



**Request for Proposals
General Contracting Services**

INTRODUCTION

Through this Request for Proposals (together with all attachments hereto, this “RFP”), Rhode Island Housing seeks proposals from qualified firms to provide general contracting services for construction of a new office and ceiling grid and light installation.

INSTRUCTIONS

1. One original and two copies of your proposal should be submitted to Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721, Attn: Guy V. Pirolli, Real Estate Manager. Proposals should be concise and include all attachments and work samples. Proposals must be presented on business letterhead.

A mandatory walk-through to view the proposed areas will be held on **Tuesday, March 24, 2015 at 8:00 a.m.** Rhode Island Housing staff will be available to review the specifications and discuss the concept of the projects. Interested parties are encouraged to field verify the space at this time to use in any design plan.

Proposals are due to the office of Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721, Attn: Mr. Guy V. Pirolli, **by 5:00 p.m., Friday, April 3, 2015.**

A cover sheet with the following information must be displayed on the proposal package:

Name of Bidder

Address of Bidder

Due Date

RFP – Earle Building Ceiling & Office Renovations

Proposals may be withdrawn or amended by bidders at any time prior to the proposal submission date. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Rhode Island Housing is seeking proposals for general contracting services, in particular, the complete construction of an approximate 144 square foot office as well as the installation of an approximate 1200 square foot open ceiling grid and respective lighting in one or our corporate buildings known as the Earle Building, 44 Washington Street, Providence, Rhode Island. All measurements to be verified on site. The successful candidate will be expected to perform construction services including, but not limited to: ceiling grid installation, rough wall construction, drywall installation, finish plastering, carpet installation, electrical and HVAC system installation/ modifications.

The successful candidate will also be responsible for the hiring and oversight of all professional personnel and trades that may be required to complete the intended projects.

The full Scope of Work including required plans and specifications, completed by Union Studios, is conveyed in drawings labeled Attachment A.

Required documentation can be obtained at the office of Rhode Island Housing during the hours of 8:30 AM to 5:00 PM, Monday – Friday, located at:

Rhode Island Housing
44 Washington Street
Providence, RI 02903

Contact for documents if needed:

Guy Pirolli - Phone: 401.457.1290
Email: gpirolli@rhodeislandhousing.org

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

A. General Firm Information

Provide a brief description of your firm, including at least the following information:

1. Name of the principal(s) of the firm
2. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal
3. Address of all offices of the firm
4. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work. Please include the following information:

2. Indicate which principals and associates from your firm would be involved in providing services to Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Please provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

C. Fee Structure

The cost of materials and services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for the Scope of Work using the pricing schedule form provided at Attachment B. Without limiting the foregoing, include all costs for any additional design services, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation, tax, and any other costs or fees that may be incurred in the performance of the Scope of Work.
2. Provide an itemized breakdown of billing rates, hourly costs, and reimbursable expenses for any services that may be requested in addition to the services previously described.
3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of Rhode Island Housing.
4. Please note that all work must be quoted at prevailing wage.

D. Miscellaneous

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes

who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention.

F. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Guy V. Pirolli, gpirolli@rhodeislandhousing.org**, seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after **Friday, April 3, 2015**, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

Rhode Island Housing staff will review all proposals and make a determination based on levels of capacity and stated expertise. All responsive proposals will be evaluated based on the following factors:

- Professional capacity to undertake the scope of work.
- Proposed Fee
- Ability to perform some work within time constraints set by Rhode Island Housing, namely after hour work from 5:00PM up to 12:00AM and weekends
- Ability to meet specifications, terms and conditions set forth in the Scope of Work and the Contract Terms
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Recommendations of references
- Review of client list
- Portfolio quality
- Other pertinent information submitted

RFP respondents should have renovation experience working in an occupied commercial office building.

Rhode Island Housing may invite one or more finalists to make presentations.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted proposals for all or part of the lobby plan design work and reception furniture identified in the Scope of Work. Rhode Island Housing’s objective is to award the proposal

to one bidder. However Rhode Island Housing reserves the right to award this proposal to multiple bidders on an item-by-item or item group basis.

By this Request for Proposals, Rhode Island Housing has not committed to undertaking the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

Please direct all inquiries seeking clarification on the Scope of Work in writing by email to: Guy V. Pirolli at gpirolli@rhodeislandhousing.org. The deadline for written inquiries is **April 3, 2105**.

Any responses to written inquiries that materially change or clarify the RFP will be distributed by addenda to all parties that have received a copy of the RFP.