurance as will protect the Town of Coventry and the Town of Coventry Building Committee from any and all claims under Workers' Compensation Acts, and from any other claims for loss or damages or for general injury or damage to property which may arise from Contractor's operations under the contract; whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. Certificate of Insurance shall be on an occurrences basis.

The Contractor shall name the Town of Coventry as additional insured to the required insurance policy and will furnish a Certificate of Insurance or other acceptable evidence of insurance coverage to the Town within ten (10) days from date of award, but in no event later than the date of execution of the Contract.

a. **Comprehensive Liability Insurance:** Limits of Coverage (Applies ONLY to Contractors performing services in and/or for the Town; NOT for supply only Contracts) Limits of coverage for commercial general liability and broad form property damages coverage are to be no less than One Million Dollars (\$1,000,000.00) per occurrence/One Million Dollars (\$1,000,000.00) aggregate personal injury and death and One Million Dollars (\$1,000,000.00) property damage. Three Million Dollars (\$3,000,000.00) aggregate, where insurance aggregates apply.

b. **Automobile Liability Insurance.** Motor vehicle insurance meeting the requirements of Rhode Island law and covering every vehicle and driver involved in providing the services, in the following amounts:

- (1) Bodily injury liability with limits of \$1,000,000.00 each person and \$2,000,000.00 each accident;
- (2) Property damage liability with a limit of \$1,000,000 each accident.

c. **Workers' Compensation:** Contractor shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the Town of Coventry Building Committee.

5. INDEMNIFICATION:

The successful bidder will be required to indemnify, defend and hold the Town of Coventry and the Town of Coventry Building Committee harmless against any and all liability to any person or persons for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, representatives or employees. This indemnification shall include reasonable attorney's fees incurred by the Town in connection with such claim or liability.

6. INSPECTIONS:

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The Town of Coventry Building Committee has the right to inspect and test all services and materials called for by the contract, to the extent practicable at all times and places during the term of the contract. The Town of Coventry Building Committee shall perform inspections and tests in a manner that will not unduly delay the work. If any of the services and/or materials do not conform to contract specifications, the Town of Coventry Building Committee may require the contractor to perform the service or again provide a replacement product in conformity with contract specifications, at no increase in contract amount.

4. BID AND SELECTION PROCEDURES

4.1. BIDDERS QUALIFICATIONS

All work is to be performed by firms, or individuals within firms, that have at least ten (10) years of experience in municipal projects of similar size and scope to this project. Firms must have relevant experience with the building type and program and be familiar with Federal, State and other requirements for this type of facility.

All qualified bidders shall provide at least three (3) references for completed projects that are similar to the size and scope of this project. All referenced contact information shall include the name, telephone number and e-mail address for the contact person. The Town of Coventry Building Committee may make such investigations that it deems necessary to determine the ability of the bidder to perform the architectural and engineering scope of services for this project.

A statement of qualifications must be submitted as part of the proposal containing a listing of the key personnel to be assigned to the project, statement of availability of key staff members, and their experience in other facilities of this nature.

4.2. COMMUNICATION PROCEDURES

The bidders must fully comply with the protocols set forth in this RFP or as otherwise communicated by the Town of Coventry Building Committee. The primary contact concerning this RFP is noted below. No bidders' personnel should contact or attempt to contact any Town personnel related to this RFP, including Police Department members or Town employees, without first having obtained the primary contact's approval.

The primary contact for this RFP is:

Department	Name	E-Mail
Police and Department of Human Services Complex Building Committee	William Finnegan	bfinnegan@coventrylumber.com

4.3. QUESTIONS AND ANSWERS

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All questions should be asked via e-mail, and shall be directed to the primary contact at the e-mail address noted above. Answers will be provided via e-mail to all bidders. The Town of Coventry Building Committee reserves the right not to reply to any or all questions submitted by bidders.

No clarifications, interpretations, or responses to other questions regarding this RFP will be made orally to any of the bidders. All responses to written inquiries, interpretations, or supplemental instructions, if required, will be issued by addendum, and will be transmitted via e-mail to all prospective bidders no later than three (3) days prior to the proposal due date. The bidders shall acknowledge receipt of the addendum in the proposal submission.

4.4. THE PROPOSAL

The Town of Coventry Building Committee must receive the bidders' proposal by Friday, June 9, 2017 before 2:00 PM, at which time all will be publicly open. Proposals shall remain valid for a period of 60 days from the proposal due date. The proposals must be presented in spiral-bound or 3-ring binder format. Proposals shall be submitted in sealed envelope(s), addressed as follows:

**Town of Coventry
Town Clerk/Building Committee
1670 Flat River Road
Coventry, RI 02816
"DO NOT OPEN BID ENCLOSED"**

Eight (8) copies of the proposal must be provided. One copy shall be sent electronically to the primary contact. Responses, once submitted, cannot be withdrawn for the term of the validity period except with the written consent of the Town of Coventry Building Committee. The Town of Coventry Building Committee will only select compliant offers in accordance with all terms and conditions of this document.

Each respondent shall include a Written Proposal and a Cost (Fee) proposal. The written proposal will include a statement of the firm's understanding of the project, the project objectives and the scope of work. Further, the written proposal shall include a design schedule and a suggested construction schedule. If the bidder proposed to use subcontractors for specific components of the design and development work, a list of subcontractors and information on their experience and qualifications must be included in the written proposal.

The Cost (Fee) Proposal shall be a breakdown of the costs associated with the three (3) major phases of the project (Preliminary Design, Detailed Design and Construction Administration). Estimated expenses (reimbursables) shall also be presented for the respective design and construction administration services.

4.5. SELECTION CRITERIA

Proposals shall be evaluated against the criteria listed below. The order in which the criteria are listed does not reflect the importance of each in the overall selection process. A system of values will be

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assigned to the criteria listed below by the Town of Coventry Building Committee prior to the receipt of proposals. The criteria are as follows:

- Bidder's experience with the design and construction of Police and Department of Human Services Complexes, Police Stations, Emergency Services Facilities, Fire Stations, Rescue Facilities, etc.
- Experience of proposed project team members.
- Bidder's experience in working in, at, or adjacent to existing facilities that must remain in service.
- Bidder's expertise and track record in implementing and supporting such services, as well as feedback from clients who have had experience with the bidder for similar projects and services.
- Demonstrated flexibility/creativity of the bidders.
- Solid, experienced organization with a good reputation.
- Overall understanding of the context and the requirements expressed in the RFP.
- Quality, clarity and compliance to the required format of the proposal.
- Bidder's general qualifications including such factors as geographical presence, organization size, time in business, stability, etc.
- Pending work on other projects (availability).
- Total cost of the proposal for the services required.

This will be a qualifications-based selection process. It is the responsibility of the bidder to provide information, evidence, or exhibits which clearly demonstrate the ability to satisfactorily complete the project requirements and to fulfill the criteria listed above.

4.6. SELECTION PROCESS

The bidders should note that the Town of Coventry Building Committee intends to select three (3) finalists on the basis of the content of the written proposals judged against the criteria selection listed above. The Town of Coventry Building Committee will then schedule interviews with the three (3) bidders having the highest scores from the evaluation process. Final selection will be made after interviews are complete.

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5. VENDOR RESPONSIBILITY FORM

(A separate sheet of paper may be used if necessary)

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

2. List the names and addresses of three (3) firms, **with telephone numbers and contact person**, for which you have provided similar commodities or services:

3. List the name and address of one bank or other institution that can provide the Town with an adequate credit reference:

Federal I.D. # _____ Name of Bidder: _____

_____ Address: _____

Telephone #: _____

_____ By: _____
Signature

Typed Name and Title

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6. EQUAL OPPORTUNITY EMPLOYER

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, This company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: _____
Type/Print Name of Company

Address: _____

Town/State: _____
Zip Code

By: _____
Signature of Person Authorized to Sign Bid

Type/Print Name and Title of Person
Authorized to Sign Bid

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Town of Coventry, RI

7. STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

Name of Bidder-Type/Print

By: _____
Signature of Person Authorized to Sign

Name and Title of Signatory (Type or Print)

STATE OF _____

LOCALITY OF _____, TO WIT:

On this ____ day of _____ 20 ____, before the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

Notary Public

My Commission Expires: _____