



Request for Proposals
Generator Platform Construction and Standby Generator Installation 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 two roof top steel platforms and generator installations, as well as related electrical work associated with the generator operation and Disaster Plan wiring upgrades.

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 **Wednesday, September 9, 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., Thursday, September 24, 2015.**

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

Name of Bidder
Address of Bidder
Due Date
RFP – Slade/Garr Building Generator Project

Proposals may be withdrawn or amended by bidders at any time prior to the proposal submission date.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

In conjunction with ongoing Disaster Planning Projects, Rhode Island Housing is seeking proposals for general contracting services for the construction of two (2) steel decks and accompanying stairways, privacy gates, etc., to house new natural gas fired generators and power booster equipment that will be installed on existing elevator shafts at our corporate buildings known as the Slade/Garr Building, 44 Washington Street, and the Earle Building, 56 Washington Street, both in Providence, Rhode Island. Also, the project will include the purchase and installation of two 70KVH generators atop the new steel decks. All associated wiring and gas line installations, etc., as well as interior wiring updates to both buildings will be part of the general contractor's responsibilities. All measurements of exterior areas as they relate to the construction and installation associated with this project are to be field verified on site during the walk-through.

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

The successful candidate will be expected to perform all construction services set forth in the Scope of Work, including, but not limited to: elevator shaft structural reinforcement, roofing work, steel deck construction and installation, interior and exterior associated electrical wiring, gas line and power booster purchase and installation and the installation of the two generators.

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.

Copies of the Scope of Work 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 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.

E. Certifications

1. Please submit a complete response to the Certifications set forth in Attachment C.
2. 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 **Thursday, September 24, 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 (and oversee) the entire scope of work, in particular, the ability to perform and oversee the manufacturing and installation of steel decking and required rigging process, structural enhancements to existing building and other related building modifications.
- 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 weekdays and 7:00AM to 4:00PM 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 project 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 **Tuesday, September 22, 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.

ATTACHMENT A

See Union Studio Drawings, dated August 28, 2015.

ATTACHMENT B

DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

BID INFORMATION

Bidder: _____.

Project Name: **Rhode Island Housing Slade/Garr and Earle Building Generator Installation.**

Project Location: **Rhode Island Housing, #44 Washington Street, Providence, RI 02903.**

Owner: **Rhode Island Housing.**

Architect: **Union Studio Architecture & Community Design/Trinity Engineering**
Architect Project Number: 1443-03

CERTIFICATIONS AND BASE BID

Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Union Studio Architects and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of: _____

Dollars (\$_____)

ALTERNATE PRICING

Alternate Pricing Earle Building Generator Only:

Alternate #1. Provide (1) MCB, Meter and (1) ATS \$_____

Alternate Pricing Slade/Garr Building Generator Only:

Alternate #2. Provide 60kW Genset \$_____

Alternate #3. Provide 35kW Genset \$_____

Alternate Pricing Both Buildings:

Alternate #4. Both generator enclosures to be factory painted black \$_____

Alternate #5. Provide a manual transfer switch and a disconnect switch for a portable generator hook-up for each of the (2) generators (see 1-line diagrams) \$_____

BID GUARANTEE

The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:
_____ Dollars

(\$_____).

In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

SUBCONTRACTORS AND SUPPLIERS

The Contractor will utilize the following companies for the indicated Work. All subcontractors/suppliers with contract amounts in excess of \$10,000 shall be listed. Include one name only for each trade. The list will be made part of the Contract.

Subcontractor/Supplier	Company	Contract Amount

TIME OF COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within 60 calendar days.

ACKNOWLEDGEMENT OF ADDENDA

The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

Addendum No. 1, dated _____.

Addendum No. 2, dated _____.

Addendum No. 3, dated _____.

Addendum No. 4, dated _____.

BID SUPPLEMENTS

The following supplements are a part of this Bid Form and are attached hereto.

Bid Form Supplement - Bid Bond Form (AIA Document A310).

CONTRACTOR'S LICENSE

The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the State of Rhode Island, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

SUBMISSION OF BID

Respectfully submitted this _____ day of _____, 2015.

Submitted By _____

(Name of bidding firm or corporation).

Authorized Signature: _____

(Handwritten signature).

Signed By: _____

(Type or print name).

Title: _____

(Owner/Partner/President/Vice President).

Witness By: _____

(Handwritten signature).

Attest: _____

(Handwritten signature).

By: _____

(Type or print name).

Title: _____

(Corporate Secretary or Assistant Secretary).

Street Address: _____.

City, State, Zip _____.

Phone: _____.

License No.: _____.

Federal ID No.: _____

(Affix Corporate Seal Here).

ATTACHMENT C

Certification Checklist:

1. Has your firm (or you) been subject to criminal conviction by the State of Rhode Island, or any other jurisdiction? Yes [] No []

2. Has any contract with your firm been terminated for cause? Yes [] No []

3. Has your firm ever withdrawn from a contract during its performance? Yes [] No []

4. 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 any state vendor who enters into a contract 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.

Have you or your firm (and any related parties as defined in the law), within 24 months preceding the date of this 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. Yes [] No []

If yes have you or your firm, filed an affidavit with the State Board of Elections concerning reportable political contributions. Yes [] No []

5. 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? Yes [] No []

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.

If you have answered "Yes" to any of the foregoing, please explain the circumstances below:

CERTIFICATION BY RESPONDENT:

I hereby certify that the information submitted with this Proposal is true, correct and complete to the best of my knowledge and belief.

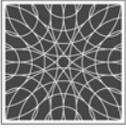
Authorized Representative

Signature

Title

Date

Failure to submit this document or incomplete submission may result in the proposal/offer being determined to be non-responsive.



ADDENDUM

ADDENDUM NO.: 01
DATE: 9/09/2015
PROJECT: Rhode Island Housing
Earle and Slade Buildings - Standby Generator Installation
PROJECT ADDRESS: Rhode Island Housing
44 Washington Street
Providence, RI 02903

TO: Respective Bidders

This Addendum forms an integral part of and modifies the Bid Documents for the subject Project, dated August 28, 2015. Receipt of this addendum must be acknowledged by the Contractor on the Bid Form.

ITEM #	ITEM DESCRIPTION
GENERAL	
1	Utility Company Charges and Coordination: <ul style="list-style-type: none">▪ The Contractor shall be responsible for coordinating all utility company work.▪ Any project related utility company charges will be paid for by the Owner directly.
2	Earle Building Access and Staging: <ul style="list-style-type: none">▪ Given the limited access to the Earle Building south (rear) wall, it should be assumed that suspended scaffolding rigging equipment (swing staging) will be required to facilitate installation of the new natural gas piping. Such equipment and rigging should be carried as an integral part of the Bid.▪ Access to the south (rear) side of the Earle Building can be had through operable windows located in the rear utility corridor on the upper level floors.▪ Access to the Earle Building roof can be had through a roof hatch (scuttle) located in the 4th floor Mechanical Room at the end of the rear utility corridor.
3	Electric Equipment Clearance and Delineation: <ul style="list-style-type: none">▪ 3-ft clearance is required in front of all electrical equipment. The Contractor shall delineate such clearances on the floor in front of the new electric subpanel (M3), Automatic transfer switches and Contactor scheduled for installation in the old 'Subway' located in the Garr Building. Floor markings shall be made using striped black and yellow floor marking tape laid out in a rectangular fashion, meeting required clearance requirements. In addition, floor signs stating "Electrical Equipment - Do Not Block" shall be provided. Refer to Sheet E1.0 for equipment location. Such work space shall not be obstructed, shall not be used for storage and shall be left clear at all times.



UNION STUDIO

ARCHITECTURE & COMMUNITY DESIGN

4	Through Penetrations: <ul style="list-style-type: none">▪ All horizontal and vertical penetrations through walls, floors or ceilings shall be completely and adequately sealed to afford the same fire-resistive-rating as the assembly being penetrated. It shall be the Contractor's responsibility to verify all existing assemblies and coordinate all required penetrations through such assemblies.
5	Utility Shutdowns: <ul style="list-style-type: none">▪ Although it is not anticipated or recommended, any required power and/or utility shut downs shall be fully coordinated with an approved by the Owner prior to commencing such procedures.
6	Notice to Proceed: <ul style="list-style-type: none">▪ The Owner anticipates that the Contractor will commence Work immediately upon issuance of a Notice to Proceed and shall prosecute the work vigorously and continuously to completion, except when it is physically impossible to do so due to weather conditions or other unavoidable handicaps. The necessity of discontinuing and resuming work on any portion of the contract shall be determined by the Owner and Architect.
7	Pre Bid Walkthrough: <ul style="list-style-type: none">▪ The Owner will host another no mandatory pre bid walkthrough for any interested parties on Tuesday September 15th at 9:30 a.m. It is requested that any interested parties notify the Owner in advance of their attendance at such walkthrough.

END OF ADDENDUM NO. 01