

RHODE ISLAND CONVENTION CENTER AUTHORITY

Request for Qualifications

for Architectural/Engineering Services Related to the Design and Development
of a Parking Garage

The Rhode Island Convention Center Authority (the “Authority”) has been charged with the design and development of a parking garage at the current site of the Garrahy Courthouse surface parking lot. The address of the Courthouse is One Dorrance Plaza, Providence, Rhode Island. The parking lot is directly behind it and bordered by Clifford, Richmond, and Friendship Streets. The garage is to have approximately 1,275 spaces and retail space on the first floor. The Authority is seeking responses from Qualified Architectural and Engineering Firms with proven expertise in the design of parking facilities.

Scope of Services

The Authority, through its selection process, will select an architect-led team to provide the architectural and engineering services necessary for the development of the parking garage, including site analysis, design development, preparation of construction documents, budget estimates, project administration, and assistance in the approval process.

The Authority presently intends, if necessary, to commission separately and provide to the selected architect the following:

1. Asbestos survey and abatement plan.
2. Hazardous Soils survey and abatement plan
3. Geotechnical report.
4. Topographical / boundary / utilities survey.

Evaluation Criteria

The Authority seeks to retain the services of an architect experienced in parking facility design. In order to be considered, the prime consultant must demonstrate the completion through construction of up to three new or renovated parking projects of comparable or larger scale.

The Authority will also evaluate the statements on the basis of the following criteria:

1. Competence to perform the services reflected by technical training and education; general experience and history of the firm in the business of parking facility design; experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services, including resumes of key architectural staff to be assigned to the project, and their years of service with the firm..
2. Experience of the prime engineering consultants (firms and individuals), including evidence of past collaboration with the architectural team members on relevant projects.
3. Experience of specialty consultants.
4. Demonstrated understanding of the project and the clear articulation of a plan to meet the schedule.

5. Ability to perform the services reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously.
6. Experience with design review committees and state and local authorities.
7. Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and the ability to meet deadlines.

Please provide specific information regarding Items 1-5 above. As to Item 6 please provide examples, and as to Item 7 please provide contact information including address, telephone number, fax, and email of those familiar with this criteria.

Evaluation Process

The Authority will receive and evaluate separately the statement of firm qualifications and a proposal as to the basic structure of the fee for each respondent. Those submissions deemed to be responsive will be reviewed and evaluated. At that time, the Authority will invite teams short-listed as finalists to make presentations.

Submission of Statements/Deadline

Each respondent must submit **3 complete paper sets** of its statement of qualifications, prepared in the manner and detail specified herein, and **one electronic copy on CD**. **Sealed statements will be received until 12:00 noon, prevailing time, on October 31, 2014** at which time all statements will be publicly opened. Statements must be addressed to:

**The Rhode Island Convention Center Authority
Third Floor – Dunkin’ Donuts Center
One LaSalle Square
Providence, RI 02903
Attn: James P. McCarvill, Executive Director**

The outside of the package in which the statement is submitted should be marked: **“Development and Construction of a Parking Garage Architectural/Engineering Services”**.

Statement of Qualifications. Submit a Statement of Qualifications that addresses the evaluation criteria and clearly communicates the required relevant experience of the team. Efforts should be made to limit the submission to no more than 25 pages of content specific to the needs of this project, excluding cover letter, covers, dividers, title sheets, and resumes. **Each copy shall be signed by the person or persons legally authorized to bind the respondent to a contract.**

Fee Structure. Submit separately with your Statement of Qualifications, in a sealed envelop, the structure for your fee for full design and consulting fees proposed for execution of the work. Expenses normally reimbursable in executing this type of work (travel, printing and reproduction, etc.) will be allowed as reimbursable expenses for purposes of this fee proposal. *The fee is subject to negotiation upon selection of finalist.*

Schedule

The Authority has set forth the following schedule for the selection process however these dates may be revised at any time.

Authority issues Request for Statements of Qualification	October 17, 2014
Receipt of Statements of Qualifications and Fee Proposals	October 31, 2014 by 12:00 noon
Presentations	Will be scheduled the week of November 10, 2014
Decision	To be determined

RIGHTS RESERVED TO THE AUTHORITY

Notwithstanding any other provision of this Request for Qualifications (“RFQ”), the Authority reserves to itself the rights listed below.

A. *Right to Modify RFQ Documents*

The Authority reserves the right to modify or amend any provision of the RFQ documents. .

B. *Right to Reject Any and All Submittals*

Notwithstanding the foregoing, whenever, the Authority deems it to be in the Authority’s best interest, the Authority reserves the right, in its sole discretion, to reject any or all statements; to waive minor irregularities or informalities, **except that the Authority will not waive the requirement that a statement be received by the Authority prior to the deadline for submission of statements**; to re-advertise; to make the award on the basis of the initial responses; or to proceed with or to provide the services in a manner other than by awarding one or more contracts under this RFQ.

C. *Right to Cancel Award*

The Authority reserves the right to cancel negotiations with any respondent at any time prior to a contract being fully executed by the respondent and the Authority.

D. *Additional Cause for Rejection*

In addition to any other cause for rejection of any proposal in this RFQ, a statement may be rejected by the Authority if there is evidence of collusion among respondents, if the respondents submitting it is in default or arrears under any prior existing contract with the Authority or any other state of Rhode Island agency, or there is an unresolved claim between the respondent and the Authority or any other state of Rhode Island agency.

Any direct contacts made or attempted to be made by any respondent with any Authority Board member prior to the selection of a qualified respondent will automatically disqualify a respondent from any further consideration.

Should you have any questions regarding this RFQ, please contact Eileen.smith@riccauth.com at the Rhode Island Convention Center Authority, One LaSalle Square, Third Floor - Dunkin' Donuts Center, Providence, Rhode Island 02903; phone (401) 351-4295.

Respondents are advised that the Authority is a quasi-public agency of the State of Rhode Island and its records, including statements submitted in response to RFQ's are public records unless otherwise exempted under state law.

THE RHODE ISLAND CONVENTION CENTER AUTHORITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.